

The meeting previously scheduled to take place at the SCESC Career Center, has now been changed to an electronic meeting by which the Board and members of the public may participate remotely via:

<https://us02web.zoom.us/j/85228710425?pwd=RWNJU3lPMUF6ZS9MRUdKTIVWZHcwQT09>

Meeting ID: 852 2871 0425 Passcode: 5KS3nX.

SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION BOARD OF DIRECTORS REMOTE MEETING NOTICE IS HEREBY GIVEN: PURSUANT TO THE OPEN PUBLIC MEETINGS LAW, CHAPTER 231, P.L. 1975, that the Regular Board Meeting of the Somerset County Educational Services Commission Board of Directors will conduct a remote board meeting at 4:30 PM on Wednesday, February 3, 2021.

Board members will log-in, and the public will be able to log-in and view the meeting.

Public comment will be facilitated through emailing Jeff Sippola prior to the meeting at jsiipola@somersetcountyesc.org.

BE IT FURTHER RESOLVED, the aforesaid meeting updates and any instructions for the facilitation of the meeting will be relayed on the district's website under announcement and/or the district's calendar.

BE IT FURTHER RESOLVED that the aforesaid notice be run on the newspapers designated by the Board to receive the notice required by the provisions of the Open Public Meeting Act.

NOTE: Closed Executive Sessions with the public excluded for discussion of personnel and legal matters will be authorized as needed by resolution during public meetings or by special notice.

Jeff Siipola, Board Secretary.

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

Meeting will be held as scheduled and advertised at

<https://us02web.zoom.us/j/85228710425?pwd=RWNJU3IPMUF6ZS9MRUdKTIVWZHewQT09>

Meeting ID: 852 2871 0425 Passcode: 5KS3nX

I. Call to Order

II. Salute to Flag

III. Opening Statement

Notice of this meeting was posted in the Office of the Somerset County Superintendent of Schools and sent for publication to the Courier News, Star Ledger, County Clerk, each district which is a member of the Commission, and posted on the Commission bulletin board and electronically on the Commission website.

IV. Roll Call

V. Addition to Representative Assembly/Board of Directors

The Superintendent recommends and records that the Bridgewater-Raritan Regional School District has duly elected Ms. Jill Gladstone as Alternate Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the Franklin Township School District has duly elected Mrs. Nishita Desai as Representative and Mr. Walter Jackson as Alternate Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the Hillsborough Township School District has duly elected Ms. Jane Staats as Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the Manville School District has duly elected Ms. Jennifer Espisito as Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the Manville School District has duly elected Ms. Jennifer Espisito as Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the Somerset Hills School District has duly elected Ms. Jamie Leiss as Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the South Bound Brook School District has duly elected Ms. Edith Lima as Representative of the Somerset County Educational Services Commission Representative Assembly.

*Roll Call Vote

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

The Superintendent recommends and records that the Warren Township School District has duly elected Ms. Laura Keller as Representative and Mr. Aaron Bellish as Alternate Representative of the Somerset County Educational Services Commission Representative Assembly.

The Superintendent recommends and records that the Watchung Borough School District has duly elected Mr. David Mobus as Representative and Ms. Michelle Posehn as Alternate Representative of the Somerset County Educational Services Commission Representative Assembly.

VI. Election of Officer and Executive Committee Member

The Board Secretary calls for the nominations and election of a Vice-President of the Board of Directors to fill the current vacancy until the June 2021 Organization meeting and to serve, as well, as a member of the Executive Committee.. Note: Additionally, N.J.S.A. 18A:6-57 provides that the board may designate its president, vice-president and another member as an executive committee to administer the affairs of the board of directors between regularly convened meetings of the board.

The Executive Committee shall administer the affairs of the Board of Directors between regularly convened meetings, and in the absence of a quorum at regularly scheduled Representative Assembly/Board of Directors meetings of the Board for the 2020–2021 school year as presented:

Motion for Vice-President/Executive Committee Member: _____

VII. Annual Notice of Meetings Footnote Revision

* In the event that it becomes impossible to hold a public Board meeting in person for reasons of public health, a virtual Board of Directors meeting will be held instead. Directions for accessing the virtual Board of Directors meeting will be **duly advertised in our official newspapers of record and posted, as well as listed** ~~posted~~ on the District webpage, www.somersetcountyesc.org **at least seven days** prior to the meeting. Should a virtual Board meeting need to take place, **directions for accessing the remote public meeting, making public comment, and where relevant documents, including agendas, will be provided** ~~notice will be given as soon as possible.~~

Informational: Due to the new regulation requirement to include remote Board meetings, the Annual Notice of Meetings footnote necessitated revision. The revised footnote has changes specified by ~~strike~~ ~~throughs~~ to denote deletions and **bolded** text to indicate new material.

VIII. Presentations

Paul Freda, auditor with Suplee Clooney & Co., will present the highlights of the 2020 audit.

Business Administrator/Board Secretary Jeff Siipola will present a summary of the 2021–2022 budget.

IX. Executive Session

It is recommended that:

WHEREAS, the New Jersey Open Public Meetings Law, N.J.S.A. 10:4-13, provides that certain matters be discussed by a public body in Executive Session; and

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

WHEREAS, personnel, contract, and legal items are such matters, including labor negotiations and grievances, reductions in force, staff terminations, and attorney-client matters;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Somerset County Educational Services Commission retire to Executive Session to discuss personnel, contract, negotiations, and legal matters;

AND BE IT FURTHER RESOLVED that the public be informed of the results of the Executive Session at the next public meeting of the Somerset County Educational Services Commission or as soon thereafter as practicable.

X. Superintendent's Update

The Superintendent highlights items from the current Board packet under "Superintendent's Update" which was previously mailed to Board members.

XI. Open to Public

Board President's Statement to the Public:

We very much welcome input from the public. The public is invited to speak now about any item that is listed on tonight's agenda before the Board votes or on any other matter. Any emailed comments received by the Board Secretary will also be read at this time.

Before you make your comment, please state your name and address. There is a five-minute time limit per speaker. Please understand that our public forums are not structured as question and answer sessions, but rather are offered as opportunities to share your thoughts with the Board. In instances where the Board believes that there is a misunderstanding or inaccuracy, the Board President or Superintendent will address the comment.

There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

XII. Minutes

The Superintendent records the ratification and approval of the public session minutes of the October 7, 2020 Representative Assembly/Board of Directors meeting at the February 3, 2021 Board Meeting.

The Superintendent recommends the ratification and approval of the executive session and public session minutes of the December 2, 2020 Representative Assembly/Board of Directors meeting.

XIII. Committee Reports

A. FINANCE *Items A.1. through A.10. may be voted on together.*

The Superintendent recommends the following:

- *A.1. acceptance/filing of Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2020; and

acceptance/filing of the Auditor's Management Report on Administrative Findings - Financial Compliance and Performance - for the Fiscal Year ended June 30, 2020. Appendix 1

Informational: There were no audit findings for the FY 20 audit.

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

- *A.2. approval of the 2021–2022 Annual School District Budget Statement in the amount of \$27,612,541. to be forwarded to the County Superintendent of Schools. Appendix 2
- *A.3. approval of the December 31, 2020 Report of the Treasurer. Appendix 3
- *A.4. approval of the transfers for November 2020 and December 2020 among line items and program categories.
- *A.5. approval of the November 2020 and December 2020 Board Secretary's Reports.
- *A.6. approval of the November, December and January 2020 Bill Lists, Ratification Bill Lists, and Nonpublic Bill Lists.
- *A.7. approval for professional development meetings, workshops, conferences and programs for administration and staff to attend during the 2020-2021 school years as detailed in Appendix 4.

All travel is directly related to and within the scope of the employee's current responsibilities and is critical to the instructional needs of the school district or furthers the efficient operation of the school district, and is in compliance with State travel payment guidelines as established by the OMB. Furthermore, all mileage for employees not covered under a collective bargaining agreement must be reimbursement at the State level (\$.35/mile).
- *A.8. re-approval of the insurance package by the New Jersey Schools Insurance Group, effective for the period 7/01/2020–6/30/2021, as presented in Appendix 5.

Informational: Originally approved at the June 2020 reorganization meeting pending final insurance policy issuance.
- *A.9. approval of agreement with CCL Therapy LLC for IDEA services for the Nonpublic/Public Program, as needed, as listed in Appendix 6, effective 10/20/2020-6/30/2021.
- *A.10. approval of the following Nonpublic/Public Program Services Agreements for 2021–2022:
Appendix 7
 - Chapters 192/193
 - Chapters 192/193 Addendum
 - Individuals with Disabilities Education Improvement Act
 - New Jersey Nonpublic Technology Initiative Program
 - New Jersey Nonpublic Textbook Program
 - Nonpublic Security Aid.

B. TRANSPORTATION Items B.1. through B.3. may be voted on together.

The Superintendent recommends the following:

- *B.1. approval of Special Education Transportation 2020-2021 addendums and quotes. Appendix 8a-8b
- *B.2. approval of the 2020-2021 Coordinated Transportation Services Agreement(s) between the Somerset County Educational Services Commission and the following school district(s):
 - Toms River Regional School District.

*Roll Call Vote

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

- *B.3. approval of the 2021-2022 Coordinated Transportation Services Agreements (in-county and out-of-county). Appendix 9a & 9b

C. **PERSONNEL** *Items C.1. through C.9. may be voted on together.*

The Superintendent recommends the following:

- *C.1. approval to ratify the negotiated Agreement between the SCESC and the SCESCEA for the period of July 1, 2020-June 30, 2022. Appendix 10

Informational: SCESCEA ratified this agreement on Wednesday, January 27, 2021. Due to the health emergency, only the term of the Agreement and salary guides were modified.

- *C.2. approval of the employment of the following Commission-wide salary School Bus Driver(s), paid twice monthly, as needed, dependent upon bus routes, subject to 2-weeks termination notification, and pending completion of personnel requirements, subject to Emergent Hiring Procedures/ Criminal History Review, and Transportation requirements, as indicated:

Name	Effective Date	Salary
Carlos Vallejo	11/30/2020-6/30/2021	\$21.30/hour

- *C.3. approval to increase Teacher of English Joseph Davicsin from Step BA-3 at \$53,330 to Step MA-3 at \$58,830.00 (prorated), effective 02/01/2021.

Informational: Mr. Davicsin has met the requirements for a salary step increase due to additional graduate credits as per the SCESCEA agreement. The Agreement with the SCESCEA expired June 30, 2020. Salaries remain at the 2019–2020 negotiated rates. If applicable, salary will be readjusted when the SCESCEA Agreement is ratified.

- *C.4. approval for donUellas Sergeant, Dispatcher/Safety & Training Coordinator, to receive a \$3,800 nonpensionable, prorated, as needed, stipend for 200 hours of Charters duties at the rate of \$19. per hour, effective 9/01/2020-12/31/2020.

- *C.5. approval for new School Bus Driver hires, employed 10/01/2020 through 6/30/2021, were in possession of a valid CDL with P and S endorsed driver license, were not employed by the Commission within one year of their re-hire date, and are assigned to a route, to be paid a signing bonus of \$2,000., to be split into two payments: \$1,000. after each year's anniversary, based on date of hire, for up to two (2) years, and not to exceed \$2,000. total.

Informational: If the driver resigns, is terminated for cause, or is nonrenewed prior to the completion of two (2) consecutive years of employment with the Commission the driver forfeits all eligibility for that calendar year and any remaining year's Sign on Bonus. The Sign on Bonus is a one-time incentive and does not constitute past practice.

- *C.6. approval of the following leave(s) of absence:

- Angela Gutierrez, School Bus Driver
 - EPSLA, effective 11/09/2020-11/20/2020
 - Paid medical leave, effective 11/23/2020-12/03/2020.
 - Paid medical leave, effective 12/21/2020-1/09/2021.

*Roll Call Vote

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

- Jacqueline White, School Bus Driver
 - EPSLA, effective 11/30/2020-12/11/2020
 - Paid medical leave, effective 12/14/2020-12/23/2020.

*C.7. approval of the following revised leave(s) of absence:

- Holly Harris, Nonpublic Speech Language Specialist
 - Paid medical leave, effective 11/19/2020-12/11/2020
 - Unpaid medical leave, 12/14/2020-3/31/2021.
- Margaret Leonard, School Nurse
 - EPSLA, effective 11/16/2020 and 11/17/2020
 - Paid medical leave, effective 11/18/2020-12/10/2020 (am)
 - Unpaid leave, 12/10/2020 (pm)-12/14/2020
 - FMLA, effective 11/18/2020-12/14/2020.
- Jill Murphy, Teacher Aide
 - EPSLA, effective 9/08/2020-9/21/2020
 - Paid unapproved medical leave, effective 9/22/2020-10/13/2020.
- Ivelisse Berges, Teacher
 - EPSLA, effective 9/09/2020-9/22/2020
 - Paid medical leave, effective 9/23/2020-1/15/2021
 - FMLA, effective 9/09/2020-1/15/2021.
- Richard Heywood, Technology Services Manager
 - Paid medical leave, effective 12/14/2020-12/18/2020 and 1/04/2021-1/08/2021
 - FMLA, effective 12/14/2020-12/18/2020 and 1/04/2021-1/08/2021
 - ESPLA, effective 12/21/2020-12/31/2020.

*C.8. approval of the following resignation(s):

- Maria Daniels, Teacher, effective 12/31/2020.
- Quratulain Qureshi, Teacher Aide, effective 1/15/2021.
- Amy Schwartz, Speech-Language Specialist, effective 2/16/2021.
- Rebecca Farnham, Teacher Aide, effective 1/29/2021.

*C.9. approval of employment of Maria Daniels, Elementary School Teacher/Teacher of the Handicapped, 10 month employee, from full time (1.00 FTE) to part time (0.40 FTE), at an annual salary of \$72,765. (Step BA-18, prorated), effective 1/01/2021-6/30/2021.

Informational: The Agreement with the SCESCEA expired June 30, 2020. Salaries remain at the 2019–2020 negotiated rates. If applicable, salary will be readjusted when the SCESCEA Agreement is ratified.

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

D. POLICY *Items D.1. through D.3. may be voted on together.*

The Superintendent recommends the following:

- *D.1. approval of the 2021–2022 School Calendar, established in accordance with county-wide school opening/closing, holidays, in-service days and 183 student days/187 staff days including 3 snow days. The Superintendent is authorized to make minor changes in order to increase efficiency, comply with home school district needs and facilitate coordinated transportation requirements. Appendix 11

Informational: Since the Commission contracts with Bridgewater-Raritan Regional School District to provide breakfast and lunch for our students, the calendar follows their district calendar closely.

- *D.2. approval of the proposed revisions of the following policies and regulations to be added to the Commission Policy Manual (final reading): Appendix 12

Policy #	Policy
1620**	Administrative Employment Contract
1648**	Restart and Recovery Plan
1648.03**	Restart and Recovery Plan - Full-Time Remote Instruction
2451**	Adult High School Education
2464**	Gifted and Talented Students
5330.05**	Seizure Action Plan
5330.05**	Seizure Action Plan <i>Regulation</i>
6470.01**	Electronic Funds Transfer and Claimant Certification
6470.01**	Electronic Funds Transfer and Claimant Certification <i>Regulation</i>
7510**	Use of School Facilities <i>Regulation</i>

***Mandated*

Informational: The revised policies and regulations have changes specified by ~~strike-throughs~~ to denote deletions and **bolded** text to indicate new material.

- *D.3. approval of the proposed adoption of the following policies and regulations to be added to the Commission Policy Manual (final reading): Appendix 13

Policy #	Policy
2431**	Athletic Competition
2431.1**	Emergency Procedures for Sports and Other Athletic Activities <i>Regulation</i>
6440**	Budget Transfers
7440	School District Security
7440	School District Security <i>Regulation</i>

*Roll Call Vote

Somerset County Educational Services Commission

991 Route 22 West, Suite 301, Bridgewater, NJ 08807

Agenda for February 3, 2021 Meeting of the Representative Assembly/Board of Directors

- 7450** Property Inventory
- 7510** Use of School Facilities
- 8420** Emergency Crisis Intervention

***Mandated*

Informational: Due to changes in the law, Strauss Esmay Associates recommended the addition of these policies and regulations to the Commission's Policy Manual.

XIV. Old Business

XV. New Business

XVI. Adjournment