

**Union County Educational Services Commission
REORGANIZATION MEETING
of the Representative Assembly**

June 2, 2021

MINUTES

The Reorganization Meeting of the Representative Assembly of the Union County Educational Services Commission was held on Wednesday, June 2, 2021. The meeting was called to order at 7:05 p.m. The Business Administrator read the following statement:

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

ROLL CALL

Roll call was by sign in sheet. There were present:

Berkeley Heights	
Clark	Ms. Lorraine Aklonis
Cranford	Mr. Brett Dreyer
Elizabeth	
Garwood	Ms. Maureen Scepkowski
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Linden	Ms. Sheenaider Guillaume
Mountainside	Dr. Dana Guidici Pietro
New Providence	
Plainfield	
Rahway	
Roselle	Dr. Courtney Washington
Roselle Park	
Scotch Plains/Fanwood	Ms. Deb Brody
Springfield	
Summit	
Union	Ms. Mary Lynn Williams
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Amy Root
Winfield	
Acting Superintendent	Mr. Michael Kowalski
Board Secretary	Mr. Eric Larson

OATH OF OFFICE

The Board Secretary administered the Oath of Office to all members of the Representative Assembly.

The Board Secretary entertained a motion to set the number of members of the Board of Directors. It was moved by Ms. Aklonis, seconded by Ms. Best and carried by voice vote, to set the number of Board of Directors at 15, for the period June 2, 2021 until the next Reorganization Meeting.

Nays: None Abstain: None

(Att. 1)

Ms. Helen Kirsch
Ms. Lorraine Aklonis
Mr. Brett Dreyer
Ms. Nathalie Hernandez
Ms. Maureen Scepkowski
Ms. Laquana Best
Dr. Michelle Panichi
Ms. Sheenaidier Guillaume
Dr. Dana Guidici Pietro
Ms. Lynn Anderson-Person
Ms. Deb Brody
Ms. Mary Lynn Williams
Ms. Gwen Ryan
Mr. Amy Root
Ms. Maureen Byrne

Nays: None Abstain: None

NOMINATION OF PRESIDENT AND VICE PRESIDENT

It was moved by Ms. Ryan to nominate Ms. Lorraine Aklonis as President.

Ms. Aklonis was elected President

Ayes: Mesdames; Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Ryan, Root; Messr: Dreyer

Nays: None Abstain: Aklonis

Meeting turned over to Board President

It was moved by Ms. Root, to nominate Ms. Gwen Ryan as Vice President.

Ms. Ryan was elected Vice President.

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Root; Messr: Dreyer

Nays: None Abstain: Ryan

EXECUTIVE COMMITTEE MEMBER

It was moved by Ms. Aklonis, to nominate Ms. Amy Root as a member of the Executive Committee. The Executive Committee member along with the President and Vice President shall serve as an Executive Committee to administer the affairs of the Board of Directors between regularly convened meetings.

Ms. Root was elected Executive Committee Member.

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Ryan; Messr: Dreyer

Nays: None Abstain: Root

ALTERNATE EXECUTIVE COMMITTEE MEMBER

It was moved by Ms. Aklonis, to nominate Dr. Washington as a member of the Board of Directors who, along with the President and Vice President, shall serve as an Alternate Executive Committee Member to administer the affairs of the Board of Directors between regularly convened meetings.

Dr. Washington was elected Alternate Executive Committee Member.

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Brody, Williams, Root, Ryan; Messr: Dreyer

Nays: None Abstain: Washington

RECOGNIZE PUBLIC

Ms. Aklonis recognized the public and asked for comments on agenda items only.

FINANCE AND ORGANIZATION

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

1. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA
The Bank of New York
The Provident Bank

N.J. Cash Management Fund
Capital One Public Funding, LLC

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

President, Vice President and Board Secretary

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

Account
Schools' Activity Account

Approved Signatures
President, Vice President and Board Secretary

4. Motion to designate the following as official newspapers for publications of the Commission:

STAR LEDGER, Newark
THE WESTFIELD LEADER, Westfield

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

(Att. 2)

6. 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 2021-2022 school year:

School Business Administrator	\$3,000.
Superintendent's Office	\$ 250.
Westlake School	\$ 500.
Crossroads School	\$ 350.
Lamberts Mill Academy	\$ 250.
Hillcrest Academy/North Campus	\$ 250.
Hillcrest Academy/South Campus	\$ 250.
Transition	\$ 250.

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Root, Ryan; Messr: Dreyer

Nays: None

Abstain: None

FINANCE AND ORGANIZATION (cont'd):

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

7. Motion to approve the following curriculum guides for the 2021-2022 school year:

Art: Drawing and Painting 1, 2	Business Education: Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Career Education and Technology 1, 2 Personal Finance
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	Health & Physical Education: Health and Physical Education 1, 2, 3, 4
Mathematics: Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math Math Strategies Touch Math Touch Money Menu Math	Social Skills: Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills
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	Science: Earth Science Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum Full Option Science System
World Language: Spanish 1, 2, 3	

FINANCE AND ORGANIZATION (cont'd):

B. 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
Bedside Tutor	School Psychologist
Behavior Specialist Teacher	School Occupational Therapist
Board Certified Behavior Analyst	School Safety/Security Monitor
Buildings & Grounds Supervisor	School Secretary
Child Study Team Consultant	School Social Worker
Compensatory Ed/Supplemental Instructor	Secretary/Data Entry Clerk (FT & PT)
Database Manager	Secretary/Data Entry Clerk/NP Svs
Director of Curriculum & Instruction	Speech Language Specialist
Director of Special Projects	Substance Abuse Coordinator
Director of Nonpublic Services	Superintendent
District Test Coordinator/Database Manager	Supervisor of Instruction (Spec Ed & Alt Schs)
Executive Secretary/Personnel/Policy	Supervisor of Instruction
Executive Secretary to Superintendent	Supervisor of Nonpublic Services
Executive Secretary to Asst. Superintendent	Teacher/Alternative High School
ESL Teacher	Teacher of Art
Head School Bus Driver	Teacher of Business
Home Instructor	Teacher of Chemistry
Inpatient Teacher-Trinitas & CSP	Teacher of English
Learning Disabilities Teacher Consultant	Teacher of the Handicapped
Mail Courier/Delivery Driver (PT)	Teacher of Hand. for IDEA-B
Network Admin/Webmaster	Teacher of Mathematics
Nonpublic School Nurse	Teacher of Science
Paraprofessional (FT & PT)	Teacher of Social Studies
P/T Secretary to Business Administrator	Teacher of Spanish
Payroll/Data Entry Clerk	Teacher of Students w/Disabilities
Physical Education/Health Teacher	Technology Manager (PT)
Principal	Technology Support (PT)
Receptionist (PT)	Title I Teacher/Nonpublic Schools
School Bus Aide	Transportation Coordinator
School Bus Driver	Transportation Specialist I & II

8. 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
9. Motion to affirm the Commission's present policies, regulations, and bylaws for the period June 2, 2021 until the next reorganization meeting

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Root, Ryan; Messr: Dreyer

Nays: None Abstain: None

FINANCE AND ORGANIZATION (cont'd):

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

10. Motion to appoint Eric Larson as Board Secretary for the period commencing June 2, 2021 until the next reorganization meeting
11. 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 2, 2021 until the next reorganization meeting not to exceed \$33,800
12. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Board Attorney for the period June 2, 2021 until the next reorganization meeting not to exceed \$50,000
13. Motion to appoint Brown & Brown Benefit Advisors as our health benefits broker-of-record effective July 1, 2021 through June 30, 2022.
14. 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 2, 2021 until the next reorganization meeting
15. Motion to approve the following for the provision of therapy and nursing services for the June 2, 2021 until the next reorganization meeting:

Name

Trinitas Therapy Services
Interim Healthcare of Northwest NJ
Bayada Pediatrics
Therapy Sources Staffing Solutions
United Therapy Solutions

Therapy & Nursing Services

Occupational Therapy, Physical Therapy, Counseling
Nursing Services
Nursing Services
Physical Therapy
Speech

16. 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 2, 2021 until the next reorganization meeting
17. 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 2, 2021 until the next reorganization meeting not to exceed \$50,000
18. 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 \$44,000 and a quotation threshold of \$6,600 at no additional salary for the period beginning June 2, 2021 until the next reorganization meeting
19. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 2, 2021 until the next reorganization meeting

FINANCE AND ORGANIZATION (cont'd):

20. 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 2, 2021 until the next reorganization meeting
21. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 2, 2021 until the next reorganization meeting
22. Motion to appoint John Marquet as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts, and 504 Officer at no additional salary for the period June 2, 2021 until the next reorganization meeting
23. 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
24. 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.
25. 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.
26. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2021-2022 budget, once authorized and finalized, pursuant to local and state policies and regulations.
27. 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 2021-2022 school year
28. 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 2021-2022 school year

FINANCE AND ORGANIZATION (cont'd):

29. Motion to approve the following service vendors for the 2021-2022 school year:

AES Advanced Electronic	Maschio's Food Services, Inc
Allied Universal	McIntyre's Lawnmowers Inc.
All County Sewer & Drain Service	NEC Financial
Alliance Plumbing	Partner Engineering & Science Inc.
American Water Co.	Power School
AM School Associates	PSE&G
Atlantic Business Systems	Republic Services
Comcast Business	Ridge Secure Technology
Comcast Cablevision	Saunders Roofing
Confires Fire Protection	Staples Advantage
Diploma Joint Insurance Fund	Stonegate Associates
DLL Document Solutions	Strauss Esmay
East Coast Combustion	Survivor Fire & Safety
Edumet	Trane
Entel Systems	Tompkin Company
Elizabethtown Gas	Township of Clark
Educational Data Services	U.S. Bancorp
ESS (Substitute Staffing)	Verizon Wireless
Frontline Technologies	Waste Management of New Jersey
Home Depot	Westfield Lumber
Hydra Neumatic	
Jay Hill Repairs	

30. Motion to approve the continuation of the .25 per resident pupil membership fee in support of Commission expenses for 2021-2022 school year

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Root, Ryan; Messr: Dreyer

Nays: None

Abstain: None

FINANCE AND ORGANIZATION (cont'd):

TRANSPORTATION

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

31. Motion to authorize entering into transportation jointures with the following school districts for the 2021-2022 school year:

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

32. 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 2021-2022 school year:

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

FINANCE AND ORGANIZATION (cont'd):

33. 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, the 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, 2021 through June 30, 2022

(Att. 3)

34. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2021-2022 school year

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

35. 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 2021-2022 school year:

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

36. 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 2021-2022 school year:

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

37. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2021-2022 school year:

- | | | |
|---------------|-------------------|-----------|
| a. Cranford | e. Linden | i. Summit |
| b. Elizabeth | f. New Providence | j. Union |
| c. Hillside | g. Plainfield | |
| d. Kenilworth | h. Rahway | |

38. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2021-2022 school year:

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

FINANCE AND ORGANIZATION (cont'd):

39. 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 2021-2022 school year:

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

40. 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 2021-2022 school year:

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

41. 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 2021-2022 school year:

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

42. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2021-2022 school year:

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

43. Motion to authorize the provision of home instruction to all New Jersey public-school pupils upon receipt of requests from their authorized representatives for the 2021-2022 school year.

Ayes: Mesdames; Aklonis, Scepkowski, Best, Panichi, Guillaume, Guidici Pietro, Washington, Brody, Williams, Root, Ryan; Messrs: Dreyer

Nays: None

Abstain: None

All Board Members abstained from approval of their home district

OLD BUSINESS: None


NEW BUSINESS: None

RECOGNIZE THE PUBLIC: None

ADJOURNMENT:

On motion of Dr. Washington, seconded by Ms. Root and carried, the meeting was adjourned at 7:27 p.m.

This concludes the Reorganizational Meeting. We will now begin the Regular Board Meeting



Eric Larson, Board Secretary