

Union County Educational Services Commission

REPRESENTATIVE ASSEMBLY MEETING

March 4, 2020

AGENDA

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.

1. Roll call by sign in sheet
2. Salute to the flag
3. Recognize the public and ask for comments on agenda items only
4. Presentation of donation from BMW Car Club to Westlake School
5. Presentation by Claudine Tantillo, Principal of Westlake School

MINUTES:

6. Motion to approve the minutes of the Board of Directors Meeting of February 5, 2020
(Att. 1)

REPORT:

7. Motion to approve the Report of the Superintendent for March 2020
(Att. 2)

FINANCE:

8. Motion to approve the Secretary's Financial Reports:
 - Board Secretary's Report dated January 31, 2020
(Att. 3)
 - Detailed Budget Report dated February 28, 2020
(Att. 4)
 - Check Register for the month ended in 2/28/20 the amount of \$5,659,463.83
(Att. 5)

FINANCE: (cont'd)

9. 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 February 2020

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

10. Budget adjustments and line item transfers for February 2020 (Att. 6)
11. Motion to approve the attached February 2020 check register for the School Lunch Account with a total of \$26,115.93 (Att. 7)
12. Motion to approve the proposed 2020-2021 budget with the following totals: (Att. 8)
(To be distributed)

Fund 10	\$ 65,486,597.
Fund 20	<u>\$ 4,477,102.</u>
	\$ 69,963,699.

13. Motion to approve the following resolution:

WHEREAS, the Union County Educational Services Commission Representative Assembly recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

FINANCE: (Cont'd):

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$153,000 for all staff and board members for the 2020-2021 budget year. The 2019-2020 budget year maximum expenditure is also \$153,000 of which \$2823.23 has been spent to date.

14. Motion to approve adoption of Commuter Tax Benefit program effective March 1st 2020 in compliance with P.L. 2019, c.38 with vendor Ameriflex as plan administrator for a one time set-up cost of \$200.
15. Motion to approve a \$45 per month cell phone stipend for the Head Bus Driver as reimbursement for personal cell phone usage.

PROGRAMS:

16. Motion to affirm the HIB Report of Investigation 20-12 and 20-13 as presented by the Superintendent in Executive Session on February 5, 2020
17. Motion to approve an agreement between Union County Educational Services Commission and the Raritan Valley Community College Occupational Therapy Assistant Program to establish a cooperating fieldwork/internship site for the duration of the 2020-2021 school year.
18. Motion to approve the following 2020-2021 calendars:

Commission Schools	(Att. 9)
Auxiliary Services	(Att. 10)
12 Month Employees	(Att. 11)

TRANSPORTATION:

19. Motion to approve Amendments to Existing Transportation Contracts dated March 4, 2020, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles **(Att. 12)**
20. Motion to approve the attached penalty deductions **(Att. 13)**
21. Motion to approve Emergency Contract payments for the month of February to the listed contractors at the costs indicated **(Att. 14)**
22. Motion to approve the attached Emergency/Negotiated contracts **(Att. 15)**
23. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated December 4, 2019 and award contracts to the lowest responsible bidders denoted by an asterisk **(Att. 16)**

TRANSPORTATION:(Cont'd)

24. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated March 4, 2020 and award contracts to the lowest responsible bidders denoted by an asterisk
(Att. 17)
To be distributed
25. Motion to authorize entering into a transportation jointure with Gateway Regional Board of Education for the 2019-2020 school year.

TRAVEL AND RELATED EXPENSES:

26. 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 Related Expense Reimbursement Form
(Att. 18)

EXECUTIVE SESSION:

27. Motion to move into executive session for the purpose of discussing negotiations, 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

PERSONNEL:

28. Motion to approve the personnel agenda dated March 4, 2020, as recommended by the Superintendent
(Att. 19)
29. Motion to approve the Personnel Agenda for Extended School Year Programs dated March 4, 2020 as recommended by the Superintendent
(Att. 20A)
(Att. 20B)
30. Motion to approve the 2020 Summer Transportation Staff
(Att. 21)

OLD BUSINESS:

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, April 1, 2020 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT: