

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

July 1, 2020

MINUTES

A meeting of the Union County Educational Services Commission Representative Assembly was held on Wednesday, July 1, 2020.

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. It should be noted that this meeting was held remotely using a call-in number.

ROLL CALL:

Roll call by verbal roll call. There were present:

Berkeley Heights	Ms. Helen Kirsch
Clark	Ms. Lorraine Aklonis
Cranford	Ms. Nicole Sherrin-Kessler
Elizabeth	Ms. Nathalie Hernandez
Garwood	Ms. Christine Guerriero
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Linden	Ms. Doris Johnson
Mountainside	
New Providence	
Plainfield	
Rahway	
Roselle	Ms. Delia Ware-Tibbs
Roselle Park	
Scotch Plains/Fanwood	Ms. Deb Brody
Springfield	Mr. Hector Munoz
Summit	
Union	Ms. Mary Lynn Williams
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	
Winfield	
Superintendent	Ms. Terry Foppert
Assistant Superintendent	Mr. Michael Kowalski
Board Secretary	Mr. Eric Larson

SALUTE TO THE FLAG:

EXECUTIVE SESSION:

It was moved by Ms. Aklonis, seconded by Ms. Ware-Tibbs, and carried by roll call vote, to move into executive session at 7:09 p.m. for the purpose of discussing HIB investigations, personnel, and personnel matters. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable.

Make note that no action will be taken from this session and this ends the public portion of the meeting.

The Board of Directors meeting returned to open session at 8:25 p.m. on motion of Ms. Guerriero seconded by Ms. Aklonis and carried by unanimous voice vote.

RECOGNIZE THE PUBLIC:

Recognize the public and ask for comments on agenda items only

MINUTES:

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

- A. Motion to approve the minutes of the Board of Directors Meeting of June 3, 2020 (Att. 1)
- B. Motion to approve the minutes of the Reorganization Meeting of the Representative Assembly of June 3, 2020 (Att. 2)

SUPERINTENDENT'S REPORT:

It was moved by Mr. Munoz, seconded by Ms. Guerriero, and carried by unanimous voice vote, to approve the following:

- A. Motion to approve the Report of the Superintendent for July 2020 (Att. 3)

FINANCE:

It was moved by Ms. Ryan, seconded by Ms. Johnson, 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, 2020	(Att. 4)
Budget Report dated June 30, 2020	(Att. 5)
Check Register for the month ended 6/30/20 the amount of \$3,176,917.47	(Att. 6)
Budget adjustments and line item transfers for May 2020	(Att. 7)

B. WHEREAS, N.J.S.A. 6:30-213, overexpenditure 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 July 2020

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 \$2,978.93 (Att. 8)

D. Resolution Increasing the Bid Threshold—Qualified Purchasing Agent:

WHEREAS, Eric Larson, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent , from \$40,000 to \$44,000, effective July 1, 2020

E. Motion to approve a two-year dental agreement with Horizon for the period of July 1, 2020 to June 30, 2022 at a 2% increase

F Motion to approve amendments to the FSA plan with Ameriflex increasing the carryover amount to \$550 from the current \$500 and extending the grace period for the current plan from Sept 15th to December 31, 2020

G. Motion to renew the lease between the UCESC and the Township of Clark for the use of the Oliver B. Reach Gymnasium for use on Monday through Friday, 8:30 a.m. – 2:30 p.m. commencing September 1, 2020 and concluding on June 30, 2021, together with the second gymnasium, the Walter A. Bakum Gymnasium, to be made available on an "as needed" basis with usage to be approved by the Administrator of the Township of Clark during the same term at an annual rent of \$22,500 with \$2,250 monthly installments

FINANCE: Con't :

- H. Motion to approve agreements with Republic Services for waste removal and recycling at 45 Cardinal Drive for three years at \$627.96 monthly and at 2630 Plainfield Ave, Scotch Plains for \$300 monthly
(Att. 9)
(Att. 10)
- I. Motion to approve the purchase of five Collins 29 passenger buses for \$63,399.03 each and one Starcraft 29 passenger for \$66,044.99 through the ESC NJ Contract #MRESC15/16-37 each with a minimum of five buses to be financed/leased at the lowest financing rate awarded via bid. This is a proprietary purchase for the purpose of replacing existing buses which are aging out and need to be replaced
- J. Motion to AWARD CONTRACTS FOR TELEPHONE SYSTEM TO EXTEL COMMUNICATIONS, INC.AND TELEPHONE SERVICE TO Verizon, Altice and Comcast

WHEREAS, there is a continuing need to provide a telephone system and telephone services for the Union County Educational Services Commission

WHEREAS, after a detailed review of the telephone needs, EXTEL Communications, Inc. provided a proposal covered under NJ State Contract T1316 A80801

WHEREAS, EXTEL Communications of North Haledon NJ, is an agent for NEC Financial Services and UCESE will utilize NEC Financial Services for a 5-year lease purchase term at a cost of \$2,022.22 per month

NOW, THEREFORE, BE IT RESOLVED

that UCESC hereby awards the contracts for a new telephone system per its proposal as described above, and a five-year lease purchase for a new telephone system to NEC Financial Services for a total of \$4,732.19 per month and authorizes the Business Administrator to sign the necessary documents accepting the proposals for implementation

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams,Ryan; Messr: Munoz

Nays: None

Abstain: None

PROGRAMS:

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 an agreement between Union County Educational Services Commission and LearnWell Education of Plymouth, MA to provide home instruction educational services for nonpublic students during the 2020-2021 school year at the rate of \$32.50/hour **(Att. 11)**
- B. Motion to approve a Memorandum of Understanding between Union County Educational Services Commission and Children's Specialized Hospital to provide home instruction for students enrolled in the Neurorehabilitation Program in Mountainside, New Jersey from July 1, 2020 - June 30, 2021 **(Att. 12)**
- C. Motion to approve a Memorandum of Understanding between Union County Educational Services Commission and Children's Specialized Hospital to establish a Structured Learning Experience program for students in Mountainside, New Jersey from July 1, 2020 - June 30, 2021
- D. Motion to approve a contract between Union County Educational Services Commission and Global Compliance Network, Inc. to provide online professional development compliance training for staff from August 1, 2020 - July 31, 2021 at the annual rate of \$1400.00
- E. Motion to approve an addendum to the existing agreement between Union County Educational Services Commission and ESS Northeast, LLC. to provide substitute staff placement in UCESC schools from September 1, 2020 to June 30, 2021 per the attached fee schedule **(Att. 13)**
- F. Motion to approve an agreement between Union County Educational Services Commission and Silvergate Prep to provide home instruction for students enrolled in nonpublic schools during the 2020-2021 school year at the rate of \$32.50/hour

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams, Ryan; Messrs: Munoz

Nays: None

Abstain: None

PROGRAMS: Cont'd:

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

A. Motion to uphold the HIB finding for Case 20-19

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Brody, Williams, Ryan; Messr: Munoz

Nays: None

Abstain: Ware-Tibbs

POLICIES/REGULATIONS:

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

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

P 1581	Domestic Violence
R 1581	Domestic Violence
P 2422	Health and Physical Education
P 3421.13	Postnatal Accommodations
P 4421.13	Postnatal Accommodations
P 5330	Administration of Medicine
R 5330	Administration of Medicine
P 7243	Supervision of Construction
P 8210	School Year
P 8220	School Day
R 8220	School Day
P 8462	Reporting Potentially Missing or Abused Children

B. Motion to approve the following new and/or revised policies, regulations, and bylaws for a first reading:

P1649 Federal Families First Coronavirus (COVID-19) Response Act

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams, Ryan; Messr: Munoz

Nays: None

Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Mr. Munoz, seconded by Ms. Johnson, 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. 14)**

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams, Ryan; Messr: Munoz

Nays: None Abstain: Ware-Tibbs

PERSONNEL:

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

- A. Motion to approve the Personnel Agenda dated July 1, 2020 as recommended by the Superintendent **(Att. 15)**
- B. Motion to approve the Personnel Agenda for Extended School Year Programs dated July 1, 2020 as recommended by the Superintendent **(Att. 16A)**
(Att. 16B)

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams, Ryan; Messr: Munoz

Nays: None Abstain: None

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

- A. Motion to approve tenure charges against staff ID 100052

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams, Ryan; Messr: Munoz

Nays: None Abstain: None

PERSONNEL: Cont'd:

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

- A. Motion to approve the Addendum to Michael Kowalski's 2020-2021 Assistant Superintendent contract, as approved by the Executive County Superintendent, making Mr. Kowalski Acting Superintendent of the UCESC effective September 1, 2020

Ayes: Mesdames; Kirsch, Aklonis, Sherrin-Kessler, Guerriero, Best, Johnson, Panichi, Ware-Tibbs, Brody, Williams, Ryan; Messr: Munoz

Nays: None

Abstain: None

OLD BUSINESS:

Mr. Kowalski explained the process for collecting Chromebooks back from students.

NEW BUSINESS:

Helen Kirsch mentioned that there will be another board meeting later in the summer before the scheduled September board meeting.

Ms. Guerriero expressed her gratitude for the exemplary job the Commission has done through this pandemic.

RECOGNIZE THE PUBLIC:

Josh Bornstein and Patricia Convery expressed their confidence in Mr. Kowalski for the Acting Superintendent position.

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 pm, Wednesday, September 2, 2020. Meeting location to be announced in August.

ADJOURNMENT:

On motion of Ms. Guerriero, seconded by Ms. Aklonis and carried by unanimous voice vote, the meeting was adjourned at 9:00pm.

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

Eric Larson, Board Secretary