

## Union County Educational Services Commission

## BOARD OF DIRECTORS MEETING

April 3, 2019

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, April 3, 2019 in the 2<sup>nd</sup> floor conference room of the Commission Offices at 45 Cardinal Drive, Westfield, NJ.

CALL TO ORDER:

The meeting was called to order at 7:10 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	
Garwood	Ms. Linda Koenig
Hillside	Ms. Hawaiian Thompson-Epps
Kenilworth	Ms. Paulette Drogon
Linden	
Mountainside	
New Providence	
Plainfield	
Rahway	Ms. Deborah Bridges
Roselle	
Roselle Park	
Scotch Plains/Fanwood	Dr. Cindy Clancy
Springfield	
Summit	
Union	Ms. Mary Lynn Williams
U. C. Vo-Tech	
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 by John Marquet, Principal of Hillcrest Academy North

RECOGNIZE THE PUBLIC:

Recognize the public on agenda items only

EXECUTIVE COMMITTEE ACTION

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

- A. Personnel Agenda – March 14, 2019 (Att. A)
- B. Personnel Agenda – March 21, 2019 (Att. B)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Drogon, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None Abstain: None

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

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

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

Abstain: Koenig  
Clancy

SUPERINTENDENT REPORT:

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

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

FINANCE:

It was moved by Ms. Byrne, seconded by Ms. Williams 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 February 28, 2019	(Att. 3)
Detailed Budget Report dated March 31, 2019	(Att. 4)
Check Register for the month ended in 3/31/19 in the amount of \$5,000,243.08	(Att. 5)
Budget adjustments and line item transfers for March 2019	(Att. 6)

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 March 2019.

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

C. Motion to approve the attached March 2019 check register for the School Lunch Account with a total of \$ 19,789.33 (Att. 7)

D. 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

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

FINANCE: (Cont'd):

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 for the 2019-2020 budget year. The 2018-2019 budget year maximum expenditure is also \$153,000 of which \$3,018 has been spent to date.

- E. Motion to appropriate \$415,485 in unanticipated income to the various districts' Security Aid accounts 20-511-100-800-0-850-xxx. Funds are due to the second round of state funding for Security Aid

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None Abstain: Drogon

PROGRAMS:

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

- A. Motion to affirm the HIB Report of Investigation 19-10 as presented by the Superintendent in Executive Session on March 6, 2019
- B. Motion to approve the Mutual Confidential Agreement between Children's Specialized Hospital in Mountainside, N.J. and the Union County Educational Services Commission regarding a potential partnership
- C. Motion to approve an agreement between Union County Educational Services Commission and Therapy Source Staffing Solutions of Plymouth Meeting, PA to provide physical therapy services at the rate of \$88.00 per hour

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None Abstain: Drogon

TRANSPORTATION:

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

- A. Motion to approve Amendments to Existing Transportation Contracts dated April 3, 2019, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles **(Att. 8)**

TRANSPORTATION: (Cont'd):

- B. Motion to approve the attached penalty deductions (Att. 9)
- C. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated March 27, 2019, and award contracts to the lowest responsible bidders denoted by an asterisk (Att. 10)
- D. Motion to approve Emergency Contract payments for the month of March to the listed contractors at the costs indicated (Att. 11)
- E. Motion to approve the attached Emergency/Negotiated contracts (Att. 12)
- F. Motion to approve Union County Educational Services Commission to provide the transportation to the Sensory Camp for Kids with Special Needs at the Trailside Nature and Science Center, Watchung, NJ from August 19, 2019 through August 23, 2019 at no cost to the Union County Board of Chosen Freeholders

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Drogon, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None

Abstain: Kirsch (F)

TRAVEL AND RELATED EXPENSES:

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 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. 13)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None

Abstain: Drogon

CLOSED SESSION:

It was moved by Ms. Byrne, seconded by Ms. Root and carried by roll call vote, to move into executive session at 7:55 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 8:10 p.m. on motion of Ms. Byrne seconded by Ms. Root and carried by unanimous voice vote.

PERSONNEL:

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

- A. Motion to approve the personnel agenda dated April 3, 2019, as recommended by the Superintendent **(Att. 14)**
  
- B. Motion to approve the Personnel Agenda for Extended School Year Programs dated April 3, 2019 as recommended by the Superintendent **(Att. 15)**

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Drogon, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None

Abstain: None

FACILITIES:

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

- A. Motion to approve the use of Union County Educational Services Commission's parking lot at 45 Cardinal Drive, Westfield by the Union County ParaTransit for the 2019 Community Transportation Roadeo of New Jersey on Saturday, April 13, 2019 from 8:00 am to 3:00pm.

Ayes: Mesdames; Aklonis, Sherrin-Kessler, Koenig, Thompson-Epps, Drogon, Bridges, Clancy, Williams, Root, Byrne; Messr:

Nays: None

Abstain: Kirsch

OLD BUSINESS:

None

NEW BUSINESS:

None

RECOGNIZE THE PUBLIC:

Patricia Convery said that T-shirts for students and staff were purchased for Autism Awareness month through fundraising efforts and thanked all those who contributed.

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, May 1, 2019 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ.

ADJOURNMENT:

On motion of Ms. Aklonis, seconded by Ms. Byrne carried voice vote, the meeting was adjourned at 8:12 p.m.



Eric Larson, Board Secretary