

**UNION COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING**

September 3, 2025

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
4. Presentation by Creature Comfort
5. Presentation by UCESF

EXECUTIVE COMMITTEE ACTION:

6. Motion to approve the following summer Executive Committee actions:

Personnel Agenda 8.27.25

(Att. A)

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

7. Motion to approve the minutes of the Board of Directors Meeting of August 13, 2025

(Att. 1)

SUPERINTENDENT'S REPORT:

8. Motion to approve the Report of the Superintendent for September 2025

FINANCE:

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

Board Secretary's Report dated July 31, 2025

(Att. 2)

FINANCE: Cont'd:

Check Register for the month ended August 2025 in the amount of \$1,867,645.95 (Att. 3)
Budget Report dated August 31, 2025 (Att. 4)
Budget transfers for August 2025 (Att. 5)

10. 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 August 2025

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

11. Lunch report for August 2025 (Att. 6)

12. Motion to approve agreement with GQR Global Markets for Nursing Services for Non-public (Att. 7)

13. Motion to approve PlanConnect, LLC as the Third Party Administrator for 403(b) plans, pursuant to the Hold Harmless and Third Party Administrative Agreement between the Union County Educational Services Commission and PlanConnect, LLC, attached. (Att. 8)

PROGRAMS:

14. Motion to approve the Charlotte Danielson Framework for Teaching as the educator evaluation rubric for all teaching staff members

TRANSPORTATION:

15. Motion to approve Amendments to Existing Transportation Contracts dated September 3, 2025, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 9)

POLICIES AND REGULATIONS:

16. Motion to approve the following revised policy for a second reading and adoption:
- P 0173 Duties of Public School Accountant (Revised)
 - P 0174 Legal Services (M) (Revised)
 - P 0177 Professional Services (M) (Revised)
 - P & R 1570 Internal Controls (M) (Revised)
 - P 1620 Administrative Employment Contracts (M) (Revised)
 - P & R 6111 Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
 - P 6220 Budget Preparation (M) (Revised)
 - R 6220 Budget Preparation (Revised)
 - P 1636.01 Notification of Promotion, New Job, and Transfer Opportunities (New)
 - P 1648.15 Recordkeeping for Healthcare Settings In School Buildings-Covid-19 (M) (Abolished)
 - P 2422 Statutory Curricular Requirements (M) (Revised)
 - P 5339.01 Student Sun Protection (M) (New)

TRAVEL AND RELATED EXPENSES:

17. 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. 10)**

PERSONNEL:

18. Motion to approve the Personnel Agenda dated September 3, 2025 as recommended by the Superintendent
- (Att. 11)**
19. Motion to approve the job description for Administrative Assistant for Human Resources
- (Att. 12)**

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, October 8, 2025 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ.

ADJOURNMENT: