

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

March 4, 2020

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, March 4, 2020 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 7:07 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 on the front entrances 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; by filing with the County Superintendent of Schools, 300 North Avenue, East, Westfield and the County Clerk of Union County, Elizabeth, and advertising in the STAR LEDGER, Newark, 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	
Garwood	
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Linden	
Mountainside	Dr. Guidici Pietro
New Providence	
Plainfield	
Rahway	Ms. Deborah Bridges
Roselle	Ms. Delia Ware-Tibbs
Roselle Park	
Scotch Plains/Fanwood	Ms. Deb Brody
Springfield	
Summit	
Union	
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Mr. Brian Morrissey
Winfield	
Superintendent	Ms. Terry Foppert
Assistant Superintendent	Mr. Michael Kowalski
Board Secretary	Mr. Eric Larson

SALUTE TO FLAG:

PRESENTATION:

The BMW Car Club presented a donation of \$6,500 to Claudine Tantillo, Principal of Westlake School

Presentation by Claudine Tantillo, Principal of Westlake School

Presentation of the 19-20 Budget by the Business Administrator

RECOGNIZE THE PUBLIC:

MINUTES:

It was moved by Dr. Guidici Pietro, seconded by Ms. Aklonis and carried by a majority vote, to approve the following:

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

Ayes: Mesdames; Kirsch, Aklonis, Best, Panichi, Bridges, Brody, Ryan; Messr: Morrissey

Nays: None Abstain: Guidici Pietro
Ware-Tibbs

SUPERINTENDENT’S REPORT:

It was moved by Dr. Panichi, seconded by Ms. Ryan and carried by unanimous voice vote, to approve the following:

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

FINANCE:

It was moved by Dr. Panichi, seconded by Ms. Ryan 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 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)

- 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 February 2020

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

- C. Budget adjustments and line item transfers for February 2020 **(Att. 6)**
- D. Motion to approve the attached February 2020 check register for the School Lunch Account with a total of \$26,115.93 **(Att. 7)**
- E. 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.

- F. 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

- G. 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
- H. Motion to approve a \$45 per month cell phone stipend for the Head Bus Driver as reimbursement for personal cell phone usage

Ayes: Mesdames; Kirsch, Aklonis, Best, Panichi, Guidici Pietro, Bridges, Ware-Tibbs, Brody, Ryan;
Messr: Morrissey

Nays: None Abstain: None

PROGRAMS:

It was moved by Dr. Guidici Pietro, seconded by Ms. Ware-Tibbs and carried by roll call vote, to approve the following Agenda items:

- A. 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
- B. 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
- C. Motion to approve the following 2020-2021 calendars:

Commission Schools	(Att. 9)
Auxiliary Services	(Att. 10)
12 Month Employees	(Att. 11)
- D. Motion to approve the contract with Dr. Ronald M. Frank of Green Brook Family Medicine, to provide School Physician Services for Commission Schools as directed by the NJDOE Administrative Code Title 6A, Chapter 16 at an annual rate of \$3,000 for the 2020-2021 school year

PROGRAMS: (Cont'd)

- E. Motion to approve the contract with Dr. Ronald M. Frank of Green Brook Family Medicine to provide Standing Nursing Orders for Nonpublic School Nurses at an annual rate of \$1,500 for the 2020-2021 school year

Ayes: Mesdames; Kirsch, Aklonis, Best, Panichi, Guidici Pietro, Bridges, Ware-Tibbs, Brody, Ryan;
Messr: Morrissey

Nays: None Abstain: None

TRANSPORTATION:

It was moved by Ms. Brody, seconded by Ms. Best and carried by roll call vote, to approve the following agenda items:

- A. 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)**
- B. Motion to approve the attached penalty deductions **(Att. 13)**
- C. Motion to approve Emergency Contract payments for the month of February to the listed contractors at the costs indicated **(Att. 14)**
- D. Motion to approve the attached Emergency/Negotiated contracts **(Att. 15)**
- E. 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)**
- F. 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)**
- G. Motion to authorize entering into a transportation jointure with Gateway Regional Board of Education for the 2019-2020 school year
- H. Motion to approve Union County Educational Services Commission to provide transportation to the Sensory Camp for Kids with Special Needs at the Trailside Nature and Science Center, Watchung, NJ from August 17, 2020 through August 21, 2020 at no cost to the Union County Board of Chosen Freeholders

TRANSPORTATION: (con't)

Ayes: Mesdames; Kirsch, Aklonis, Hernandez, Koenig, Best, Panichi, Guillaume, Bridges, Ware-Tibbs, Williams, T., Williams, M.L., Ryan, Byrne; Messr: Dreyer, Munoz, Morrissey

Nays: None

Abstain: Kirsch (H)
Ryan (E,F)

Board members abstain from any contracts involving their districts

TRAVEL AND RELATED EXPENSES:

It was moved by Dr. Panichi, seconded by Mr. Morrissey 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 Related Expense Reimbursement Form **(Att. 18)**

Ayes: Mesdames; Kirsch, Aklonis, Best, Panichi, Guidici Pietro, Bridges, Ware-Tibbs, Brody, Ryan; Messr: Morrissey

Nays: None

Abstain: None

CLOSED SESSION:

It was moved by Ms. Ware-Tibbs, seconded by Ms. Best and carried by roll call vote, to move into executive session at 8:15 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 8:31 p.m. on motion of Dr. Guidici Pietro seconded by Dr. Panichi and carried by unanimous voice vote.

PERSONNEL:

It was moved by Ms. Ware-Tibbs seconded by Dr. Guidici Pietro and carried by roll call vote, to approve the following Agenda items:

- A. Motion to approve the personnel agenda dated March 4, 2020, as recommended by the Superintendent **(Att. 19)**

PERSONNEL: (con't)

- B. Motion to approve the Personnel Agenda for Extended School Year Programs dated March 4, 2020 as recommended by the Superintendent (Att. 20A)
(Att. 20B)
- C. Motion to approve the 2020 Summer Transportation Staff (Att. 21)

Ayes: Mesdames; Kirsch, Aklonis, Best, Panichi, Guidici Pietro, Bridges, Ware-Tibbs, Brody, Ryan;
Messr: Morrissey

Nays: None Abstain: None

OLD BUSINESS:

Mrs. Kirsch reminded board members to complete their ethics disclosures.

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, NJ.

ADJOURNMENT:

On motion of Dr. Panichi, seconded by Ms. Brody and carried voice vote, the meeting was adjourned at 8:35 p.m.

Eric Larson, Board Secretary