

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

September 4, 2019

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, September 4, 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 7:08 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
Clark
Cranford
Elizabeth
Garwood
Hillside
Kenilworth
Linden
Mountainside
New Providence
Plainfield
Rahway
Roselle
Roselle Park
Scotch Plains/Fanwood
Springfield
Summit
Union
U. C. Vo-Tech
Westfield
Winfield
Superintendent
Assistant Superintendent
Board Secretary

Ms. Helen Kirsch
Ms. Lorraine Aklonis
Ms. Nicole Sherrin-Kessler

Dr. Michelle Panichi
Ms. Doris Johnson

Ms. Mary Misiukiewicz

Ms. Deborah Bridges

Mr. Kimberly Powers
Dr. Cindy Clancy
Mr. Scott Donner

Ms. Mary Lynn Williams
Ms. Gwen Ryan
Mr. Brian Morrissey
Ms. Maureen Byrne
Ms. Terry Foppert
Mr. Michael Kowalski
Mr. Eric Larson

SALUTE TO FLAG:

PRESENTATION:

Cranford Jaycees presented a check for \$4,600 to Josh Bornstein, Director of Special Projects, for the Work Readiness Academy from the proceeds from their June golf outing.

RECOGNIZE THE PUBLIC:

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:

July 16, 2019	Personnel Agenda	(Att. A)
July 19, 2019	Personnel Agenda	(Att. B)
July 22, 2019	Motion	(Att. C)
July 22, 2019	Job Description	(Att. D)
July 22, 2019	Job Description	(Att. E)
July 26, 2019	Motion	(Att. F)
July 26, 2019	Personnel Agenda	(Att. G)
August 9, 2019	Motions	(Att. H)
August 9, 2019	Professional Development Plan 2019 – 2020	(Att. I)
August 9, 2019	Personnel Agenda	(Att. J)
August 23, 2019	Personnel Agenda	(Att. K)
August 23, 2019	Personnel Agenda	(Att. L)
August 30, 2019	Personnel Agenda	(Att. M)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Morrissey

Nays: None Abstain: Donner

MINUTES:

It was moved by Ms. Ryan, 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: Donner

SUPERINTENDENT'S REPORT:

It was moved by Ms. Byrne, seconded by Dr. Clancy 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 Ms. Byrne, 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 Report dated June 30, 2019	(Att. 3)
Budget Report dated July 31, 2019	(Att. 4)
Budget Report dated August 31, 2019	(Att. 4A)
Check Register for the month ended July 2019, in the amount of \$4,013,563.91	(Att. 5)
Check Register for the month ended August 2019, in the amount of \$2,192,647.49	(Att. 5A)
Budget transfers for July 2019	(Att. 6)

- B. Motion to approve the attached July 2019-August 2019 check register for the School Lunch Account with a total of \$26,688.08 (Att. 7)

- 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 2019

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 \$297,078 in unanticipated revenue into the following line item in the 2019-2020 budget:

AMOUNT	DESCRIPTION
\$ 297,078	20-511-100-800-0-850
	Nonpublic Security Aid

FINANCE: (con't)

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

	<u>Crossroads</u>		<u>Hillcrest North & South</u>	
	<u>Elementary</u>		<u>Lamberts Mill Academy</u>	
	<u>Paid</u>	<u>Reduced</u>	<u>Westlake School</u>	
			<u>Secondary</u>	
	<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
<u>Lunch</u>				
Students	3.75	.40	4.25	.40
Max. Per State	3.75	.40	4.25	.40
Adults	4.75	--	4.75	--
Milk & Juice Students	.40	--	.40	--
Milk & Juice Adult	.50	--	.50	--
A La Carte Students	2.00	--	2.00	--
A La Carte Adult	2.50	--	2.50	--
<u>Breakfast</u>				
Students	2.25	.30	2.75	.30
Max. Per State	2.25	.30	2.75	.30
Adults	3.25	--	3.25	--
Milk & Juice Students	.40	--	.40	--
Milk & Juice Adult	.50	--	.50	--

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: None

PROGRAMS:

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

- A. Motion to affirm the HIB Reports of Investigation 19-14, 19-15 and 19-16 as presented by the Superintendent in Executive Session July 10, 2019
- B. Motion to approve a Contracted Services Agreement with the Fanwood-Scotch Plains YMCA for Community Aquatics Program/Pool Rental from October 8, 2019 through June 2, 2020 at total program cost of \$2,720.00 (32 weeks)

PROGRAMS: Con't

- C. Motion to approve the dates of St. Helen's Basketball Program from October 15, 2019 through March 6, 2020. The Westlake gym will be used from 5:00 pm to 8:30 pm on Tuesdays through Fridays 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
- D. 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 4, 2019 to April 27, 2020. This motion waives the hourly fee and regulation 7510 in consideration of the children with special needs the program serves
- E. Motion to accept \$2,000.00 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 2019-2020 school year
- F. 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 10, 2019 through June 16, 2020
- G. Motion to approve the contract between Trinitas Regional Medical Center and the Union County Educational Services Commission for the 2019-2020 school year for the following programs: Lamberts Mill Academy, Westlake School, Hillcrest Academy North and Hillcrest Academy South for a fiscal year fee of \$323,436
- H. Motion to approve the Charlotte Danielson Framework for Teaching as the educator evaluation rubric for all teaching staff members
- I. Motion to approve evaluation tool New Jersey Principal Evaluation for Professional Learning (NJPEPL) Observation Instrument
- J. Motion to accept the approval of the Comprehensive Equity Plan for School Years 2019-20 through 2021-22 by the Union County Office of Education
- K. Motion to approve the Student Safety Data System report for January 1 to June 30, 2019 as submitted to the New Jersey Department of Education (Att. 21)
- L. Motion to approve the Transition Services Agreement with the Elizabeth Board of Education for the 2019-2020 school year (Att. 7A)

PROGRAMS: Con't

- M. Motion to approve a contract for Patrick Cerria of Tumble Jam, Inc. to provide music enrichment to Westlake School students at the rate of \$100 per hour, 5 hours a week for 36 weeks for a total of \$15,500 in addition to music enrichment to Crossroads School students at the rate of \$100 per hour, 2.5 hours a week for 36 weeks for a total of \$7,750 for the period of September 9, 2019 through June 20, 2020
- N. Motion to approve the 2019-2020 Nurses Standing Orders for Nonpublic School Nurses funded by UCESC (Att. 7B)
- O. Motion to approve the 2019-2020 School Nursing Standing Orders (Att. 7C)
- P. Motion to approve a contract for Paul Del Sordo of Del Martial Arts to provide enrichment instruction at Crossroads School and Westlake School at the rate of \$125 per hour, 4 hours per week for 36 weeks for the period of September 11, 2019 through June 20, 2020

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: Kirsch (E)
Panichi (L)
Clancy (L)
Morrissey (L)

SUMMER TRANSPORTATION:

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

- A. Motion to approve the attached penalty deductions on summer routes (Att. 8)
- B. Motion to approve Amendments to Existing Summer Transportation Contracts dated September 4, 2019, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 9)
- 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. 10)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: None

TRANSPORTATION:

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

- A. Motion to approve the results of the Special Education, Vocational, Field Trips, Athletics, Public and Nonpublic Transportation Bid Openings dated July 19, July 24, July 31 and August 7, 2019, and award contracts to the lowest responsible bidders denoted by an asterisk
(Att. 11)
(Att. 12)
(Att. 13)
(Att. 14)
(Att. 15)
(Att. 16)
- B. Motion to approve Special Education and Vocational School Transportation Renewals dated September 4, 2019, for the 2019-2020 school year (Att. 17)
- C. Motion to approve Nonpublic School Transportation Renewals dated September 4, 2019 for the 2019-2020 school year (Att. 18)
- D. Motion to approve the following Commission operated routes and positions at the costs indicated:
- | | |
|---------------------------|------------------------------|
| CS-13 - ROUTE - \$49,507 | CS-13 - BUS AIDE - \$11,023 |
| CS-31 - ROUTE - \$49,507 | |
| CS-116 - ROUTE - \$49,507 | CS-116 - BUS AIDE - \$11,023 |
| CS-480 - ROUTE - \$49,507 | CS-480 - BUS AIDE - \$11,023 |

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: None

POLICIES/REGULATIONS:

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

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

P 2416	Programs for Pregnant Students
P 3432	Sick Leave (Teaching Staff Members)
R 3432	Sick Leave (Teaching Staff Members)
P 4432	Sick Leave (Support Staff)
R 4432	Sick Leave (Support Staff)
P 4433	Vacation Policy for 12-Month Support Staff
P 4433.1	Unused Sick Day Reimbursement for Fulltime Support Staff Not Represented by An Association
P 5752	Marital Status and Pregnancy

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Dr. Clancy 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. 19)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: None

CLOSED SESSION:

It was moved by Mr. Donner, seconded by Ms. Williams and carried by roll call vote, to move into executive session at 7:45 p.m. for the purpose of discussing 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 7:56 p.m. on motion of Ms. Johnson seconded by Ms. Aklonis and carried by unanimous voice vote.

PERSONNEL:

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

- A. Motion to approve the Personnel Agenda dated September 4, 2019 as recommended by the Superintendent (Att. 20)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Panichi, Johnson, Misiukiewicz, Bridges, Powers, Clancy, Williams, Ryan, Byrne; Messr: Donner, Morrissey

Nays: None

Abstain: None

OLD BUSINESS:

Helen Kirsch thanked the UCESC for the transportation assistance for the Union County Special Needs program over the summer.

Dr. Cindy Clancy, the Scotch Plains/Fanwood Board Representative announced that she is leaving the Board and thanked UCESC for the opportunity to serve on the board.

NEW BUSINESS:

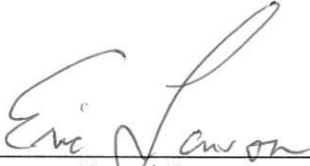
RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, October 2, 2019, in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

On motion of Mr. Donner, seconded by Dr. Clancy and carried voice vote, the meeting was adjourned at 8:15 p.m.

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

Eric Larson, Board Secretary