

**Union County Educational Services Commission  
BOARD OF DIRECTORS MEETING  
February 7, 2024**

**MINUTES**

**CALL TO ORDER:**

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

This meeting was called to order at: 7:06pm

1. Attendance Roll Call

Roll call by verbal roll call. There were present:

Berkeley Heights	Ms. Gale Bradford
Clark	Ms. Lorraine j. Aklonis
Cranford	
Elizabeth	Mr. Jerry Jacobs
Garwood	Ms. Linda Koenig
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Linden	
Mountainside	
New Providence	Ms. Stacy Gunderman
Plainfield	
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	
Scotch Plains/Fanwood	
Springfield	
Summit	
Union	
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	
Winfield	
Superintendent	Ms. Carrie Dattilo
Board Secretary	Mr. Eric Larson

2. Salute to the flag

3. Recognize the public and ask for comments on agenda items only - None

EXECUTIVE SESSION:

4. It was moved by Ms. Ryan and seconded by Dr. Panichi, and carried by unanimous voice vote, to move into Executive Session at 7:08 pm for the purpose of reviewing 3 HIB Cases. 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 7:15 p.m. on motion of Ms. Gunderman, and seconded by Ms. Best, and carried, by unanimous voice vote.

MINUTES:

It was moved by Ms. Moteiro, seconded by Ms. Ryan and carried by voice vote, to approve the minutes of the Board of Directors Meeting of January 10, 2024.

5. Motion to approve the minutes of the Board of Directors Meeting of January 10, 2024  
(Att. 1)

Ayes: Bradford, Aklonis, Koenig, Best, Moteiro & Ryan

Nays: None

Abstain: Jacobs  
Panichi  
Gunderman

SUPERINTENDENT REPORT:

Josh Bornstein & Rachel Richer presented an overview of WRA's program.

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

6. Motion to approve the Report of the Superintendent for February 2023 (Att. 2)

FINANCE:

It was moved by Ms. Ryan and seconded by Dr. Panichi, and carried by roll call vote, to approve items 7 - 11:

7. Motion to approve the Secretary's Financial Reports:  
Board Secretary's Report dated December 2023 (Att. 3)  
Detailed Budget Report & Summary Budget Report dated 1/31/24 (Att. 4)  
Check Register for the month ended in 1/31/24 the amount of \$8,414,167.81 (Att. 5)  
Budget adjustments and line item transfers for January 2024 (Att. 6)
8. Motion to approve the attached check register for the School Lunch Account  
January 2024 with a total of \$37,136.33 (Att. 7)
9. 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 January 2024  
AND FURTHER RESOLVED, that the Board of Directors hereby acknowledges that a deficit balance does not exist in any major category
10. Motion to amend agreement with Susan Fuller to provide payroll related consulting services at an hourly rate of \$70 not to exceed \$14,000 for the 23-24 school year
11. Motion to approve agreement with Lynn Thorn to provide HR related consulting services at an hourly rate of \$70 not to exceed \$14,000 for the 23-24 school year.

Ayes: Bradford, Aklonis, Jacobs, Koenig, Best, Panichi, Gunderman, Moteiro & Ryan

Nays: None

Abstain: None

PROGRAMS:

It was moved by Mr. Gunderman and seconded by Ms. Best, and carried by roll call vote, to approve items 12 & 13:

12. Motion to approve the operation of UCESC Extended School Year Programs from Monday, July 1, 2024 to Friday, August 9, 2024 (Closed July 4<sup>th</sup> & July 5<sup>th</sup>)
13. Motion to approve the School Safety Data System Report for Period # 1 (September 1, 2023 - December 31, 2023) for all UCESC schools.

(Att. 8)

Ayes: Bradford, Aklonis, Jacobs, Koenig, Best, Panichi, Gunderman, Moteiro & Ryan

Nays: None

Abstain: None

TRANSPORTATION:

It was moved by Ms. Panichi and seconded by Ms. Ryan, and carried by roll call vote, to approve items 14-18:

14. Motion to approve Amendments to Existing Transportation Contracts dated February 7, 2024, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 9)
15. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated January 24, 2024, and award contracts to the lowest responsible bidders denoted by an asterisk (Att. 10)
16. Motion to approve the attached penalty deductions (Att. 11)
17. Motion to approve Emergency Contract payments for the month of October to the listed contractors at the costs indicated (Att. 12)
18. Motion to approve the attached Emergency/Negotiated contracts (Att. 13)

Ayes: Bradford, Aklonis, Jacobs, Koenig, Best, Panichi, Gunderman, Moteiro & Ryan

Nays: None

Abstain: None

POLICIES AND REGULATIONS:

It was moved by Ms. Best and seconded by Ms. Ryan, and carried by unanimous voice vote, to approve item #19:

19. Motion to approve the following Regulation for a first reading:

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

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Koenig and seconded by Ms. Bradford, and carried by roll call vote, to approve item #20:

20. 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: Bradford, Aklonis, Jacobs, Koenig, Best, Panichi, Gunderman, Moteiro & Ryan

Nays: None

Abstain: None

PERSONNEL:

It was moved by Ms. Panichi and seconded by Ms. Moteiro and carried by roll call vote, to approve item #21:

21. Motion to approve the personnel agenda dated February 7, 2024 as recommended by the Superintendent (Att. 15)

Ayes: Bradford, Aklonis, Jacobs, Koenig, Best, Panichi, Gunderman, Moteiro & Ryan

Nays: None

Abstain: None

OLD BUSINESS: Linda Koenig, board member, mentioned that it's been 55 years since her brother attended West Lake School and he still keeps in contact with some teachers.

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: Bob Carten mentioned the sale of candies from West Lake School.

Hector Porto, parent of Elizabeth children who have dyslexic needs, explained that he has been struggling with finding the best program for them and is hoping the UCESC could address this need.

DATE OF NEXT MEETING:

The next meeting of the Representative Assembly which includes a **Budget Hearing** will be at 7:00 p.m., **Wednesday, March 6, 2024** in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT:

On the motion of Ms. Gunderman seconded by Ms. Panichi and carried by unanimous voice vote, the meeting was adjourned at 7:45p.m.

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

Eric Larson, Board Secretary