

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

June 5, 2019

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, June 5, 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 7:42 p.m. Reading of the adequate notice statement, roll call and salute to the flag was performed at the preceding Re-Organization Meeting.

RECOGNIZE THE PUBLIC:

EXECUTIVE COMMITTEE ACTION

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

- A. Personnel Agenda – May 8, 2019 **(Att. A)**

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Drogon, Johnson, Guidici Pietro, Williams, Ryan, Oster, LaRocca; Messr: Donner

Nays: None Abstain: None

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

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

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

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Johnson, Guidici Pietro

Nays: None

Abstain: Drogon
Donner
Williams
Ryan
Oster
LaRocca

SUPERINTENDENT REPORT:

It was moved by Mr. Donner, seconded by Dr. Guidici Pietro and carried by unanimous voice vote, to approve the following:

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

FINANCE:

It was moved by Dr. Guidici Pietro, seconded by Ms. Aklonis 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 April 30, 2019 **(Att. 3)**
Budget Report dated May 31, 2019 **(Att. 4)**
Check Register for the month ended 5/31/19 the amount of \$5,671,694. **(Att. 5)**
Budget adjustments and line item transfers for April 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 May 2019

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

FINANCE: Con't

- C. Motion to approve the attached check register for the School Lunch Account with a total of \$19,807.66 **(Att. 7)**
- D. 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, 2019 and concluding on June 30, 2020, 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 \$18,083
- E. 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 \$58,000, effective July 1, 2018 through June 30, 2019
- F. 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, 2019 to June 30, 2020. Year Five: Full Service Preventative Maintenance Annual Service price of \$45,299. Annual Cap, Emergency Service and Parts Replacement/Repairs for Year Five of \$34,000.00. Labor rate for Year Five: \$113.00 regular labor rate, \$166.50 overtime labor rate and \$226.00 holiday labor rate
- G. Motion to appropriate \$450,000 in unanticipated revenue into the following line item in the 2018-2019 budget:

AMOUNT	DESCRIPTION
\$ 450,000	11-000-270-511-1-901-000
	Contracted Services-Aides

FINANCE: Con't

H. Motion to approve the following breakfast and lunch program prices for the 2019-2020 school year:

	<u>Crossroads</u>		<u>Westlake</u>		<u>Hillcrest North & South Lamberts Mill Academy</u>	
	<u>Elementary</u>		<u>Middle</u>		<u>Secondary</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	--

I. Motion to approve St. Helen's Youth Ministry to hold their retreat at Hillcrest Academy South on Saturday, November 23, 2019 and Sunday, November 24, 2019 from 8:00 am to 8:00 pm. The following Hillcrest Academy South rooms will be used: H23, H52, H51, H50, H49, H84, H96, Cafeteria, and Gymnasium. The cost for this two day event will be \$650.00. This motion waives Regulation 7510 in view of the proximity of St. Helen's Church to the 1571 Lamberts Mill Road Complex and the relationship we have with the church regarding parking, etc. for Commission events

J. Motion to continue to provide a suitable specialized alternative education program for Hillcrest Academy South and Hillcrest Academy North with the Elizabeth Board of Education for the 2019-2020 school year at a tuition rate of \$21,333 per student for 204 students, totaling \$4,351,932 annually. This is the fifth year of a five year contract

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Johnson, Guidici Pietro, Bridges, Williams, Ryan, Oster, LaRocca; Messr: Donner

Nays: None

Abstain: Drogen

TRANSPORTATION:

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

- A. Motion to approve Amendments to Existing Transportation Contracts dated June 5, 2019, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 8)
- B. Motion to approve the attached penalty deductions (Att. 9)
- C. Motion to approve the attached Emergency/Negotiated contracts (Att. 10)

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Drogon, Johnson, Guidici Pietro, Bridges, Williams, Ryan, Oster, LaRocca; Messr: Donner

Nays: None

Abstain: None

PROGRAMS:

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

- A. Motion to affirm the HIB Report of Investigations 19-13 as presented by the Superintendent in Executive Session May 1, 2019
- B. Motion to approve the Project Search Program in partnership with Overlook Medical Center (part of Atlantic Healthcare Systems) for the school year July 1, 2019 to June 30, 2020
- C. Motion to approve an agreement between Union County Educational Services Commission and Children's Specialized Hospital in Mountainside, NJ to provide Home Instruction Services to students enrolled in the Neuro-rehabilitation Program during the ESY 2019 and 2019-2020 school year
- D. Motion to approve a Contracted Paraprofessional Services Agreement with the Union County Vocational Technical Schools Board of Education to provide part time Paraprofessionals who will function as 1:1 aides for students during the hours of 07:50 am - 2:50 pm, at a rate of \$26.00 per hour. The terms of the agreement shall take effect from September 1, 2019 through June 30, 2020. The Commission shall send the District a monthly invoice setting forth the hours worked by the paraprofessionals
- E. Motion to authorize the submission of an application to the Union County Board of Chosen Freeholders, under the 2019 HEART GRANT (History, Education, Arts Reaching Thousands) Program, requesting the amount of \$2,500 with UCESC funding an additional \$650 for a total of \$3,150. Funds will be used to support Music for All Seasons at Hillcrest Academy North

PROGRAMS: (Con't)

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Drogon, Johnson, Guidici Pietro, Bridges, Williams, Ryan, Oster, LaRocca; Messr: Donner

Nays: None

Abstain: Ryan (D)
LaRocca (A)

POLICIES AND REGULATIONS:

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

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

4433	Vacation Policy for 12-month Support Staff
4433.1	Unused Sick Day Reimbursement for Fulltime Support Staff not Represented by an Association

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Koenig, 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 Reimbursement Form **(Att.11)**

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Drogon, Johnson, Guidici Pietro, Bridges, Williams, Ryan, Oster, LaRocca; Messr: Donner

Nays: None

Abstain: None

CLOSED SESSION:

It was moved by Mr. Donner, seconded by Dr. Guidici Pietro and carried by roll call vote, to move into executive session at 7:57 p.m. for the purpose of discussing 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 8:06 p.m. on motion of Mr. Donner and seconded by Ms. Johnson and carried by unanimous voice vote.

PERSONNEL:

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

- A. Motion to approve the Personnel Agenda dated June 5, 2019 as recommended by the Superintendent **(Att. 12)**
- B. Motion to approve the Personnel Agenda for Extended School Year Programs dated June 5, 2019 as recommended by the Superintendent **(Att. 13)**
- C. Motion to approve the 2019-2020 Annual Personnel Agenda for Substitutes and Tutors **(Att. 14)**
- D. Motion to approve the contract of Mr. Eric Larson, Business Administrator/Board Secretary, as approved by the Interim Executive Union County Superintendent for the July 1, 2019 – June 30, 2020 school year
- E. 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, 2019 – June 30, 2020 school year
- F. Motion to approve Thomas Van Cleef to complete a Clinical Practicum in Administration and Supervision at Hillcrest Academy - North Campus from September 1, 2019 - June 30, 2020 to satisfy a requirement of the Graduate Program in Educational Leadership at Kean University
- G. Motion to approve the adjusted 2019 – 2021 Noncertificated Department Head Salary Guide in accordance with the Administrators Agreement dated July 1, 2018 through June 30, 2021
- H. Motion to establish summer hours with a 12 pm dismissal on Friday August 16, 23 and 30, 2019
- I. Motion to approve the job description and paraprofessional stipend position of Registered Behavior Technician **(Att. 16)**
- J. Motion to approve the job description of Network Administrator/Webmaster **(Att. 17)**
- K. Motion to approve the 2019 Summer Transportation Staff **(Att. 18)**

Ayes: Mesdames; Kirsch, Aklonis, Koenig, Thompson-Epps, Drogon, Johnson, Guidici Pietro, Bridges, Williams, Ryan, Oster, LaRocca; Messr: Donner

Nays: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

The Superintendent recognized Melissa Rowe for her years of service at Union County Educational Services Commission as she retires.

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 pm, Wednesday, July 10, 2019 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

On motion of Ms. Aklonis, seconded by Mr. Donner carried voice vote, the meeting was adjourned at 8:11 p.m.

Eric Larson, Board Secretary