

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

September 5, 2018

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, September 5, 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	Ms. Linda Koenig
Hillside	
Kenilworth	Ms. Annmarie Duda
Linden	
Mountainside	
New Providence	
Plainfield	
Rahway	Ms. Deborah Bridges
Roselle	
Roselle Park	Mr. Kimberly Powers
Scotch Plains/Fanwood	Dr. Cindy Clancy
Springfield	Mr. Scott Donner
Summit	
Union	Mr. David Arminio
U. C. Vo-Tech	Mr. Peter Capodice
Westfield	Ms. Amy Root
Winfield	Ms. Maureen Byrne
Superintendent	Ms. Terry Foppert
Assistant Superintendent	Mr. Michael Kowalski
Board Secretary	Dr. Robert A. Behot

SALUTE TO FLAG:

PRESENTATION:

Cranford Jaycees presented a check to Josh Bornstein, Director of Special Projects, for the Work Readiness Academy from the proceeds from their June golf outing.

Presentation by Josh Bornstein, Director of Special Projects about the Transition Services Department.

RECOGNIZE THE PUBLIC:

EXECUTIVE COMMITTEE ACTION:

It was moved by Mr. Donner, seconded by Dr. Clancy and carried by roll call vote, to approve the following Executive Committee actions:

A. Motion to approve the following summer Executive Committee actions:

July 17, 2018	Personnel Agenda	(Att. A)
July 20, 2018	Motions	(Att. B)
July 23, 2018	Motion	(Att. C)
July 23, 2018	Tuition Rates and Fees	(Att. D)
July 23, 2018	Personnel Agenda	(Att. E)
July 31, 2018	Detailed Check Register July 31, 2018	(Att. F)
July 31, 2018	Lunch Report July 31, 2018	(Att. G)
August 7, 2018	Personnel Agenda	(Att. H)
August 31, 2018	Personnel Agenda	(Att. I)

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

Nays: None

Abstain: None

MINUTES:

It was moved by Ms. Duda, 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 July 11, 2018 (Att. 1)

Abstain: DeMarco
Powers
Clancy
Root

SUPERINTENDENT’S REPORT:

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

- A. Motion to approve the Report of the Superintendent for July-August 2018 (Att. 2)

FINANCE:

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 Secretary’s Financial Reports:
 - Board Secretary Report dated June 30, 2018 (Att. 3)
 - Budget Report dated August 31, 2018 (Att. 4)
 - Check Register for the month ended August 2018, in the amount of \$1,947,067.47 (Att. 5)
- B. Motion to approve the attached August 31, 2018 check register for the School Lunch Account with a total of \$11,145.30 (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 August 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 appropriate \$90,125. in unanticipated revenue into the following line item in the 2018-2019 budget:

AMOUNT	DESCRIPTION
\$ 90,125.	20-511-100-800-0-850
	Nonpublic Security Aid

FINANCE: Con't

- E. Motion to appropriate \$95,568. in unanticipated revenue into the following line items in the 2018-2019 budget:

AMOUNT	DESCRIPTION
\$ 77,318.	11-216-100-101-0-300 Salaries Teachers-Pre-School
18,250.	11-216-100-106-0-300 Salaries Paraprofessionals-Pre-School

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

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 Reports of Investigation 18-14, 18-15 and 18-16 as presented by the Superintendent in Executive Session July 11, 2018
- B. 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 Neurorehabilitation Program during the 2018-2019 school year
- C. Motion to approve an Affiliation Agreement between Union County Educational Services Commission and Eastwick College in Ramsey, New Jersey to provide supervised clinical internships for students enrolled in the Certified Occupational Therapy Assistant (COTA) program during the 2018-2019 school year
- D. Motion to approve the Course Syllabus and Curriculum Guide for an Introduction to Computer Science course to be taught in all high school programs
- E. Motion to approve a Contracted Services Agreement with the Fanwood-Scotch Plains YMCA for Community Aquatics Program/Pool Rental from October 2, 2018 through June 18, 2019 at total program cost of \$3,060.00 (36 weeks)
- F. Motion to approve the use of both gymnasiums at 1571 Lamberts Mill Road by the Special Olympics of New Jersey, Area 5, New Jersey Hawks basketball team to practice from 6:00 pm to 9:00 pm on Mondays from November 5, 2018 to April 29, 2019. This motion waives the hourly fee and regulation 7510 in consideration of the children with special needs the program serves

- G. Motion to accept \$2,025.00 in Union County H.E.A.R.T. (History, Education, Arts Reaching Thousands) grant funds from the Union County Board of Chosen Freeholders. The grant will provide funds for an interactive music program for Hillcrest Academy North students during the 2018-2019 school year
- H. Motion to approve a contract for Sandra Marotta of Ashrams for Autism to provide yoga enrichment to Work Readiness Academy students at the rate of \$75.00 per hour every Wednesday for one hour for the period of September 12, 2018 through June 19, 2019

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

Nays: None

Abstain: Kirsch (G)
Clancy (A)
Root (A)

PROGRAMS:

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

- A. 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, five hours a week for 31 weeks for a total of \$15,500 for the period of September 12, 2018 through June 21, 2019
- B. 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 31 weeks for a total of \$7,750 for the period of September 12, 2018 through June 21, 2019
- C. Motion to approve the contract between Trinitas Regional Medical Center and the Union County Educational Services Commission for the 2018-2019 school year for the following programs: Lamberts Mill Academy, Westlake School, Hillcrest Academy North and Hillcrest Academy South for a fiscal year fee of \$310,352
- D. Motion to approve the Charlotte Danielson Framework for Teaching as the educator evaluation rubric for all teaching staff members
- E. Motion to approve evaluation tool New Jersey Principal Evaluation for Professional Learning (NJPEPL) Observation Instrument

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

Nays: None

Abstain: None

SUMMER TRANSPORTATION:

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

- A. Motion to approve the attached penalty deductions on summer routes (Att. 7)
- B. Motion to approve Amendments to Existing Summer Transportation Contracts dated September 5, 2018, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 8)
- C. Motion to approve the attached Negotiated Summer Contracts for summer transportation requests and changes which could not be coordinated on existing routes and were received or occurred too late to be included in the Summer Bid Openings. Quotes were solicited and the contracts awarded on the basis of the low quotes (Att. 9)

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

Nays: None

Abstain: None

TRANSPORTATION:

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

- A. Motion to approve the results of the Special Education, Vocational, Public and Nonpublic Transportation Bid Openings dated July 20, July 25, August 1, August 8, August 15 and August 22, 2018, and award contracts to the lowest responsible bidders denoted by an asterisk (Att. 10)
(Att. 11)
(Att. 12)
(Att. 13)
(Att. 14)
(Att. 15)
- B. Motion to approve Special Education and Vocational School Transportation Renewals dated September 5, 2018, for the 2018-2019 school year (Att. 16)
- C. Motion to approve Nonpublic School Transportation Renewals dated September 5, 2018 for the 2018-2019 school year (Att. 17)

TRANSPORTATION: Con't

- D. Motion to approve the following Commission operated routes and positions at the costs indicated:

CS-13 - ROUTE - \$34,909	CS-13 - BUS AIDE - \$11,023
CS-31 - ROUTE - \$34,909	
CS-44 - ROUTE - \$49,507	CS-44 - BUS AIDE - \$12,861
CS-93 - ROUTE - \$34,909	CS-93 - BUS AIDE - \$11,023
CS-146 - ROUTE - \$49,507	CS-146 - BUS AIDE - \$11,023
CS-148 - ROUTE - \$49,507	CS-148 - BUS AIDE - \$11,023
CS-155 - ROUTE - \$49,507	CS-155 - BUS AIDE - \$11,023
CS-550 - ROUTE - \$49,507	CS-550 - BUS AIDE - \$11,023

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

Nays: None

Abstain: None

POLICIES/REGULATIONS:

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

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

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

POLICIES/REGULATIONS: (con't)

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

A. Motion to suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512 – Harassment, Intimidation and Bullying with one reading to have his Policy effective for September 5, 2018.

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

Nays: None Abstain: None

TRAVEL AND RELATED EXPENSES:

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

35. 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

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

Nays: None Abstain: None

CLOSED SESSION:

It was moved by Mr. Donner, seconded by Ms. Aklonis and carried by roll call vote, to move into executive session at 7:43 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 8:07 p.m. on motion of Ms. Aklonis seconded by Mr. Donner and carried by unanimous voice vote.

PERSONNEL:

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

- A. Motion to designate Eric Harrison of the firm Methfessel & Werbel, P.C. 2025 Lincoln Highway, Suite 200, Edison, N.J. 08818, as Attorney for the period September 6, 2018 until the next reorganization meeting at the hourly rate of \$160 not to exceed \$80,000

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

Nays: None Abstain: None

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

- A. Motion to approve the Personnel Agenda dated September 5, 2018 as recommended by the Superintendent (Att. 19)

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

Nays: None Abstain: None

OLD BUSINESS:

Helen Kirsch said goodbye to Dr. Robert Behot and hello to Eric Larson

NEW BUSINESS:

Josh Bornstein said goodbye to Dr. Robert Behot and hello to Eric Larson

RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, October 3, 2018, in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

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



Robert A. Behot, Board Secretary