

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

March 6, 2019

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, March 6, 2019 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 7:05 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	Ms. Nicole Sherrin-Kessler
Elizabeth	Ms. Iliana Chevres
Garwood	Ms. Christine Guerriero
Hillside	
Kenilworth	
Linden	
Mountainside	
New Providence	
Plainfield	
Rahway	Ms. Deborah Bridges
Roselle	Ms. Keyanna Jones
Roselle Park	
Scotch Plains/Fanwood	Dr. Cindy Clancy
Springfield	Mr. Scott Donner
Summit	
Union	Ms. Mary Lynn Williams
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Amy Root
Winfield	Ms. Maureen Byrne
Superintendent	Ms. Terry Foppert
Assistant Superintendent	Mr. Michael Kowalski
Board Secretary	Mr. Eric Larson

SALUTE TO FLAG:

PRESENTATION:

Presentation of donation from BMW Car Club to Westlake School

PRESENTATION:

Presentation by Claudine Tantillo, Principal of Westlake School

Presentation of the 19-20 Budget by the Business Administrator

RECOGNIZE THE PUBLIC:

Recognize the public on agenda items only

EXECUTIVE COMMITTEE ACTION

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

- A. Personnel Agenda – February 13, 2019 **(Att. A)**

Ayes: Mesdames; Kirsch, Aklonis, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr:

Nays: None
Abstain: Sherrin-Kessler
Guerrero
Donner

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

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

- A. Motion to approve the minutes of the Board of Directors Meeting of February 6, 2019 **(Att. 1)**

SUPERINTENDENT REPORT:

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

- A. Motion to approve the Report of the Superintendent for March 2019 (Att. 2)

FINANCE:

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 Secretary's Financial Reports:

Board Secretary's Report dated January 31, 2019 (Att. 3)
Detailed Budget Report dated February 28, 2019 (Att. 4)
Check Register for the month ended in 2/28/19 the amount of \$ 5,334,247.80 (Att. 5)

- 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 February 2019

AND FURTHER RESOLVED, that the Board of Directors hereby acknowledges that a deficit balance does not exist in any major category

- C. Budget adjustments and line item transfers for February 2019 (Att. 6)

- D. Motion to accept the Comprehensive Annual Financial Report, the Auditor's Management Report and the Audit Synopsis for the fiscal year ending June 30, 2018 as presented by the Commission Auditors at the December 5, 2018 meeting. (Att. 7)
(Att. 7A)
(Att. 7B)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None

Abstain: None

FINANCE: con't:

It was moved by Ms. Guerriero, seconded by Ms. Root and carried by roll call vote, to approve the following agenda items:

- A. Motion to approve the attached February 2019 check register for the School Lunch Account with a total of \$ 29,031.25 **(Att. 8)**
- B. Motion to approve the proposed 2019-2020 budget with the following totals: **(Att. 9)**
- | | |
|---------|----------------------|
| Fund 10 | \$ 52,589,220. |
| Fund 20 | <u>\$ 4,487,244.</u> |
| | \$ 57,076,464. |
- C. Motion to approve the Architect of Record Agreement between Union County Educational Services Commission and Solutions Architecture. **(Att. 10)**

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None Abstain: None

PROGRAMS:

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 affirm the HIB Report of Investigation 19-9 as presented by the Superintendent in Executive Session on February 6, 2019
- B. Motion to approve the following 2019-2020 calendars:
- | | |
|--------------------|------------------|
| Commission Schools | (Att. 11) |
| Auxiliary Services | (Att. 12) |
| 12 Month Employees | (Att. 13) |
- C. Motion to approve the revised job description for School Nurse **(Att. 21)**

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None Abstain: Guerriero (A)
Bridges (A,B)
Donner (A)

TRANSPORTATION:

It was moved by Ms. Guerriero, 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 March 6, 2019, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 14)
- B. Motion to approve the attached penalty deductions (Att. 15)
- C. Motion to approve Emergency Contract payments for the month of February to the listed contractors at the costs indicated (Att. 16)
- D. Motion to approve the attached Emergency/Negotiated contracts (Att. 17)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Williams, seconded by Ms. Root 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. 18)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None Abstain: None

CLOSED SESSION:

It was moved by Ms. Aklonis, seconded by Dr. Clancy and carried by roll call vote, to move into executive session at 8:11 p.m. for the purpose of discussing HIB investigations, personnel, negotiations 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 8:20 p.m. on motion of Ms. Guerriero seconded by Ms. Aklonis and carried by unanimous voice vote.

POLICIES AND REGULATIONS

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

- A. Motion to approve the following new and/or revised bylaws, policies or regulations for a second reading and adoption:

P 2422	Health and Physical Education
P 2610	Educational Program Evaluation
P 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing
P 5330.04	Administering an Opioid Antidote
R 5330.04	Administering an Opioid Antidote
P 5337	Service Animals
P 5600	Student Discipline/Code of Conduct
R 5600	Student Discipline/Code of Conduct
P 5611	Removal of Students for Firearms Offenses
R 5611	Removal of Students for Firearms Offenses
P 5612	Assaults on District Board of Education Members or Employees
R 5612	Assaults on District Board of Education Members or Employees
P 5613	Removal of Students for Assaults with Weapons Offenses
R 5613	Removal of Students for Assaults with Weapons Offenses
P 5756	Transgender Students
P 7440	School District Security
R 7440	School District Security
P 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
R 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
P 8561	Procurement Procedures for School Nutrition Programs
P 8860	Memorials

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None

Abstain: None

PERSONNEL:

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

- A. Motion to approve the personnel agenda dated March 6, 2019, as recommended by the Superintendent **(Att. 19)**
- B. Motion to approve the Personnel Agenda for Extended School Year Programs dated March 6, 2019 as recommended by the Superintendent **(Att. 20)**

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Chevres, Guerriero, Bridges, Jones, Clancy, Williams, Ryan, Root, Byrne; Messr: Donner

Nays: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:


Patricia Convery commented that the snow pile at 1571 Lamberts Mill Road blocks the view to the street.

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, April 3, 2019 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ.

ADJOURNMENT:

On motion of Dr. Clancy, seconded by Ms. Williams carried voice vote, the meeting was adjourned at 8:26 p.m.


Eric Larson, Board Secretary