

Union County Educational Services Commission
REORGANIZATION MEETING
of the Representative Assembly
June 5, 2024
AGENDA

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. 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	N.J. Cash Management Fund
The Provident Bank	
10. Motion to designate the following as signatories for Commission funds:

President, Vice President, and Board Secretary
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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 newspapers for publications of the Commission:

STAR LEDGER, Newark
 THE WESTFIELD LEADER, Westfield

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 2024-2025 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

15. Motion to approve the following curriculum guides for the 2024-2025 school year:

Fine & Performing Arts: Drawing and Painting 1, 2, 3 Introduction to Music	Business Education: Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Introduction to Computer Science
English: English Language Arts 1, 2, 3, 4 Creative Writing Technical Writing Introduction to Media 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 Strength and Fitness
Mathematics: Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math	Social Skills & Social Emotional Learning: Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills Mental Health

Touch Math Touch Money Menu Math	Substance Use ASPIRE Program
Social Studies: World History United States History 1, 2 Economics Sociology 20th Century History 20th Century Civil Liberties Criminal Justice Art History Echoes and Reflections: Teaching the Holocaust and Inspiring the Classroom Social Studies Leveled Daily Curriculum Attainment Explore Social Studies	Science: Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum
World Language: Spanish 1, 2, 3	

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

Assistant Superintendent	School Bus Aide
Assistant Business Administrator	School Bus Driver
Assistant Transportation Coordinator	School Custodian (FT & PT)
Accounts Payable Clerk	Teacher of Health/Physical Education
Accounts Receivable Coordinator	School Guidance Counselor
Adm Ass't./Ass't. Bd. Sec.	Substitute Bus Aide
Adm Ass't for Nonpublic	School Nurse
Bedside Tutor	School Physical Therapist
Behavior Specialist	School Psychologist NP
Board Certified Behavior Analyst	School Occupational Therapist
Buildings & Grounds Supervisor	School Safety/Security Monitor
Building Systems Manager	School Secretary
Child Study Team Consultant NP	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	Secretary to Business Administrator
Director of Pupil Personnel Services	Speech Language Specialist
Director of Special Projects	Student Assistance Coordinator/Social Worker
Director of Nonpublic Services	Superintendent
Supervisor of Planning/Research & Evaluation	Supervisor of Instruction (Spec Ed & Alt Schs)
Educational Data Specialist	Supervisor of Instruction
Executive Secretary/Personnel/Policy	Supervisor of Nonpublic Services

Executive Secretary to Superintendent	Supervisor of Planning, Research & Evaluation
Executive Secretary to Asst. Superintendent	Supervisor of Special Services
Head School Bus Driver	Supervisor of Special Projects
Human Resources Manager	Teacher Assistant
Inpatient Teacher- Trinitas	Teacher/Alternative High School
Inpatient Teacher- CSH	Teacher of Art
Lead Registered Behavior Technician	Teacher of Chemistry
Learning Disabilities Teacher Consultant PT	Teacher of English
Mail Courier/Delivery Driver (PT)	Teacher of the Handicapped
Network Admin/Webmaster	Teacher of Hand. for IDEA-B NP
Nonpublic School Nurse	Teacher of Mathematics
Nonpublic Accounts Receivable/Bookkeeper	Teacher of Music
Nonpublic Administrative Assistant	Teacher of Science
Nonpublic Database Manager	Teacher of Social Studies
Payroll/Data Entry Clerk/Coordinator	Teacher of Spanish
Principal	Teacher of Students w/Disabilities
Pupil Transport. Specialist Level 1	Technology Manager (PT)
Pupil Transport. Specialist Level 2	Technology Support (FT/PT)
Receptionist Full-Time	Title I Teacher/Nonpublic Schools
Receptionist Part-Time	Transportation Accounting Supervisor
Registered Behavior Technician	Tutor Trinitas Hospital
Safety Care Coordinator	Vice Principal

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 5, 2024 until the next reorganization meeting
19. Motion to appoint Eric Larson as Board Secretary for the period commencing June 5, 2024 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 5, 2024 until the next reorganization meeting not to exceed \$42,800
21. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Board Attorney for the period June 5, 2024 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, 2024 through June 30, 2025.

23. 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 5, 2024 until the next reorganization meeting
24. Motion to approve the following for the provision of therapy and nursing services for the June 5, 2024 until the next reorganization meeting:

<u>Name</u>	<u>Therapy & Nursing Services</u>
Trinitas Therapy Services	Occupational Therapy, Physical Therapy, Counseling
KidClan Therapy Services	Occupational Therapy, Physical Therapy & Speech
Atlas Search	Nursing Services

25. 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 5, 2024 until the next reorganization meeting
26. 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 5, 2024 until the next reorganization meeting not to exceed \$225,000
27. Motion to appoint Debi LeBrun 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 5, 2024 until the next reorganization meeting
28. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 5, 2024 until the next reorganization meeting
29. 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 5, 2024 until the next reorganization meeting
30. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 5, 2024 until the next reorganization meeting
31. Motion to appoint John Marquet as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts. Appoint William Graulich as the District Anti-Bullying Coordinator and 504 Officer at no additional salary for the period June 5, 2024 until the next reorganization meeting
32. 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

33. 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.
34. 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.
35. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2024-2025 budget, once authorized and finalized, pursuant to local and state policies and regulations.
36. 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 2024-2025 school year
37. 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 2024-2025 school year
38. Motion to approve the following service vendors for the 2024-2025 school year:

AES Fire
Allied Universal
All County Sewer & Drain Service
American Water Co.
AM School Associates
Atlantic Business Systems
Comcast Business
Comcast Cablevision
Confires Fire Protection
Diploma Joint Insurance Fund
DLL Document Solutions
East Coast Combustion
Edumet
Entel Systems
Elizabethtown Gas
ESS (Substitute Staffing)
Frontline Technologies
Home Depot
Hutchin's
Hydra Neumatic
Jay Hill Repairs
Light Path

Maschio's Food Services, Inc
McIntyre's Lawnmowers Inc.
NEC Financial
Partner Engineering & Science Inc.
Power School
PSE&G
Republic Services
Ridge Secure Technology
Saunders Roofing
Staples Advantage
Stonegate Associates
Strauss Esmay
Survivor Fire & Safety
T-Mobile
Trane
Tompkin Company
Township of Clark
U.S. Bancorp
Verizon Wireless
Waste Management of New Jersey

TRANSPORTATION

39. Motion to authorize entering into transportation jointures with the following school districts for the 2024-2025 school year:

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

40. 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 2024-2025 school year:

8 Transportation	F.S. Transportation, Inc.	Nelvi Transit, Inc.
A&M Transportation	First Care Medical Transportation	OTD2 Inc.
Amaker & Porterfield Transportation	First Student	On The Dot Transportation
BRCK Transport, LLC	George Dapper, Inc.	Prestige Bus Services Corp.
Barker Bus Company, Inc.	Golden Arrow Transportation	Road to Success LLC
Belair Transport	H&A Transportation	Shore Vans
Best Trans Group, Inc.	J&J Transportation/Lun & Run	S&MC Transport, Inc.
Bright Start Transport	Jaris Transportation Co.	Student Transportation of America, Inc.
Busy Bee Transportation	Jawa Invalid Coach, Inc.	Villani Bus Company
By Faith Transportation	K&D Bus Service LLC	
Cerebral Palsy League Transportation	K&S Transportation	

Cross Transportation
Durham School Services

Kensington Bus Company
Madison Coach

41. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2024-2025 school year

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

42. 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 2024-2025 school year:

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

43. 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 2024-2025 school year:

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

44. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2024-2025 school year:

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

45. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2024-2025 school year:

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

46. 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 2024-2025 school year:

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

47. 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 2024-2025 school year:

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

48. 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 2024-2025 school year:

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

49. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2024-2025 school year:

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

50. 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 2024-2025 school year.
51. Motion to make the effective date of Board approvals of Executive Committee Actions align with the effective date as stated in the Executive Committee Action.

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

ADJOURNMENT: