

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

JULY 11, 2018

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, July 11, 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 7:10 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. Maria Loikith
Elizabeth	
Garwood	Ms. Linda Koenig
Hillside	
Kenilworth	Ms. Annmarie Duda
Linden	Ms. Sheenaider Guillaume
Mountainside	
New Providence	
Plainfield	
Rahway	Ms. Deborah Bridges
Roselle	
Roselle Park	
Scotch Plains/Fanwood	
Springfield	Mr. Scott Donner
Summit	
Union	
U. C. Vo-Tech	Mr. Peter Capodice
Westfield	Ms. Peggy Oster
Winfield	Ms. Maureen Byrne
Superintendent	Ms. Terry Foppert
Assistant Superintendent	Mr. Michael Kowalski
Board Secretary	Dr. Robert A. Behot

SALUTE TO FLAG:

RECOGNIZE THE PUBLIC:

CLOSED SESSION:

It was moved by Ms. Byrne, seconded by Mr. Donner and carried by roll call vote, to move into executive session at 7:11 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 7:57 p.m. on motion of Mr. Donner seconded by Mr. Capodice and carried by unanimous voice vote.

EXECUTIVE COMMITTEE ACTION:

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

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

June 7, 2018	Motion	(Att. A)
June 7, 2018	Emergency Contract Payments - May 2018	(Att. B)
June 20, 2018	Personnel Agenda 6.20.18	(Att. C)
June 20, 2018	ESY Personnel Agenda 6.20.18	(Att. D)
June 20, 2018	Motion	(Att. E)
June 26, 2018	Personnel Agenda 6.26.18	(Att. F)
June 28, 2018	Summer Transportation Personnel Agenda 6.28.18	(Att. G)
June 28, 2018	Travel Reimbursement 6.28.18	(Att. H)
June 28, 2018	ESY Personnel Agenda 6.28.18	(Att. I)
July 2, 2018	Detailed Check Register June 30, 2018	(Att. J)

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None

Abstain: None

MINUTES:

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 minutes of the Board of Directors Meeting of June 6, 2018 (Att. 1)
- B. Motion to approve the minutes of the Reorganization Meeting of the Representative Assembly of June 6, 2018 (Att. 2)

SUPERINTENDENT'S REPORT:

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 Report of the Superintendent for June 2018 (Att. 3)

FINANCE:

It was moved by Mr. Capodice, 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 May 31, 2018 (Att. 4)
 - Budget Report dated June 30, 2018 (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 June 2018

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 June check register for the School Lunch Account with a total of \$ 26,458.13 (Att. 6)

FINANCE: Con't

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

Amount	From	To	Amount
\$ 3,122	13-422-100-610-0-940	13-422-100-101-0-940	\$ 3,122
	Teaching Supplies	Salaries Teacher	
\$ 7,000	13-422-100-610-0-940	13-422-200-100-0-940	\$ 7,000
	Teaching Supplies	Salaries Administration	
\$ 384	13-422-100-610-0-940	13-422-200-300-0-940	\$ 384
	Teaching Supplies	Pur. Prof. Tech Health Svs	
\$ 8,395	13-422-100-610-0-935	13-422-100-106-0-935	\$ 8,395
	Teaching Supplies	Salaries Paraprofessionals	
\$ 7,000	13-422-200-300-0-935	13-422-200-100-0-935	\$ 7,000
	Pur. Prof Tech Health Svs	Salaries Administration	
\$ 640	13-422-200-300-0-935	13-422-200-500-0-935	\$ 640
	Pur. Prof Tech Health Svs	Field Trips	
\$ 7,000	13-422-100-106-0-945	13-422-200-100-0-945	\$ 7,000
	Salaries Paraprofessionals	Salaries Administration	
\$ 450	13-422-100-101-0-930	13-422200-300-0-930	\$ 450
	Salaries Teachers	Pur. Prof. Tech Health Svs	
\$ 3,000	13-422-100-610-0-930	13-422-200-500-0-930	\$ 3,000
	Teaching Supplies	Field Trips	
\$ 4,000	13-422-100-101-0-930	13-422-200-100-0-930	\$ 4,000
	Salaries Teachers	Salary Supervisor	
Total			Total
\$ 40,991			\$ 40,991

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None

Abstain: None

TRANSPORTATION:

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

- A. Motion to approve Amendments to Existing Transportation Contracts dated July 11, 2018 in Accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles. **(Att. 7)**
- B. Motion to approve the attached Negotiated Contracts **(Att. 8)**

SUMMER TRANSPORTATION:

- C. Motion to approve the results of the Special Education Summer School Transportation Bid Openings dated May 30, June 6, June 13, June 20, and June 27, 2018 and award contracts to To lowest responsible bidders denoted by an asterisk.

(Att. 9)
(Att. 10)
(Att. 11)
(Att. 12)
(Att. 13)

- D. Motion to approve Special Education Summer School Transportation Renewals dated July 11, 2018 for the Summer 2018 School Session. **(Att. 14)**

- E. Motion to approve the following Commission operated Summer Routes and Positions at the costs indicated.

CS-401SR - ROUTE - \$6,480.00	CS-401 SR - AIDE - \$1,650.00
CS-402SR - ROUTE - \$6,480.00	CS-402 SR - AIDE - \$1,650.00
CS-403SR - ROUTE - \$6,480.00	CS-403 SR - AIDE - \$1,650.00
CS-404SR - ROUTE - \$6,480.00	CS-404 SR - AIDE - \$1,650.00
CS-405SR - ROUTE - \$6,480.00	

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None

Abstain: None

PROGRAMS:

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

- A. Motion to affirm the HIB Reports of Investigation 18-12 and 18-13 as presented by the Superintendent in Executive Session June 6, 2018
- B. Motion to authorize the submission of an application to the Union County Board of Chosen Freeholders, under the 2018 HEART GRANT (History, Education, Arts Reaching Thousands) Program, in the amount of \$2,500. UCESC will provide an additional \$650. Funds will be used to support Music For All Seasons at Hillcrest Academy North
- C. Motion to approve an agreement between Union County Educational Services Commission and Quinnipiac University in Connecticut to provide clinical learning experiences for students enrolled in the Occupational Therapy Program during the 2018-2019 school year
- D. 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 2018-2019 school year with a tuition adjustment of \$20,915. per student for 204 students, totaling of \$4,266,660. This is the fourth year of a five year contract. The tuition rate is subject to change in year five
- E. Motion to approve the Project SEARCH Program in partnership with Overlook Medical Center (part of Atlantic Healthcare Systems) for the school year, July 1, 2018 to June 30, 2019.
- F. Motion to approve the contract between Union County Educational Services Commission and New Jersey Travel Independence Program at Rutgers (NJTIP) for training services from July 15, 2018 to June 30, 2019 for students enrolled in the Project SEARCH Program. The Commission will reimburse NJTIP at Rutgers \$20,514.00 for staffing costs. Other costs of \$3,379.00 will be for New Jersey Transit bus demonstration, student transit fairs and staff mileage.

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None

Abstain: Donner (D)

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. 15)**

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None Abstain: None

PERSONNEL:

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

- A. Motion to approve the Personnel Agenda dated July 11, 2018 as recommended by the Superintendent **(Att. 16)**
- B. Motion to renew a waiver application N.J.A.C. 6A:9-6.5c, which would allow use of the emergent hiring process by county substitute credential applicants allowing them the same process available to all other candidates for employment that are awaiting the completion of the criminal history records check **(Att. 17)**

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None Abstain: None

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

26. Motion to approve the contract and appointment of Eric Larson as School Business Administrator/Board Secretary effective July 23, 2018 to June 30, 2019 pending approval by the Union County Superintendent

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None Abstain: Koenig

RESOLUTION:

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

BE IT RESOLVED by the Union County Educational Services Commission (“Board”), that the terms, stipulations and conditions as established in the individual General Releases between the Board and Employee # 101931, 101969, 100540 and 102221 are hereby adopted and approved by the Board. Upon execution of the individual settlement documents by the aforementioned Plaintiffs, the Board President, Superintendent and Business Administrator are hereby authorized to execute the Stipulation of Settlement any other documents necessary to effectuate the settlement.

Ayes: Mesdames; Kirsch, Aklonis, Loikith, Koenig, Duda, Guillaume, Bridges, Oster, Byrne; Messr: Donner, Capodice

Nays: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:


RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 pm, Wednesday, September 5, 2018 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

On motion of Ms. Duda, seconded by Mr. Donner and carried voice vote, the meeting was adjourned at 8:17 p.m.


Robert A. Behot, Board Secretary