

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

May 2, 2018

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, May 2, 2018 in the 2nd floor conference room of the Commission Offices at 45 Cardinal Drive, Westfield, NJ.

CALL TO ORDER:

The meeting was called to order at 7:08 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	Mr. Daniel DeMarco
Elizabeth	
Garwood	
Hillside	
Kenilworth	Ms. Annmarie Duda
Linden	Ms. Katarzyne Kozak
Mountainside	
New Providence	
Plainfield	Ms. Emily Morgan
Rahway	Ms. Deborah Bridges
Roselle	
Roselle Park	
Scotch Plains/Fanwood	Dr. Cindy Clancy
Springfield	Mr. Scott Donner
Summit	
Union	Mr. David Arminio
U. C. Vo-Tech	Mr. Pete 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:

PRESENTATION:

Carrie Dattilo, Director of Curriculum made a presentation on the curriculum at Lamberts Mill Academy, Hillcrest Academy North and Hillcrest Academy South.

RECOGNIZE THE PUBLIC:

CLOSED SESSION:

It was moved by Mr. Donner, seconded by Ms. Byrne and carried by roll call vote, to move into executive session at 7:15 p.m. 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.

The Board of Directors meeting returned to open session at 7:55 p.m. on motion of Mr. Donner seconded by Mr. Capodice and carried by unanimous voice vote.

EXECUTIVE COMMITTEE ACTION:

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

A. April 11, 2018:

Motion to approve the placement of employee #102221 on Administrative Leave effective April 11 through June 30, 2018

April 18, 2018:

Motion to approve the contract between Union County Educational Services Commission and Creative Speech Solutions in Summit to provide Occupational Therapy services at Westlake School from 03/16/18 - 06/30/18 at the rate of \$90.00 per hour

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None

Abstain: None

MINUTES:

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

- A. Motion to approve the minutes of the Board of Directors Meeting of April 4, 2018 **(Att. 1)**
- Abstain: Clancy
 Aklonis
 Duda

SUPERINTENDENT’S REPORT:

It was moved by Ms. Duda, seconded by Mr. Donner and carried by unanimous voice vote, to approve the Report of the Superintendent for May 2018. **(Att. 2)**

FINANCE:

It was moved by Mr. Arminio, seconded by Ms. Root 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 March 31, 2018 **(Att. 3)**
 Budget Report dated April 30, 2018 **(Att. 4)**
 Check Register for the month ended 4/30/18 in the amount of \$4,873,400.99 **(Att. 5)**
- B. Motion to approve the attached April 2018 check register for the School Lunch Account with a total of \$20,838.39 **(Att. 6)**
- C. Motion to approve the following line item transfers in the 2017-2018 budget:

Amount	From	To	Amount
\$ 450.	11-000-291-241-0-400	11-000-221-102-0-400	\$ 450.
	Other Retirement	Salaries Supervisors	
3,000.	11-000-270-161-0-500	11-000-219-104-0-500	3,000.
	Sal. Pupil Transportation	Sal. School Social Worker	
1,150.	11-000-270-161-0-500	11-000-240-103-0-500	1,150.
	Sal. Pupil Transportation	Salaries Principals	
4,000.	11-190-100-106-0-500	11-000-262-100-0-500	4,000.
	Salaries Paraprofessionals	Salaries Custodians	
6,000.	11-190-100-106-0-500	11-140-100-101-1-500	6,000.
	Salaries Paraprofessionals	Salaries Sub. Teachers	

4,225.	11-000-213-300-0-550	11-000-240-103-0-550	4,225.
	Pur. Prof. Teach/Health Srv	Salaries Principals	
2,000.	11-000-213-300-0-550	11-000-262-100-0-550	2,000.
	Pur. Prof. Teach/Health Srv	Salaries Custodians	
8,000.	11-000-291-270-0-901	11-000-291-220-0-901	8,000.
	Health Benefits	Social Security	
3,000.	11-190-100-106-0-775	11-000-291-270-0-775	3,000.
	Salaries Transition	Health Benefits	
2,000.	11-000-291-241-0-400	11-190-100-610-0-400	2,000.
	Other Retirement	Teaching Supplies	
TOTAL			TOTAL
\$ 33,825.			\$ 33,825.

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

Amount	From	To	Amount
\$ 15,000.	20-000-262-620-0-600	20-140-100-101-0-600	\$ 15,000.
	Energy Heat & Light	Salaries Teachers	
2,975.	20-000-291-270-0-681	20-000-291-241-0-681	2,975.
	Health Benefits	Other Retirement	
10,000.	20-000-219-320-0-683	20-190-100-106-0-683	10,000.
	Health Benefits	Salaries Paraprofessionals	
10,000.	20-000-219-320-0-683	20-000-291-270-0-683	10,000.
	Health Benefits	Health Benefits	
2,000.	20-000-219-320-0-684	20-190-100-106-0-684	2,000.
	Pur. Prof. Ed. Services	Salaries Paraprofessionals	
350.	20-140-100-101-0-672	20-000-219-320-0-672	350.
	Salaries	Pur. Prof. Ed. Services	
TOTAL			TOTAL
\$ 40,325.			\$ 40,325.

FINANCE: Con't

E. Motion to approve the renewal of the Food Services Management Contract

BE IT RESOLVED THAT THE BOARD OF EDUCATION of Union County Educational Services Commission upon recommendation of the Terry Foppert, Superintendent approves the renewal of the FSMC base year contract with Maschio's Food Services, Inc. from July 1, 2018 to June 30, 2019.

The Union County Educational Services Commission shall pay Maschio's Food Services, Inc. an annual management fee in the amount of \$15,760.00. The management fee shall be payable in monthly installments of \$1,576.00 per month commencing on September 1, 2018 and ending on June 30, 2019

F. Motion to appropriate \$149,295. into the 2017-2018 budget as follows:

AMOUNT	DESCRIPTION
\$ 20,000.	20-000-219-320-0-670
	Purchased Prof Ed Services
6,000.	20-000-230-590-0-670
	Other Purchased Services
2,295.	20-000-291-220-0-670
	Social Security Contribution
10,000.	20-000-291-241-0-670
	Other Retirement Contributions
1,000.	20-000-291-250-0-670
	Unemployment Contributions
10,000.	20-000-291-260-0-670
	Workman's Compensation
60,000.	20-000-291-270-0-670
	Health Benefits
20,000.	20-140-100-101-0-670
	Salary Teachers
10,000.	20-190-100-106-0-670
	Salary Paraprofessionals
10,000.	20-190-100-610-0-670
	Teaching Supplies

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None

Abstain: None

TRANSPORTATION:

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

- A. Motion to approve Amendments to Existing Transportation Contracts dated May 2, 2018, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 7)
- B. Motion to approve the attached penalty deductions (Att. 8)
- C. Motion to approve Emergency Contract payments for the month of April to the listed contractors at the costs indicated (Att. 9)
- D. Motion to approve the attached Negotiated contracts (Att. 10)
- E. 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. 11)

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None

Abstain: None

PROGRAMS:

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

- A. Motion to affirm the HIB Reports of Investigations 18-7, 18-8 and 18-9 as presented by the Superintendent in Executive Session on April 4, 2018
- B. Motion to approve an agreement between Union County Educational Services Commission and Trinitas Healthcare Corporation Children's Therapy Services to provide school based occupational and physical therapy services at the rate of \$86.00 per hour and speech therapy services at the rate of \$91.00 per hour for the 2018-2019 school year
- C. Motion to approve an agreement between Union County Educational Services Commission and Trinitas Healthcare Corporation Children's Therapy Services in Springfield, NJ to provide center based occupational therapy, physical therapy and/or speech therapy services for the 2018-2019 school year:

PROGRAMS: Con't

- \$50.00 for each 15 minute session of service rendered
- \$75.00 for each 30 minute session of service rendered
- \$90.00 for each 45 minute session of service rendered
- \$115.00 for each 60 minute session of service rendered
- \$250.00 for each Re-Evaluation session of service rendered
- \$350.00 for each Initial Evaluation session of service rendered
- \$1,000.00 for each Sensory Integration and Praxis Test (SIPT)

- D. Motion to submit the renewal contract application to the State of New Jersey Department of Children and Family (DCF) for the Fiscal Year 2019 in the amount of \$137,974.00. These funds support Day Treatment case management services for Commission students involved with DCF

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None

Abstain: Aklonis (A)
Morgan (A)
Clancy (A)

POLICIES AND REGULATIONS:

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

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

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

POLICIES AND REGULATIONS: Con't:

B. Motion to approve the following Bylaws, Policies and/or Regulations for a first reading:

- | | |
|--------|---|
| 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 |

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Mr. Arminio seconded by Mr. DeMarco 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 Related Expense Reimbursement Form **(Att. 11A)**

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None Abstain: None

PERSONNEL:

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

- A. Motion to approve the 2018-19 Personnel Agenda for Contractual Personnel dated May 2, 2018 as recommended by the Superintendent **(Att. 13)**
- B. Motion to approve the 2018-19 Personnel Agenda for Auxiliary Services dated May 2, 2018 as recommended by the Superintendent **(Att. 14)**
- C. Motion to approve the Personnel Agenda dated May 2, 2018 as recommended by the Superintendent **(Att. 15)**

PERSONNEL: con't:

- D. Motion to approve the Personnel Agenda for Extended School Year Programs dated May 2, 2018 as recommended by the Superintendent (Att. 16)
- E. Motion to approve the following calendars for the 2018-2019 school year:
- | | |
|--------------------|-----------|
| District | (Att. 17) |
| Auxiliary | (Att. 18) |
| Twelve-Month Staff | (Att. 19) |

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None Abstain: None

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

- A. Motion to approve the collective bargaining agreement between Union County Educational Services Commission and the Union County Educational Services Commission Administrator's Association effective July 1, 2018 – June 30, 2021

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None Abstain: None

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 approve the contract of Dr. Robert Behot, Business Administrator/Board Secretary, as approved by the Interim Executive Union County Superintendent for the July 1, 2018 – June 30, 2019 school year
- B. Motion to approve the contract of Mr. Michael Kowalski, Assistant Superintendent of Schools, as approved by the Interim Executive Union County Superintendent for the July 1, 2018 – June 30, 2019 school year

Ayes: Mesdames; Kirsch, Aklonis, Duda, Kozak, Morgan, Bridges, Clancy, Root, Byrne; Messr: DeMarco, Donner, Arminio, Capodice

Nays: None Abstain: None

OLD BUSINESS:

NEW BUSINESS:

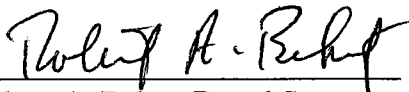
RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The Reorganization of the of the Representative Assembly will be at 7:00 p.m., Wednesday, June 6, 2018 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ. A Board of Directors Meeting will follow. All Representative Assembly Members are invited to attend the end of year report presented by the Union County Educational Services Commission's DEAC/ScIP Committee at 6:00 pm

ADJOURNMENT:

On motion of Mr. Donner, seconded by Mr. Capodice and carried voice vote, the meeting was adjourned at 8:26 p.m.



Robert A. Behot, Board Secretary