

**UNION COUNTY
EDUCATIONAL SERVICES COMMISSION**

Terry Foppert
Superintendent
(908) 233-9317 Ex. 261

Dr. Robert A. Behot
School Business Administrator/Board Secretary
(908) 233-9317 Ex. 243

Michael J. Kowalski
Assistant Superintendent
(908) 233-9317 Ex. 271

Lamberts Mill Academy

Mr. Jason Jusino
Principal
(908) 233-7581

Westlake School

Ms. Claudine Tantillo
Principal
(908) 232-4181

Crossroads School

Mr. Reed Leibfried
Principal
(908) 232-6655

Hillcrest Academy-South

Dr. Jason Balsamello
Principal
(908) 654-8558

Non-Public School Services

Ms. Laura Baker
Director
(908) 233-9317 x 225

Hillcrest Academy-North

Mr. John Marquet
Principal
908-233-9366

Coordinated Transportation

Mr. William Schaarschmidt
Coordinator
(908) 233-9317 Ex. 216

Work Readiness Academy

Mr. Josh Bornstein
Director
(908) 233-9317 Ex. 216

**UNION COUNTY
EDUCATIONAL SERVICES
COMMISSION**

**AFFIRMATIVE ACTION
PARENT/STUDENT
INFORMATION GUIDE**

2017 – 2018



Building Partnerships for Tomorrow

QUESTION What does Affirmative Action Mean?

ANSWER The Union County Educational Services Commission guarantees each student equal educational opportunities regardless of race, color, creed, religion, gender, age, affectional or sexual orientation, ancestry, national origin, disability, marital or economic status and does not discriminate in the admissions, access and/or treatment of its programs, activities and vocational opportunities.

QUESTION Does the UCESC have a policy and regulations regarding Affirmative Action?

ANSWER Yes. Please contact District Affirmative Action/504 Officer Michael Kowalski at (908) 233-9317 x 271 to obtain copies of the policy and procedures regarding Affirmative Action. The policy can also be obtained in each school/program.

QUESTION What should my child do if he or she is the victim of bias or discrimination while attending school?

ANSWER A professional staff member in each school is identified as the Affirmative Action Officer. Please immediately contact your child's school to report all concerns of bias.

QUESTION Who is the Affirmative Action Officer for the UCESC?

ANSWER The Affirmative Action/Public 504 Officer for all programs operated by the Commission is Mr. Michael Kowalski. All inquiries and correspondence should be directed to the UCESC Administrative Offices, 45 Cardinal Drive, Westfield, New Jersey 07090 or (908) 233-9317 x 271.

QUESTION What do I do to file a complaint?

ANSWER Please contact the District Affirmative Action Officer at the listed address or telephone number to obtain a grievance form or file a written complaint.

QUESTION What happens after I file a complaint?

ANSWER There are several steps involved in the investigation of an Affirmative Action complaint:

Step 1: The District Affirmative Action Officer conducts a comprehensive investigation and provides a written notice of resolution.

Step 2: If you feel that your complaint has not been resolved to your satisfaction, you may refer the issue to the Superintendent for further investigation.

Step 3: You may appeal the decision of the Superintendent by submitting written notice to the UCESC Board of Directors.

Step 4: If you are not satisfied with the decision of the UCESC Board of Directors, you may file a formal complaint with the Office of Civil Rights:

**Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue
Washington, DC 20202-1100
(800) 421-3481**

Please be advised that you maintain the right to bypass the above procedures and submit your complaint directly to the Office for Civil Rights.