

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

June 5, 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. Presentation of proclamations honoring the retirement of the following teaching staff members:

| | |
|------------------------|----------------------------------|
| Michael Kowalski | Superintendent |
| Lynn Thorn | Executive Assistant to Personnel |
| John Fogarty | Assistant Board Secretary |
| Robyn Pajewski | Teacher of Handicapped |
| Barbara Fort-Hollstein | Teacher of Handicapped |
| Mary-Eileen Fay | Teacher of Handicapped |
| Diana Bock | Teacher Assistant |

3. Recognize the public and ask for comments on agenda items only

EXECUTIVE COMMITTEE ACTION:

4. Motion to approve the following Executive Committee Action:

Travel and Related Expenses dated May 16, 2024 (Att. A)

Personnel Agenda dated May 16, 2024 (Att. B)

Amend the agreement with Susan Fuller as Payroll Consultant at \$100/hr.
not to exceed \$26,000 in 23-24 and \$26,000 in 24-25.

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

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

REPORT:

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

FINANCE:

7. Motion to approve the Secretary's Financial Reports:

| | |
|--|----------|
| Board Secretary's Report dated April 30, 2024 | (Att. 3) |
| Detailed Budget Report dated May 31, 2024 | (Att. 4) |
| Check Register for the month ended in 5/31/24 the amount of \$9,886,092.22 | (Att. 5) |
| Appropriation Transfer Report transfers for May 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 May 2024

 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 Food Service Management Contract

 BE IT RESOLVED THAT THE BOARD OF EDUCATION of Union County Educational Services Commission upon recommendation of Carrie Dattilo, Superintendent, approves the award of FSMC contract with Maschio's Food Services, Inc. from July 1, 2024 - June 30, 2025. The UCESC shall pay Maschio's Food Services, Inc an annual management fee in the amount of \$22,000 and a total cost of \$191,324.33. Maschio's was the sole respondent to the request for Food Service Proposals.

10. Motion to approve the following breakfast and lunch program prices for the 2024-2025 school year:

| | <u>Crossroads</u> | <u>Hillcrest Academy North & South</u> | | | | |
|-----------------------|-------------------|--|----------------|---|----------------|----------------------------|
| | | <u>Westlake</u> | | <u>Lamberts Mill Academy & Westlake</u> | | |
| | | <u>Elementary</u> | | <u>Middle</u> | | <u>Secondary</u> |
| | | <u>Paid</u> | <u>Reduced</u> | <u>Paid</u> | <u>Reduced</u> | <u>Paid</u> <u>Reduced</u> |
| <u>Lunch</u> | | | | | | |
| Students | 4.00 | | .00 | 4.25 | .00 | 4.50 .00 |
| Max. Per State | 4.00 | | .00 | 4.25 | .00 | 4.50 .00 |
| Adults | 4.75 | | -- | 4.75 | -- | 5.00 |
| Milk & Juice Students | .40 | | -- | .40 | -- | .40 |
| Milk & Juice Adults | .50 | | -- | .50 | -- | .50 |

FINANCE CONT:

| | <u>Crossroads</u> | | <u>Hillcrest Academy North & South</u> | | | |
|-----------------------|-------------------|----------------|--|---|------------------|----------------|
| | | | <u>Westlake</u> | <u>Lamberts Mill Academy & Westlake</u> | | |
| | <u>Elementary</u> | | <u>Middle</u> | | <u>Secondary</u> | |
| | <u>Paid</u> | <u>Reduced</u> | <u>Paid</u> | <u>Reduced</u> | <u>Paid</u> | <u>Reduced</u> |
| A La Carte Students | 2.00 | -- | 2.00 | -- | 2.00 | -- |
| A La Carte Adults | 2.50 | -- | 2.50 | -- | 2.50 | -- |
| <u>Breakfast</u> | | | | | | |
| Students | 2.50 | .00 | 2.75 | .00 | 3.00 | .00 |
| Max. Per State | 2.50 | .00 | 2.75 | .00 | 3.00 | .00 |
| Adults | 3.25 | -- | 3.25 | -- | 3.40 | -- |
| Milk & Juice Students | .40 | -- | .40 | -- | .40 | -- |
| Milk & Juice Adults | .50 | -- | .50 | -- | .50 | -- |

11. Motion to approve the attached May 2025 check register for the School Lunch Account with a total of \$23,884.71
(Att. 7)
12. Motion to approve a stipend of \$45 per month for a cell phone for the Head Building & Grounds Supervisor from July 1, 2024 - June 30, 2025
13. Motion to approve Architect of Record Agreement with Solutions Architecture
(Att. 8)
14. Motion to approve agreement with Lynn Thorn to provide HR related consulting services at an hourly rate of \$70 for the 24-25 school year
15. Motion to approve additional Public and Charter School CST, Behavioral, and other services as per attachment
(Att. 8A)

PROGRAMS:

16. Motion to approve an agreement between Union County Educational Services Commission and Interim Healthcare of Northwest NJ, Inc. to provide Substitute Nurse staffing for UCESC schools at the rate of \$62.25 per hour on an as needed basis from July 1, 2023 to June 30, 2024
(Att. 9)
17. Motion to approve a contract for Sandra Marotta of Ashrams for Autism to provide yoga enrichment instruction in the Extended School Year Program at the Work Readiness Academy at the rate of \$75.00 for one 45-minute session per week from of July 1 - August 9, 2024

PROGRAMS (Cont'd):

18. Motion to approve the 2022-2023 HIB grades
(Att. 10)
19. Motion to approve the 24-25 contract extension with ESS for sourcing substitutes
(Att. 11)
20. Motion to approve High School Curriculum Framework and Course Syllabi: 2024-2029
(Att. 12)
21. Motion to approve the contract between Union County Educational Services Commission and Come Ride With Us, LLC Educational Consulting for travel training services from June 15, 2024 to September 15, 2024 for students enrolled in the Project SEARCH Program. The Commission will reimburse Come Ride With Us \$11,550.00 for staffing costs. Other costs of \$450.00 will include travel costs, software, supplies and staff mileage.
(Att. 13)
22. Motion to approve the 2024-2025 contract with CJPRIDE (Central to Jersey Program for the Recruitment of Diverse Educators) to be transitioning to a new name NJSTRIDE
(Att. 14)

TRANSPORTATION:

23. Motion to approve Amendments to Existing Transportation Contracts dated June 5, 2024, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles
(Att. 15)
24. Motion to approve the attached penalty deductions
(Att. 16)
25. Motion to approve Emergency Contract payments for the month of May to the listed contractors at the costs indicated
(Att. 17)
26. Motion to approve the attached Emergency/Negotiated Contracts
(Att.18)
27. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated May 1, 2024 and award contracts to the lowest responsible bidders denoted by an asterisk
(Att. 19)
28. Motion to approve the 2024-2025 Summer School Transportation Contract Renewals
(Att. 20)
29. Motion to approve the 2024 Summer Negotiated Contracts
(Att. 21)

TRANSPORTATION (Cont'd):

30. Motion to approve the following Commission operated routes and positions at the costs for the 2024 Summer School Transportation indicated:

| | |
|------------------------------|-------------------------------------|
| CS-410 – ROUTE - \$10,813.78 | CS-410 – BUS AIDE - \$1,570.22 |
| CS-411 – ROUTE - \$10,813.78 | CS-411 – BUS AIDE - \$1,570.22 |
| CS-412 – ROUTE - \$10,813.78 | CS-412 – BUS AIDE - \$1,570.22 |
| CS-413 – ROUTE - \$10,813.78 | CS-413 – BUS AIDE - \$1,570.22 |
| | CS-413 – PERSONAL AIDE - \$1,570.22 |

TRAVEL AND RELATED EXPENSES:

31. 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. 22)

PERSONNEL:

32. Motion to approve the Personnel Agenda dated June 5, 2024 as recommended by the Superintendent (Att. 23)
33. Motion to approve personnel agenda dated June 5, 2024 for internal and external staff for the Extended School Year Program, as recommended by the Superintendent (Att. 24 & 25)
34. Motion to approve the 2024-2025 Annual Personnel Agenda for Substitutes and Tutors (Att. 26)
35. Motion to approve the 2024-2025 Annual Personnel Agenda for Auxiliary Services (Att. 27)
36. Motion to approve the 2024-2025 contract of Eric Larson, Business Administrator/Board Secretary, as approved by the County Superintendent, at an annual salary of \$181,373 (Att. 28)
37. Motion to approve the 2024-2025 contract of Debra LeBrun, Assistant Business Administrator at an annual salary of \$123,840 (Att. 29)
38. Motion to approve the 2024-2027 Salary Guides for Administrators (Att. 30)

PERSONNEL (Cont'd):

39. Motion to approve the 2024-2025 Annual Personnel Agenda Administrators dated June 5, 2024
(Att. 30A)

SUSPENSION REPORT:

40. Motion to approve the Suspension Report for May 2024
(Att. 31)

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

Motion to approve the date of the next Board of Directors meeting to **August 14, 2024**

ADJOURNMENT: