

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

October 3, 2018

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, October 3, 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 7:11 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	
Elizabeth	Mr. Jerry Jacobs
Garwood	
Hillside	
Kenilworth	Ms. Annmarie Duda
Linden	Ms. Sheenaider Guillaume
Mountainside	Dr. Dana Guidicipietro
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	
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:

RECOGNIZE THE PUBLIC:

EXECUTIVE COMMITTEE ACTION:

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

A. Motion to approve the following Executive Committee actions:

September 7, 2018 – Personnel Agenda

(Att. A)

September 7, 2018 – Motion

(Att. B)

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidici Pietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

MINUTES:

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

A. Motion to approve the minutes of the Board of Directors Meeting of September 5, 2018

(Att. 1)

SUPERINTENDENT'S REPORT:

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

A. Motion to approve the report of the Superintendent for September 2018

(Att. 2)

FINANCE:

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

A. Motion to approve the Secretary’s Financial Reports:

- Board Secretary’s Report dated August 31, 2018 (Att. 3)
- Budget Report dated September 30, 2018 (Att. 4)
- Check Register for the month ended 9/30/18 in the amount of \$3,862,043.48 (Att. 5)

B. Motion to approve the attached September 30, 2018 check register for the School Lunch Account with a total of \$3,601.09 (Att. 6)

C. 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 September 2018

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

D. Motion to approve the following line item transfers in the 2018-2019 budget:

Amount	From	To	Amount
24.	20-190-100-106-0-672-000	20-000-291-270-0-672-000	24.
	Salaries Paraprofessionals	Health Benefits	
1,060.	20-190-100-106-0-675-000	20-000-291-270-0-675-000	1,060.
	Salaries Paraprofessionals	Health Benefits	
TOTAL			TOTAL
\$ 1,084.			\$ 1,084.

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidici Pietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

PROGRAMS:

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

- A. Motion to affirm the HIB Report of Investigation 18-17 as presented by the Superintendent in Executive Session September 5, 2018
- B. Motion to approve the contract between Dr. Paul Callahan, 2557 Massachusetts Avenue, Cambridge, MA 02140 and the Union County Educational Services Commission to provide two (2) hours of Miller Method Therapy Services at Crossroads School over two (2) days each week for the 2018-2019 school year at \$175 per hour not to exceed \$11,900.
- C. Motion to approve the Comprehensive Equity Plan Annual State of Assurance for School Year 2018-2019
- D. Motion to approve the "School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act" to be submitted to the New Jersey Department of Education for School Year 2017-2018 (Att. 7)
- E. Motion to approve the dates of St. Helen's Basketball Program from November 1, 2018 through March 8, 2019. The Westlake gym will be used from 5:30 pm to 8:45 pm on Tuesdays, Wednesdays and Thursdays; and Friday from 5:30 pm to 8:15 pm at an hourly rate of \$52. 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

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidicipietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

PROGRAMS:

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

- A. Motion to approve an agreement between UCESC and the Elizabeth Board of Education to provide Title I nonpublic services with an entitlement of \$ 45,529 for the 2018-2019 school year
- B. Motion to approve an agreement between UCESC and the Linden Board of Education to provide Title I nonpublic services with an entitlement of \$ 9,378 for the 2018-2019 school year

PROGRAMS: Con't

- C. Motion to approve an agreement between UCESC and the Roselle Board of Education to provide Title I nonpublic services with an entitlement of \$ 15,075 for the 2018-2019 school year
- D. Motion to approve an agreement between UCESC and the Union Board of Education to provide Title I nonpublic services with an entitlement of \$ 4,407 for the 2018-2019 school year
- E. Motion to approve an agreement between UCESC and the Plainfield Board of Education to provide Title I nonpublic services with an entitlement of \$ 6,107 for the 2018-2019 school year

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidicipietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: Jacobs (A)
Guillaume (B)
Morgan (E)
Donner (A)
Arminio (D)

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 Music for All Seasons to provide five (5) interactive, educational programs for approximately 50-60 minutes each for students at Hillcrest Academy North. The fee for October 16, 2018 – June 30, 2019 is \$2,531. The Union County Board of Chosen Freeholders is paying \$2,025. through the Union County H.E.A.R.T. Grant. The Commission will provide \$506. to the Union County Board of Chosen Freeholder's contribution. This brings the total to \$2,531. to be paid to Music for All Seasons.
- B. Motion to approve St. Helen's Youth Ministry to hold their retreat at Hillcrest Academy South on Saturday, October 27, 2018 and Sunday, October 28, 2018 from 8:30 am to 8:00 pm. The following Hillcrest Academy South rooms will be used: H53, H52, H51, H50, H49, H84, H96, Cafeteria, Gymnasium. The cost for this two day event is \$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
- C. Motion to approve a contract for Tumble Jam, Inc. to provide music enrichment to Crossroads School students at the rate of \$100.00 per hour, 2.5 hours a week for 39 weeks for a total of \$9,750 for the period of September 6, 2018 through June 21, 2019

PROGRAMS: Con't

- D. Motion to approve a contract for Tumble Jam, Inc. to provide music enrichment to Westlake School students at the rate of \$100.00 per hour, seven (7) hours a week for 39 weeks for a total of \$27,300 for the period of September 6, 2018 through June 21, 2019

- E. Motion to approve the agreement with The Center for Child & Family Development to provide a social-emotional program at LMA for 1.5 hours per month at a rate of \$240/hour for the 18-19 school year

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidici Pietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

TRANSPORTATION:

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

- A. Motion to approve Amendments to Existing Transportation Contracts dated October 3, 2018, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles **(Att. 10)**

- B. Motion to approve the attached penalty deductions **(Att. 11)**

- C. Motion to approve the Emergency Contract payments for the month of September to the listed contractors at the costs indicated **(Att. 12)**

- D. Motion to approve the attached Emergency/Negotiated Contracts **(Att. 13)**

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidici Pietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Byrne seconded by Mr. Donner 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. 14)**

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidici Pietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

POLICIES/REGULATIONS:

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

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

P 1550	Equal Employment/Anti-Discrimination
R 1550	Equal Employment/Anti-Discrimination
P 1613	Disclosure and Review of Applicant's Employment History
R 1613	Disclosure and Review of Applicant's Employment History
P 2431	Athletic Competition
R 2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
P 5350	Student Suicide Prevention
R 5350	Student Suicide Prevention
P 5533	Student Smoking
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
P 8462	Reporting Potentially Missing or Abused Children
P 8561	Procurement Procedures For School Nutrition Programs

CLOSED SESSION:

It was moved by Ms. Byrne, seconded by Ms. Duda and carried by roll call vote, to move into executive session at 7:30 p.m. for the purpose of discussing HIB investigations. 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 7:54 p.m. on motion of Dr. Clancy seconded by Ms. Root and carried by unanimous voice vote.

PERSONNEL:

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

- A. Motion to appoint Eric Larson as fund commissioner for the Diploma Joint Insurance Fund
- B. Motion to approve the Personnel Agenda dated October 3, 2018 as recommended by the Superintendent (Att. 15)

Ayes: Mesdames; Kirsch, Aklonis, Duda, Guillaume, Guidici Pietro, Morgan, Bridges, Clancy, Root, Byrne; Messr: Jacobs, Donner, Arminio

Nays: None

Abstain: None

OLD BUSINESS:

Dr. Behot's party was a success. UCESC was applauded

NEW BUSINESS:

County Meeting is next week on school law.

Available STEM Grant Program on the County website is available.

NJSB did non-college bound students task force report which stresses the recognition and value of non-college bound careers.

RECOGNIZE THE PUBLIC:

The Serenity Hills Farm trip was a success. Items are for sale made by students.

Pat Convery mentioned the shrubs and trees along the road at 1571 Lamberts Mill Road which needs to be trimmed.

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, November 7, 2018, in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

On motion of Ms. Aklonis, seconded by Ms. Root and carried voice vote, the meeting was adjourned at 8:05 p.m.

A handwritten signature in black ink, appearing to read "Eric Larson", written over a horizontal line.

Eric Larson, Board Secretary