

**Union County Educational Services Commission  
REPRESENTATIVE ASSEMBLY MEETING  
March 6, 2024**

**AGENDA**

**CALL TO ORDER:**

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231.

1. Attendance Roll Call
2. Salute to the flag
3. Recognize the public and ask for comments on agenda items only

**EXECUTIVE SESSION:**

4. Motion to move into executive session for the purpose of discussing HIB cases, 24-09 & 24-10 along with a personnel case 24-01. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable.

**MINUTES:**

5. Motion to approve the minutes of the Board of Directors Meeting of February 7, 2024  
(Att. 1)

**SUPERINTENDENT REPORT:**

6. Motion to approve the Report of the Superintendent for March 2024  
(Att. 2)

**FINANCE:**

7. Motion to approve the Secretary's Financial Report:  
Board Secretary's Report dated January 31, 2024 (Att. 3)  
Detailed Budget Report dated February 29, 2024 (Att. 4)  
Check Register for the month ended in 2/29/24 the amount of \$7,694,278.27 (Att. 5)  
Budget adjustments and line-item transfers for February 2024 (Att. 6)
8. 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 2024

FINANCE: (Cont'd):

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

9. Motion to approve the attached February 2024 check register for the School Lunch Account with a total of \$ 21,284.71 **(Att. 7)**

10. Motion to approve the proposed 2024-2025 budget with the following totals: **(Att. 8)**  
**(to be distributed)**

Fund 10	\$ 97,233,890
Fund 20	<u>\$ 5,084,095</u>
	\$ 102,317,985

11. 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:23A Subchapter 7 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:23A Subchapter 7, 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:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel expenditure in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$153,000 for all staff and board members for the 2024-2025 budget year. The 2023-2024 budget year maximum expenditure is also \$153,000 of which \$3,159.00 has been spent as of March 1, 2024.

FINANCE: (Cont'd):

12. Motion accepting the audit for the fiscal year ended June 30, 2023.

**(Att. 9 & 10)**

PROGRAMS:

13. Motion to approve the Commission Schools, Non-Public Services and Twelve-Month Calendars for the 2024-2025 school year:

Commission Schools **(Att. 11)**

Non-Public Services **(Att. 12)**

Twelve-Month Employees **(Att. 13)**

14. Motion to approve the revised 2023-2024 school calendars for Hillcrest Academy South, Crossroads School, Work Readiness Academy and Non-Public Schools.

**(Att.14-16)**

15. Motion to approve the following supplemental curriculum guides for the remainder of the 2023-2024 school year:

- Mental Health **(Att. 17)**

- Substance Use **(Att. 18)**

16. Motion to approve the Agreement of Understanding between Bay Path University and UCESC.

**(Att. 19)**

TRANSPORTATION:

17. Motion to approve Amendments to Existing Transportation Contracts dated March 6, 2024, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles **(Att. 20)**

18. Motion to approve Emergency Contractor payments for the month of February to the listed contractors at the costs indicated **(Att. 21)**

19. Motion to approve the attached Emergency/Negotiated contracts dated March 6, 2024 **(Att. 22)**

20. Motion to approve the attached penalty deductions **(Att. 23)**

21. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening date February 28, 2024 and award contracts to the lowest responsible bidders denoted by an asterisk **(Att. 24)**

POLICIES AND REGULATIONS:

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

R 8600A      Standard Specifications for Union County Coordinated Special Education  
Transportation

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

P 1140      Educational Equity Policies/Affirmative Action  
P 1523      Comprehensive Equity Plan  
P 1530      Equal Employment Opportunities  
R 1530      Equal Employment Opportunity Complaint Procedure  
P 1550      Equal Employment/Anti-Discrimination Practices  
R 2200      Curriculum Content  
P 2260      Equity in School and Classroom Practices  
R 2260      Equity in School and Classroom Practices Complaint Procedure  
P 2411      Guidance Counseling  
P 3211      Code of Ethics  
P 5750      Equitable Educational Opportunity  
P 5755      Equity in Educational Programs and Services (Abolished)  
P 5841      Secret Societies  
P 5842      Equal Access of Student Organizations  
P & R 7610      Vandalism  
P 9323      Notification of Juvenile Offender Case Disposition  
P & R 2423      Bilingual Education  
P & R 2431.4      Prevention and Treatment of Sports-Related Concussions and Head Injuries

TRAVEL AND RELATED EXPENSES:

24. 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. 25)**

PERSONNEL:

25. Motion to approve the personnel agenda dated March 6, 2024, as recommended by the Superintendent (Att. 26)
26. Motion to approve and post a position for the following job description (Head School Custodian) (Att. 27)

SUSPENSION REPORT:

27. Motion to approve the Suspension Report for February 2023 (Att. 28)

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 10, 2024 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT: