

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

June 6, 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. Introduction of the 2017-2018 school year Union County Teacher Recognition award recipients
4. Recognition of retirees
5. Recognize the public and ask for comments on agenda items only

MINUTES:

6. Motion to approve the minutes of the Board of Directors Meeting of May 2, 2018 **(Att. 1)**

REPORT:

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

FINANCE:

8. Motion to approve the Secretary's Financial Reports:
Board Secretary's Report dated April 30, 2018 **(Att. 3)**
Budget Report dated May 31, 2018 **(Att. 4)**
Check Register for the month ended 5/31/18 the amount of \$ 5,543,743.40 **(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

FINANCE: Con't

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 May 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 with a total of \$15,916.06 **(Att. 6)**
11. Motion to renew the lease between the UCESC and the Township of Clark for the use of the Oliver B. Reach Gymnasium for use on Monday through Friday, 8:30 a.m. – 2:30 p.m. commencing September 1, 2018 and concluding on June 30, 2019, together with the second gymnasium, the Walter A. Bakum Gymnasium, to be made available on an “as needed” basis with usage to be approved by the Administrator of the Township of Clark during the same term at an annual rent of \$17,729
12. Motion to appropriate \$1,500,000. in unanticipated Coordinated Transportation revenue into the following line items in the 2017-2018 budget:

AMOUNT	DESCRIPTION
\$ 1,300,000.	11-000-270-511-0-901
	Contracted Services – Routes
200,000.	11-000-270-511-1-901
	Contracted Services - Aides

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

Amount	From	To	Amount
\$ 40.	20-000-219-320-0-684	20-190-100-610-0-684	\$ 40.
	Pur. Prof. Ed. Services	Teaching Supplies	
250.	20-000-213-100-0-630	20-000-213-600-0-630	250.
	Salaries Nurses	Supplies	
575.	20-000-291-241-0-630	20-000-213-600-0-630	575.
	Other Retirement	Supplies	
5,000.	20-000-213-100-0-629	20-000-213-600-0-629	5,000.
	Salaries – Nurses	Supplies	
TOTAL			TOTAL
\$ 5,865.			\$ 5,865.

FINANCE: Con't

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

Amount	From	To	Amount
\$ 1,750.	11-190-100-640-0-500	11-140-100-101-3-500	\$ 1,750.
	Textbooks	Teacher Salaries-Extra Service	
8,000.	11-000-291-270-0-300	11-190-100-106-1-300	8,000.
	Health Benefits	Salaries Sub.-Paraprofessionals	
2,000.	11-000-291-270-0-300	11-140-100-101-0-300	2,000.
	Health Benefits	Salaries Sub. – Teachers	
20,000.	11-000-291-270-0-300	11-214-100-106-0-300	20,000.
	Health Benefits	Salaries Para. - Autism	
750.	11-190-100-640-0-500	11-000-219-104-0-500	750.
	Textbooks	Salaries Social Worker	
2,100.	11-40-100-101-0-500	11-000-219-104-0-500	2,100.
	Salaries Teachers	Salaries Social Worker	
4,000.	11-40-100-101-0-400	11-000-219-104-0-400	4,000.
	Salaries Teachers	Salaries Social Worker	
2,000.	11-000-230-339-0-400	11-190-100-610-0-400	2,000.
	Admin. Staff Development	Teaching Supplies	
1,000.	11-000-230-339-0-400	11-000-240-600-0-400	1,000.
	Admin. Staff Development	Supplies Office	
16,000.	11-000-222-177-0-100	11-000-222-300-0-100	16,000.
	Tech. Coordinators	Purchased Tech. Services	
1,000.	11-000-291-270-0-300	11-000-240-600-0-300	1,000.
	Health Benefits	Supplies – Office	
10,000.	11-000-291-270-0-300	11-190-100-106-1-300	10,000.
	Health Benefits	Salaries Sub. Paraprofessionals	
3,000.	11-000-291-270-0-500	11-140-100-101-3-500	3,000.
	Health Benefits	Teach. Sal. – Extra Service	
3,882.	11-000-291-241-0-775	11-000-291-270-0-775	3,882.
	Other Retirement	Health Benefits	
2,000.	11-140-100-101-0-612	11-190-100-610-0-612	2,000.
	Salaries Teachers	Teaching Supplies	
TOTAL			TOTAL
\$ 77,482.			\$ 77,482.

FINANCE: Con't

15. Motion to contract with Partner Engineering and Science Inc. to provide health, safety and environmental compliance services to the Union County Educational Services Commission and the seven districts and one charter school participating in the full scope of services, plus two districts participating in blood borne pathogen services only, at a cost of \$56,000, effective July 1, 2018 through June 30, 2019

16. Motion to renew the maintenance services bid of June 23, 2015 for HVAC, temperature control and building automation systems contract between Union County Educational Services Commission and Air Systems Maintenance, Inc. of Kenilworth for July 1, 2018 to June 30, 2019. Year Four: Full Service Preventative Maintenance Annual Service price of \$44,411.00. Annual Cap, Emergency Service and Parts Replacement/Repairs for Year Three of \$33,000.00. Labor rate for Year Four: \$111.00 regular labor rate, \$166.50 overtime labor rate and \$222.00 holiday labor rate

17. Motion to approve the following breakfast and lunch program prices for the 2018-2019 school year:

	<u>Crossroads</u>		<u>Westlake</u>		<u>Hillcrest North & South</u>	
	<u>Elementary</u>		<u>Middle</u>		<u>Lamberts Mill Academy</u>	
	<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
<u>Lunch</u>						
Students	3.75	.40	4.00	.40	4.25	.40
Max. Per State	3.75	.40	4.00	.40	4.25	.40
Adults	4.75	--	4.75	--	4.75	--
Milk & Juice Students	.40	--	.40	--	.40	--
Milk & Juice Adult	.50	--	.50	--	.50	--
A La Carte Students	2.00	--	2.00	--	2.00	--
A La Carte Adult	2.50	--	2.50	--	2.50	--
 <u>Breakfast</u>						
Students	2.25	.30	2.50	.30	2.75	.30
Max. Per State	2.25	.30	2.50	.30	2.75	.30
Adults	3.25	--	3.25	--	3.25	--
Milk & Juice Students	.40	--	.40	--	.40	--
Milk & Juice Adult	.50	--	.50	--	.50	--

TRANSPORTATION:

18. Motion to approve Amendments to Existing Transportation Contracts dated June 6, 2018, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles **(Att. 7)**

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

20. Motion to approve the attached Negotiated Contracts **(Att. 9)**

TRANSPORTATION: Con't.

21. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated May 30, 2018, and award contracts to the lowest responsible bidders denoted by an asterisk **(Att. 10)**

PROGRAMS:

22. Motion to affirm the HIB Report of Investigations 17-10 and 17-11 as presented by the Superintendent in Executive Session May 2, 2018
23. Motion to approve the School Safety Data System report for Report Period # 1 (September 1 - December 31, 2017) as presented by the Superintendent **(Att. 11)**
24. Motion to approve the Project Search Program in partnership with Overlook Medical Center (part of Atlantic Healthcare Systems) for the school year July 1, 2018 to June 30, 2019
25. Motion to approve a contract for Paul Del Sordo of Del Martial Arts to provide enrichment instruction in the Extended School Year Program at Crossroads School and Westlake School at the rate of \$110 per hour for 8 hours per week from July 2 to August 12, 2018
26. Motion to approve a contract for Patrick Cerria of Tumble Jam Music to provide enrichment instruction in the Extended School Year Program at Westlake School at the rate of \$100.00 per hour for 6 hours per week from July 2, 2018 through August 13, 2018
27. Motion to approve a contract for Sandra Marotta of Ashrams for Autism to provide five yoga classes to Transition students at a rate of \$75.00 per hour every Friday for 45 minutes for the period of July 2, 2018 through August 13, 2018
28. Motion to approve a Contracted Paraprofessional Services Agreement with the Union County Vocational Technical Schools Board of Education to provide two (2) paraprofessionals who together, but at different times of the school day (7:50 am - 2:50 pm), will serve as the 1:1 aide for a particular student with a disability from September 1, 2018 through June 30, 2019. The District shall pay the Commission \$25.50 per hour for services rendered by each paraprofessional. The Commission shall send the District a monthly invoice setting forth the hours worked by the paraprofessionals
29. Motion to Approve the High School Curriculum Framework and Course Syllabi Guide for the 2018-2023 school years **(Att. 11A)**

POLICIES AND REGULATIONS:

30. Motion to approve the following Bylaws, Policies and/or Regulations for a second reading and adoption:

POLICIES AND REGULATIONS: Con't

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|--------|---|
| P 5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities |
| R 5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities |

TRAVEL AND RELATED EXPENSES:

31. 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:

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

PERSONNEL:

33. Motion to approve the Personnel Agenda dated June 6, 2018 as recommended by the Superintendent **(Att. 13)**
34. Motion to approve the Personnel Agenda for Extended School Year Programs dated June 6, 2018 as recommended by the Superintendent **(Att. 14)**
35. Motion to approve the 2018-2019 Annual Personnel Agenda for Substitutes and Tutors **(Att. 15)**
36. Motion to approve the adjusted 2018 – 2019 annual Administrators/Directors/Supervisors salaries in accordance with the Administrators Agreement dated July 1, 2018 through June 30, 2021 **(Att. 16)**
37. Motion to establish summer hours with a 12 pm dismissal on Friday August 17, 24 and 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 pm, Wednesday, July 11, 2018 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT: