

Union County Educational Services Commission
REORGANIZATION MEETING
of the Representative Assembly
June 3, 2020
AGENDA

Adequate notice of this meeting as required by the Open Public Meetings Act was provided by posting on the 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 posting on the district's website, by email to all staff, by electronic delivery to the County Superintendent of Schools, 300 North Avenue, East, Westfield, to the STAR LEDGER, Newark and to the County Clerk of Union County, Elizabeth, all in New Jersey. It should be noted that this meeting was held remotely using a call-in number

1. Roll call by sign in sheet
2. Salute to the flag
3. Motion to appoint Eric Larson, School Business Administrator/Board Secretary as Chairman pro tem
4. Oath of office for members of the Representative Assembly
5. Motion to set the number of members of Board of Directors at fifteen (15) members
6. Motion to elect the Board of Directors by a majority vote from among the members of the Representative Assembly to serve until the next annual reorganization meeting as per Att. 1. **(Att. 1)**
7. Election of officers for the Board of Directors and Executive Committee
 - A. Motion to call for nominations for President by majority vote of the members present
 - B. Motion to call for nominations for Vice-President by majority vote of the members present
 - C. Motion to call for nominations for a member of the Board of Directors, who, along with the President and Vice President, shall serve as an Executive Committee member to administer the affairs of the Board of Directors between regularly convened meetings
 - D. Motion to call for nominations for a member of the Board of Directors to serve as an alternate of the Executive Committee to serve in the absence of a regular member of the Executive Committee
8. Recognize the public and ask for comments on agenda items only
9. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA
The Bank of New York
Ocean First Bank
The Provident Bank
Capital One Public Funding, LLC

N.J. Cash Management Fund
Unity Bank
Morgan Stanley Institutional Liquidity Funds
Deutsche Bank National Trust Company

10. Motion to designate the following as signatories for Commission funds:

President, Vice President and Board Secretary

11. Motion to designate the following Special Banking Account and authorized signatures:

<u>Account</u>	<u>Approved Signatures</u>
Schools’ Activity Account	President, Vice President and Board Secretary

12. Motion to designate the following as official newspaper for publications of the Commission:

STAR LEDGER, Newark

13. Motion to approve the schedule of meetings for the Board of Directors as presented in Att. 2.

(Att. 2)

14. Motion to approve the following amounts for the Commission programs petty cash account for the purchase of supplies that are urgently needed, the amount of which is too small to warrant a purchase order for the 2020-2021 school year:

School Business Administrator	\$3,000.
Superintendent’s Office	\$ 250.
Westlake School	\$ 500.
Crossroads School	\$ 250.
Lamberts Mill Academy	\$ 250.
Hillcrest Academy/North Campus	\$ 250.
Hillcrest Academy/South Campus	\$ 250.
Transition	\$ 250.

15. Motion to approve the following curriculum guides for the 2020-2021 school year:

<p>Art: Drawing and Painting 1, 2</p>	<p>Business Education: Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Career Education and Technology 1, 2 Personal Finance</p>
<p>English: English Language Arts 1, 2, 3, 4 Creative Writing Edmark Reading Program Edmark Functional Word Series Reading Milestones Program SRA Reading Mastery The Verbal Behavior Milestones Assessment Assessment of Language & Learning Skills</p>	<p>Health & Physical Education: Health and Physical Education 1, 2, 3, 4</p>

<p>Mathematics: Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math Math Strategies Touch Math Touch Money Menu Math</p>	<p>Social Skills: Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills</p>
<p>Social Studies: World History United States History 1, 2 Economics Sociology 20th Century History 20th Century Civil Liberties Echoes and Reflections: Teaching the Holocaust and Inspiring the Classroom Social Studies Leveled Daily Curriculum Attainment Explore Social Studies Curriculum</p>	<p>Science: Earth Science Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum Full Option Science System</p>
<p>World Language: Spanish 1, 2, 3</p>	

16. Motion to approve the job descriptions for the following positions:

Assistant Superintendent	School Business Admin/Board Secretary
Accounts Payable Clerk	School Custodian (FT & PT)
Accounts Receivable Coordinator	School Guidance Counselor
Adm Ass't./Ass't. Bd. Sec.	School Nurse
Adm Ass't for Nonpublic	School Physical Therapist
Art Teacher	School Psychologist
Bedside Tutor	School Occupational Therapist
Behavior Specialist Teacher	School Safety/Security Monitor
Board Certified Behavior Analyst	School Secretary
Buildings & Grounds Supervisor	School Social Worker
Child Study Team Consultant	Secretary/Data Entry Clerk (FT & PT)
Compensatory Ed/Supplemental Instructor	Secretary/Data Entry Clerk/NP Svs
Database Manager	Speech Language Specialist
Director of Curriculum & Instruction	Substance Abuse Coordinator
Director of Special Projects	Superintendent
Director of Nonpublic Services	Supervisor of Instruction (Spec Ed & Alt Schs)
District Test Coordinator/Database Manager	Supervisor of Instruction
Executive Secretary/Personnel/Policy	Supervisor of Nonpublic Services

Executive Secretary to Superintendent	Teacher/Alternative High School
Executive Secretary to Asst. Superintendent	Teacher of Business
ESL Teacher	Teacher of Chemistry
Head School Bus Driver	Teacher of English
Home Instructor	Teacher of the Handicapped
Inpatient Teacher-Trinitas & CSP	Teacher of Hand. for IDEA-B
Learning Disabilities Teacher Consultant	Teacher of Mathematics
Mail Courier/Delivery Driver (PT)	Teacher of Science
Network Admin/Webmaster	Teacher of Social Studies
Nonpublic School Nurse	Teacher of Spanish
Paraprofessional (FT & PT)	Teacher of Students w/Disabilities
Payroll/Data Entry Clerk	Technology Manager (PT)
Physical Education/Health Teacher	Technology Support (PT)
Principal	Title I Teacher/Nonpublic Schools
Receptionist (PT)	Transportation Coordinator
School Bus Aide	Transportation Specialist I & II
School Bus Driver	

17. Motion to authorize those permitted student records enumerated in Policy & Regulation (File Code 8330) which are not mandated student records as those permitted pupil records to be collected and maintained in order to promote the educational welfare of pupils in Commission schools
18. Motion to affirm the Commission’s present policies, regulations and bylaws for the period June 3, 2020 until the next reorganization meeting
19. Motion to appoint Eric Larson as Board Secretary for the period commencing June 3, 2020 until the next reorganization meeting
20. Motion to designate Suplee, Clooney and Company, 308 East Broad Street, Westfield, NJ, 07090, as the Official Auditor for the Commission for the period beginning June 3, 2020 until the next reorganization meeting not to exceed \$32,500
21. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Attorney for the period June 3, 2020 until the next reorganization meeting not to exceed \$50,000
22. Motion to appoint Brown & Brown Benefit Advisors as our health benefits broker-of-record effective July 1, 2020 through June 30, 2021.
23. Motion to designate Dr. Amy Borg-Glickman, Dr. Uday Mehta and Nurse Practitioner Fumi Adesanlu as official physicians and nurse practitioner for the Commission for the period beginning June 3, 2020 until the next reorganization meeting
24. Motion to approve Dr. Ronald M. Frank to provide school physician services directed by the NJDOE Administrative Code Title 6A Chapter 16, at an annual fee of \$3,000 for Commission schools and \$1,500 annually to provide Standing Nursing Orders for Nonpublic School Nurses for the period of June 3, 2020 until the next reorganization meeting

25. Motion to approve the following for the provision of therapy and nursing services for the June 3, 2020 until the next reorganization meeting:

<u>Name</u>	<u>Therapy & Nursing Services</u>
Trinitas Therapy Services	Occupational Therapy, Physical Therapy, Counseling
Interim Healthcare of Northwest NJ	Nursing Services
Bayada Pediatrics	Nursing Services
Therapy Sources Staffing Solutions	Physical Therapy

26. Motion to appoint Willis Towers Watson of New Jersey, Inc., 150 John F. Kennedy Pkwy, Suite 520, Short Hills, NJ 07078, as the Commission's Insurance Risk Manager for the period June 3, 2020 until the next reorganization meeting

27. Motion to appoint Solutions Architecture, 96 Pompton Avenue, Second Floor, Verona, NJ 07044 as the Architect of Record to perform needed services throughout the school year beginning June 3, 2020 until the next reorganization meeting at the following hourly rates not to exceed \$50,000

28. Motion to appoint Eric Larson as the District Qualified Purchasing Agent for matters relating to awarding of contracts as prescribed by the local public contracts law with a bid threshold of \$40,000 and a quotation threshold of \$6,000 at no additional salary for the period beginning June 3, 2020 until the next reorganization meeting

29. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 3, 2020 until the next reorganization meeting

30. Motion to appoint Eric Larson as the District Right to Know Officer, Integrated Pest Management Coordinator and Indoor Air Quality Officer at no additional salary for the period beginning June 3, 2020 until the next reorganization meeting

31. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 3, 2020 until the next reorganization meeting

32. Motion to appoint Michael Kowalski as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts, and 504 Officer at no additional salary for the period June 3, 2020 until the next reorganization meeting

33. Motion to authorize the Superintendent and the School Business Administrator/Board Secretary, jointly, to provide approval of demands to be paid prior to presentation to the Board of Directors, subject to ratification at the next meeting, in accordance with 18A:19-4.1

34. Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between Board of Director Meetings, and such transfers shall be reported to the Board of Directors, ratified and duly recorded in the minutes of next regular meeting.

35. Motion that emergency procedures described in the official Union County Educational Services Commission Emergency Management Plan be approved as recommended by the Superintendent of Schools.

36. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2020-2021 budget, once authorized and finalized, pursuant to local and state policies and regulations.
37. Motion to approve the use of Educational Services Commission of New Jersey's Cooperative Pricing System – MCESCCPS for cooperative pricing for school supplies, equipment and services for the 2020-2021 school year
38. Motion to approve the use of Hunterdon County Educational Services Commission's Cooperative Pricing System – HCESCCPS for cooperative pricing for school supplies, equipment and services for the 2020-2021 school year
39. Motion to approve the following service vendors for the 2020-2021 school year:
- | | |
|----------------------------------|-------------------------------------|
| AES Advanced Electronic | Maschio's Food Services, Inc |
| Air System Maintenance | McIntyre's Lawnmowers Inc. |
| All County Sewer & Drain Service | Partner Engineering & Science Inc. |
| Alliance Plumbing | Power School |
| American Water Co. | PSE&G |
| AM School Associates | Republic Services |
| Atlantic Business Systems | Safari Telecom |
| Comcast Business | Saunders Roofing |
| Comcast Cablevision | South Jersey Technology Partnership |
| Confires Fire Protection | Staples Advantage |
| Diploma Joint Insurance Fund | Steward Business Systems |
| East Coast Combustion | Stonegate Associates |
| Edumet | Survivor Fire & Safety |
| Entel Systems | Trane |
| Elizabethtown Gas | Tompkin Company |
| Educational Data Services | Township of Clark |
| Global Compliance Network Inc | Verizon Wireless |
| Home Depot | Waste Management of New Jersey |
| Hydra Neumatic | Westfield Lumber |
| Jay Hill Repairs | Xerox Corporation |
| Strauss Esmay | Frontline Technologies |
| ESS (Substitute Staffing) | |
40. Motion to approve the continuation of the .24 per resident pupil membership fee in support of Commission expenses for 2020-2021 school year

TRANSPORTATION

41. Motion to authorize entering into transportation jointures with the following school districts for the 2020-2021 school year:

Barnegat Township	Linden	Roselle
Berkeley Heights	Livingston	Roselle Park
Bridgewater-Raritan	Long Hill	Sayreville
Clark	Manasquan	Scotch Plains/Fanwood
Clifton	Millburn	Somerset Hills
Cranford	Mountainside	South Bound Brook
Dunellen	Newark	South Orange - Maplewood
East Newark	New Providence	South Plainfield
East Orange	Northern Burlington County Regional	Springfield
Edison	North Plainfield	Summit
Elizabeth	Old Bridge Township	Sussex County Regional Co-op
Franklin Township	Orange	Teaneck
Garwood	Parsippany-Troy Hills	Toms River Regional
Green Brook	Passaic	Union Township
Hamilton Township	Paterson	Warren Township
Highland Park	Penn's Grove	Watchung
Hillside	Perth Amboy	Watchung Hills
Hillsborough	Piscataway	West Essex Regional
Irvington	Plainfield	Westfield
Jersey City	Plumsted Township	Winfield
Kenilworth	Rahway	Bernardsville

42. Motion to authorize entering into transportation contracts with the following school bus companies in order to provide transportation services for all public, nonpublic, special education and vocational school students serviced by the Commission on behalf of the above listed school districts for the 2020-2021 school year:

Amaker & Porterfield Transportation	F.S. Transportation, Inc.	Madison Coach
Barker Bus Company, Inc.	First Care Medical Transportation	Nelvi Transit, Inc
Be Great Transportation Corp.	First Student-Chatham	Noor Transportation
Belair Transportation	George Dapper, Inc.	On The Dot Transportation
Best Trans Group, Inc.	Golden Arrow Transportation	On Time Transport, Inc.
H & A Transportation	Peak Hour Transportation, LLC	Euphrates Transportation, LLC
BRCK Transport, LLC	J & J Transportation/Lun & Run	Prestige Bus Services Corp.
Busy Bee Transportation	Jaris Transportation Co.	6 Loft, LLC
By Faith Transportation	Jawa Invalid Coach, Inc	Student Transportation of America, Inc.
Cerebral Palsy League Transportation	Toadimar, LLC	Villani Bus Company
Cross Transportation, Inc.	K & S Transportation	Trishul Transportation
Durham School Services	Kensington Bus Company	

43. Motion to designate CITYMD Urgent Care, 1345 Avenue of the Americas, New York, NY as the official provider of Department of Transportation Commercial Drivers License biennial recertification physical examinations, bus driver employment physical and pre-employment drug screen, and as a fixed site backup for Substance Abuse Program components for the period July 1, 2020 through June 30, 2021

(Att. 3)

44. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2020-2021 school year

- | | | |
|---------------------|-------------------|--------------------------|
| a. Berkeley Heights | f. Kenilworth | l. Scotch Plains/Fanwood |
| b. Clark | g. Linden | m. Springfield |
| c. Cranford | h. New Providence | n. Summit |
| d. Elizabeth | i. Plainfield | o. Union |
| e. Hillside | j. Rahway | p. Westfield |
| | k. Roselle | q. Cedar Grpve |

45. Authorization to enter into contracts with the following school districts in order for the Commission to provide nonpublic school services under Title I for the 2020-2021 school year:

- | | | |
|--------------|---------------|------------|
| a. Elizabeth | d. Linden | g. Roselle |
| b. Hillside | e. Plainfield | h. Union |
| | f. Rahway | |

46. Authorization to enter into contracts with the following school districts/Charter Schools in order that they may participate in the Commission's Environmental Safety Program for the 2020-2021 school year:

- | | | |
|--------------|--------------------------------|-------------------------|
| a. Cranford | d. Kenilworth | g. Queen City Academy |
| b. Elizabeth | e. Morris Union Jointure Comm. | h. Roselle |
| c. Hillside | f. Plainfield | i. Union County Vo-Tech |
| | | j. Winfield |

47. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2020-2021 school year:

- | | | |
|---------------|--------------------------|----------------|
| a. Cranford | f. Linden | k. Springfield |
| b. Elizabeth | g. New Providence | l. Summit |
| c. Hillside | h. Plainfield | m. Union |
| d. Kenilworth | i. Rahway | |
| | j. Scotch Plains/Fanwood | |

48. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2020-2021 school year:

- | | | |
|--------------|-------------------|--------------------------|
| a. Clark | f. Kenilworth | k. Scotch Plains/Fanwood |
| b. Cranford | g. New Providence | l. Springfield |
| c. Elizabeth | h. Plainfield | m. Summit |
| d. Hillside | i. Rahway | n. Union |
| | j. Roselle | o. Westfield |

49. Authorization to enter into contracts with the following districts in order that the Commission may provide nursing services to nonpublic schools within their boundaries for the 2020-2021 school year:

- | | | |
|---------------|--------------------------|----------------|
| a. Clark | f. New Providence | k. Summit |
| b. Cranford | g. Plainfield | l. Union |
| c. Hillside | h. Roselle | m. Westfield |
| d. Kenilworth | i. Scotch Plains/Fanwood | n. Cedar Grove |
| | j. Springfield | |

50. Authorization to enter into contracts with the following school districts/Charter Schools in order for the Commission to provide child study team evaluations for public school students during the 2020-2021 school year:

- | | | |
|---------------------|-------------------|--------------------------|
| a. Berkeley Heights | g. Linden | l. Scotch Plains/Fanwood |
| b. Clark | h. New Providence | m. Springfield |
| c. Cranford | i. Plainfield | n. Summit |
| d. Elizabeth | j. Rahway | o. Union |
| e. Hillside | k. Roselle | p. Union County Vo-Tech |
| f. Kenilworth | | q. Westfield |
| | | r. Cedar Grove |

51. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under IDEA Part B Basic for the 2020-2021 school year:

- | | | |
|--------------|-------------------|--------------------------|
| a. Clark | f. Kenilworth | k. Scotch Plains/Fanwood |
| b. Cranford | g. Linden | l. Springfield |
| c. Elizabeth | h. New Providence | m. Summit |
| d. Hillside | i. Plainfield | n. Union |
| | j. Roselle | o. Westfield |
| | | p. Cedar Grove |

52. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2020-2021 school year:

- | | | |
|-------------------|--------------------------|----------------|
| a. Cranford | e. Plainfield | i. Springfield |
| b. Elizabeth | f. Rahway | j. Summit |
| c. Hillside | g. Roselle | k. Union |
| d. New Providence | h. Scotch Plains/Fanwood | |

53. Motion to authorize the provision of home instruction to all public school pupils of all Union County school districts upon receipt of requests from their authorized representatives for the 2020-2021 school year.

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

ADJOURNMENT: