

**UNION COUNTY
EDUCATIONAL SERVICES COMMISSION**

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

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

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

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

Transition Services

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

**UNION COUNTY
EDUCATIONAL SERVICES
COMMISSION**

**AFFIRMATIVE ACTION
STAFF
INFORMATION GUIDE**

2017 – 2018



Building Partnerships for Tomorrow

QUESTION What is the UCESC Affirmative Action Policy?

ANSWER Union County Educational Services Commission is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

In addition to federal law requirements, the Commission complies with all applicable state and local laws governing nondiscrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions of employment, including but not limited to, recruiting, hiring, placement, promotion, disciplinary action, termination, layoff, recall, transfer, leaves of absence, compensation and/or training.

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 Where can I find the district policies and regulations related to Affirmative Action?

ANSWER Please contact District Affirmative Action/504 Officer Michael Kowalski at (908) 233-9317 x 271 to obtain copies of policies and procedures regarding Affirmative Action. The policies can also be found on the UCESC website.

QUESTION What do I do to file a complaint?

ANSWER Employees and applicants for employment who believe that they were discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information should contact the District Affirmative Action Officer to 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 employees maintain the right to bypass the above procedures and submit a written complaint directly to the Office for Civil Rights.