

V A

**Board of Directors Meeting
November 12, 2019
MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Adult Basic Education (ABE) Office, 8 Bartles Corner Road (Suite 205) Flemington.

I OPEN PUBLIC MEETING STATEMENT

This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and adequate notice has been published in the Hunterdon County Democrat and The Courier News. This notice is also posted in the Board office and a copy has been sent to the county office.

II ROLL CALL

BOARD MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT
Jason Kornegay (LEBANON TWP) VICE PRESIDENT
Jennifer Giordano (BEDMINSTER)
Seth Cohen (CLINTON BORO/GLEN GARDNER)
Linda Ubry (DELAWARE)

Joseph Somers (HOLLAND)
Kevin Gilman (HUNTERDON POLYTECH)
Donna Herbel (KINGWOOD)
Jennifer Sigler (UNION)

ADMINISTRATION/STAFF PRESENT

Marie B. Gorey (SUPERINTENDENT)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)

Corinne Steinmetz (SBA/BOARD SECRETARY)

III CALL TO ORDER

4:15 pm at the HCESC ABE Building at 8 Bartles Corner Road, Flemington, Board President, Charles Miller called the meeting to order

APPROVE AGENDA

Donna Herbel moved, seconded by Jennifer Sigler to approve the November 12, 2019 agenda
MOTION PASSED UNANIMOUSLY

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

V APPROVAL OF MINUTES

A Linda Ubry moved, seconded by Jennifer Giordano to approve the October 1, 2019 Board Meeting Minutes
MOTION PASSED, with Kevin Gilman and Jennifer Singler abstaining

VI FINANCIAL REPORTS

Kevin Gilman moved, seconded by Joseph Somers to:

- A approve the line item transfers and budget appropriations for the period of October 1- 31, 2019 (Adj # 100-125)
- B approve the unaudited September 2019 Board Secretary Report
- C approve the unaudited October 2019 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Jason Kornegay moved, seconded by Kevin Gilman to approve the following list of bills:

1	October 2019	\$1,062,094.49	Payroll
2	October 2019	\$181,349.11	Hand checks
3	October 15, 2019	\$6,732.75	Consultants
4	November 5, 2019	\$1,012,971.77	Computer Generated
5	November 15, 2019	\$5,383.56	Consultants
		<u>\$2,268,531.68</u>	TOTAL

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

- A November 2019 Co-op Newsletter
- B September 2019 TA Newsletter

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IX COMMITTEE MEETINGS

- A Building and Grounds, did not meet
- B Programs and Services, did not meet
- C Public Relations, did not meet
- D Policy, did not meet
- E Personnel, did not meet
- F Finance, did not meet
- G Executive, did not meet

X POLICY No Action Items

XI SUPERINTENDENT'S REPORT

Marie Gorey updated the Board on the following initiatives:
 Thrive medicaid application in process
 Hunterdon ESC hosted Hunterdon Superintendent round table at Hunterdon ESC Califon campus
 Goat and sheep have been added to our pasture
 Facility planning in process
 Transportation meeting this week at WOBOE
 Bus Accident with North Hunterdon students. No injuries. Bus was totalled. Driver of car charged (unlicensed)

Jennifer Sigler moved, seconded by Jason Kornegay to approve action items XI A, XI B and XI C to:

A ADMINISTRATION

- 1 approve the 2019 - 2020 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials as Approved by the New Jersey Department of Law and Public Safety and the New Jersey Department of Education
- 2 authorize HCESC to act as fiscal agent for the County of Hunterdon Drug Education Demand Reduction (DEDR) funds of \$181,380.

B SCHOOLS No Action Items

C HOFFMANS CROSSING

- 1 approve purchase and financing up to \$66,000 with KS State Bank, via HCESC CoOp TELP financing program for the following equipment:

2019 F-250 w/plow and spreader	Beyer Ford	\$42,800.00	State Contract #A88727
Mower (Brush Hog)	Storr Tractor Co	\$3,300.00	HCESC CAT/SER 19-03
PreOwned 6 Passenger Club Car	Orange County Golf Carts Inc	\$7,500.00	Quote
PreOwned 4 Passenger Club Car	Orange County Golf Carts Inc	\$7,500.00	Quote
Misc Grounds	TBD	\$4,900.00	Quote
		\$66,000.00	

MOTIONS PASSED UNANIMOUSLY

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION No Action Items

F PARAPROFESSIONALS No Action Items

G LEASE PURCHASING No Action Items

H PURCHASING

Jason Kornegay moved, seconded by Donna Herbel to:

- 1 accept the following districts as members of the HCESC Purchasing Cooperative:

#	<u>DISTRICT</u>		
594	Rockaway Borough Board of Education	598	Perth Amboy, City of
595	NJ Transit	599	Alpha, Borough of
596	Hopewell, Township of	600	Passaic, County of
597	Green, Township of	601	Ocean, County of

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- 2 ratify the award of Pest Control Services bid #HCESC-SER-19D effective November 2, 2019 through November 1, 2020 to the lowest responsible bidder as follows:

Alliance Pest Control-Primary	\$29.75/Hour, 5% Materials Markup	All Counties
E&G Exterminators-Secondary	\$37/Hour, 10% Materials Markup	All Counties

- 3 ratify the award of Boiler Inspection-Cleaning & Repair Services bid #HCESC-SER-19A, effective November 2, 2019 through November 1, 2020 to the lowest responsible bidder as follows:

Liberty Mechanical Contractors-Primary	\$82/Hour, 25% Materials Markup	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon, Mercer, Middlesex &
McCloskey Mechanical Contractors-Primary	\$82.50/Hour, 15% Materials Markup	Burlington, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May
McCloskey Mechanical Contractors-Secondary	\$82.50/Hour, 15% Materials Markup	Essex, Hudson, Union, Morris, Somerset, Mercer, Middlesex & Monmouth
Peterson Service Co.-Secondary	\$115/Hour, 30% Materials Markup	Burlington, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May
Manhattan Welding-Secondary	\$84/Hour, 30% Materials Markup	Bergen, Passaic, Warren & Hunterdon

- 4 ratify the award of General Construction Repairs & Carpentry Services bid #HCESC-SER-19F effective November 2, 2019 through November 1, 2020 to the lowest responsible bidder as follows:

RIS Construction Corp.-Primary	\$50/Hour, 40% Materials Markup	Bergen, Hudson, Passaic, Warren, Somerset, Hunterdon, Mercer, Burlington, Monmouth & Ocean
RIS Construction Corp.-Secondary	\$50/Hour, 40% Materials Markup	Essex, Union, Sussex, Morris & Middlesex
GL Group-Primary	\$47/Hour, 28% Materials Markup	Sussex & Morris
GL Group-Secondary	\$52/Hour, 28% Materials Markup	Bergen, Hudson & Passaic
Northeastern Interior Services-Primary	\$48/Hour, 40% Materials Markup	Essex, Union & Middlesex
GPC, Inc-Primary	\$77.73/Hour, 10% Materials Markup	Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May
GPC, Inc-Secondary	\$77.73/Hour, 10% Materials Markup	Warren, Somerset, Hunterdon, Mercer, Burlington, Monmouth & Ocean

- 5 ratify the award of Painting Services bid #HCESC-SER-19C effective November 2, 2019 through November 1, 2020 to the lowest responsible bidder as follows:

Rapid Recovery Services-Secondary	\$67/Hour, 20% Materials Markup	Camden
GPC, Inc.-Primary	\$67/Hour, 10% Materials Markup	Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May
GPC, Inc.-Secondary	\$67/Hour, 10% Materials Markup	Warren, Somerset, Hunterdon, Mercer, Burlington, Monmouth & Ocean
RIS Construction Corp-Primary	\$40/Hour, 40% Materials Markup	Bergen, Hudson, Passaic, Warren, Somerset, Hunterdon, Mercer, Burlington, Monmouth & Ocean
RIS Construction Corp-Secondary	\$40/Hour, 40% Materials Markup	Essex, Union, Sussex, Morris & Middlesex
Pro-Spec Painting Corp-Secondary-pending receipt of required documents	\$84.70/Hour, 22% Materials Markup	Gloucester, Salem, Cumberland, Atlantic & Cape May
GL Group-Primary	\$38/Hour, 40% Materials Markup	Sussex & Morris
GL Group-Secondary	\$44/Hour, 40% Materials Markup	Bergen, Hudson & Passaic
Northeastern Interiors-Primary	\$39/Hour, 50% Materials Markup	Essex, Union & Middlesex

- 6 ratify the award of the Plumbing Services bid #HCESC-SER-19E effective November 2, 2019 through November 1, 2020 to the lowest responsible bidder as follows:

JMTK-Primary pending receipts of required docs	\$85/Hour, 40% Materials Markup	Bergen, Essex, Hudson, Passaic & Sussex
Aero Plumbing-Primary	\$135/Hour, 20% Materials Markup	Warren
Aero Plumbing-Secondary	\$98/Hour, 20% Materials Markup \$135/Hour, 20% Materials Markup	Bergen, Essex & Passaic Sussex

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- 7 ratify the award of Fencing Repair & Replacement bid #HCESC-CAT/SER-19-16, effective November 2, 2019 through November 1, 2020 to Guardian Fence as the lowest responsible bidder for all counties, as follows:

Forman	\$64.00	Parts Markup	5% markup
Installer	\$68.00	Prompt pmt	2% disc (w/in 30 days)

- 8 ratify the award of Plumbing Services bid #HCESC-SER-19E2, effective November 2, 2019 through November 1, 2020 to lowest responsible bidder, as follows:

Magic Touch Construction-Primary	\$109/Hour, 10% Materials Markup	Monmouth, Ocean, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May
Falasca Mechanical-Secondary	\$120/Hour, 18% Materials Markup	Ocean, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May

- 9 ratify the award of Electrical Services bid #HCESC-SER-19B2, effective November 2, 2019 through November 1, 2020 to the lowest responsible bidder as follows:

DEC Electrical Services	\$105/Hour, 15% Materials Markup	Salem, Cumberland, Atlantic & Cape May
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MOTIONS PASSED UNANIMOUSLY

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

Linda Ubry moved, seconded by Jennifer Sigler to:

- 1 approve Special Education Transportation Routes, as follows:

GLEN GARDNER

Quoted Routes			June 24, 2019 - June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
S2010	Midland School	South Hunterdon	Cassidy Trans.	\$268.00	
1904B	Hunterdon Central HS	North Hunterdon	Cassidy Trans.	\$184.00	

- 2 approve Special Education Transportation Addendums to Routes, for the 2019-2020 school year, for the following routes:

Contracted Routes			September 1, 2019- June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Diem	Increase Route Per
2006	Hunterdon Preparatory School	North Hunterdon, DVR	Cassidy Trans.	\$112.00	\$60.80
1904B	Hunterdon Central HS	North Hunterdon	Cassidy Trans.	\$184.00	\$45.76
L12	Woodglen/Valley View	Lebanon Twp.	Krapf School Bus	\$157.00	\$11.28

- 3 rescind Special Education Transportation Routes , approved at the August 27, 2019 Board of Directors meeting:

Contracted Routes			Sept. 1, 2019 to June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per	Aide Per Diem
176abc	Denville	Denville	HCESC	\$311.74	
184abc	Denville	Denville	HCESC	\$305.05	
2022	Cornerstone	North Hunterdon	HCESC	\$305.00	
1803	Celebrate	Clinton Twp, Glen Gardner	DVR	\$360.75	
1820	Stepping Stone	Hunterdon Central,	DVR	\$249.75	\$68.50
1822	East Amwell Sch	Franklin Twp.,	DVR	\$208.75	

- 4 approve Special Education Transportation Routes with Denville, for the 2019-2020 school year, for the following routes:

Contracted Routes			Sept. 1, 2019 to June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Diem	Per Annum
176abc	Denville	Denville	HCESC	\$305.05	\$54,909.00
177abc	Denville	Denville	HCESC	\$311.20	\$56,113.20

- 5 approve Special Education Transportation Routes , for the 2019-2020 school year, for the following routes:

Contracted Renewal Routes			September 1, 2019 - June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1943	Cornerstone	North Hunterdon	Alyft Transport	\$310.43	

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1803	Celebrate	Clinton Twp, Glen Gardner	DVR	\$366.20	
1820	Stepping Stone	Hunterdon Central,	DVR	\$253.52	\$68.20
1822	East Amwell School	Franklin Twp.,	DVR	\$211.90	

6 amend Parental Contract, approved at the October 1, 2019 Board of Directors Meeting:

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
P17182	Center School	North Hunterdon	Ingrid Gonzalez	\$100.00	N/A

TO:

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
P17182	Center School	North Hunterdon	Ingrid Gonzalez	\$105.00	N/A

7 approve Joint Transportation Agreement with Hunterdon County Polytech for the 2019-2020 School Year:

Contracted Routes			September 1, 2019 - June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Diem
ASAM	Hoffmans Crossing	North-Voorhees	HCESC	\$15,300.00	
ASPM	Hoffmans Crossing	North-Voorhees	HCESC	\$15,300.00	

8 amend the following motion, approved at the June 4, 2019 Representative Assembly meeting, as follows:

approve Special Education Transportation Routes, as follows:

Contracted Routes - Sussex County Cooperative					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
E0655	Horizon School	Livingston, Nutley, Verona	HCESC	\$388.12	N/A
E0656	Windsor	S.Orange	HCESC	\$370.61	N/A
E0667	Sawtelle	Orange, S.Orange	HCESC	\$439.91	N/A

TO:

Contracted Routes - Sussex County Cooperative					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
E0655	Horizon School	Livingston, Nutley, Verona	HCESC	\$388.08	N/A
E0656	Windsor	S.Orange	HCESC	\$370.65	N/A
E0667	Sawtelle	Orange, S.Orange	HCESC	\$439.86	N/A

9 approve Lease Purchase for SAVIN MP 6055 Copier from Atlantic Tomorrow, per State Contract #G40467, as follows:

Lease/Purchase 48 months	\$135 per month	Total \$6,480
Maintenance/Supplies	\$.00380 per copy	

10 approve a 2019-20 school year clothing allowance of \$250.00 in lieu of mechanic uniforms for James Heater

11 approve a 2019-20 school year clothing allowance of \$250.00 in lieu of mechanic uniforms for Robert Em

12 approve Interlocal Vehicle Sale Agreement with Boonton Township Public School District Board of Education, effective September 25, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price

13 purchase 2011 Thomas Bus VIN#1GB6G3AG1121056 from Milford Board of Education for \$13,500

MOTIONS PASSED UNANIMOUSLY

K PERSONNEL

Joseph Somers moved, seconded by Kevin Gilman to approve the following personnel items, as recommended by the Superintendent:

1 Appointments*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Sherly Zulme	P/T Bus Monitor	West Orange Terminal	\$15.10 / Hour	08/26/2019
William Goodwin	P/T Bus Driver	Glen Gardner Terminal	\$22.45 / Hour	09/25/2019
Fareha Ishaq	P/T Teacher Assistant	Clinton Township	\$15.75 / Hour	10/14/2019
Christine Hatfield	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/14/2019
Engy Youssef	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/14/2019
Mary Simone	P/T Teacher Assistant	HCVSD	\$15.75 / Hour	10/16/2019
Gehan Remela	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/16/2019

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Sharonda Thomas	Dispatcher - 12 Months	West Orange Terminal	\$30,000 / Year	10/16/2019
Gloria Smart	Dispatcher - 12 Months	West Orange Terminal	\$30,000 /Year	10/16/2019
Dawn Peterman	P/T LDTC	School Services	\$65.00 / Hour	10/17/2019
Andrea Cervinski	P/T Teacher Assistant	Bethlehem Twp.	\$15.75 / Hour	10/28/2019
Joan Davis	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/28/2019
Alexis Armendariz	P/T Teacher Assistant	HCVSD	\$15.75 / Hour	11/04/2019
Dara Kalnas	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	11/04/2019
Lauren Blanton	P/T Teacher Assistant	Lebanon Township	\$15.75 / Hour	11/04/2019
Suzanne Fairstein	P/T Teacher Assistant	Somerset Hills	\$15.75 / Hour	11/11/2019
Deborah O'Grady	P/T Teacher Assistant	Clinton Public School	\$19.48 / Hour	11/11/2019
Deborá Voria	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	11/18/2019

**pending completion of required paperwork*

2 to approve \$3000 salary increase to \$48,532.01 (prorated) to Karolina Cywa, Payroll and Benefits Administrator, effective July 1, 2019

3 Leaves of Absence*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Jean Nicholas - Paul	P/T Bus Driver	West Orange Terminal	Medical	09/01/2019 - TBD 40.5 Sick Days Paid
Nancy Webb	P/T Teacher	School Services	Medical	08/28/19 - 10/15/19 35 Hours Paid
Gwendolyn Patilla	P/T Bus Driver	West Orange Terminal	Medical	9/20/19 - 10/10/19 23.5 paid days

**pending completion of required paperwork*

4 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Falguni Joshi	P/T Teachers Assistant	Bedminster	Resignation	10/15/2019
Julie Bianco	P/T Teachers Assistant	FRRSD	Resignation	10/15/2019
Lisa Polesky	Teacher	Adult Literacy	Resignation	10/24/2019
Lauren Blanton	P/T Teachers Assistant	Lebanon Township	Resignation	11/05/2019
Gwendolyn Patilla	P/T Bus Driver	West Orange Terminal	Termination	11/11/2019

5 to approve a stipend in the amount of \$800.00 / Month to Yasmin Findeis, for assuming additional responsibilities of Paraprofessional Coordinator effective October 1, 2019

6 to approve a stipend in the amount of \$400.00 / month to Gladys Fernanda Pajon-Beyars, Adult Literacy Administrative Assistant, for additional duties during staff member leave effective October 1, 2019

MOTIONS PASSED, with Jennifer Giordano abstaining from action items 1 and 4

L PROFESSIONAL DEVELOPMENT

1 Jennifer Sigler moved, seconded by Donna Herbel to approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Facilities Use Manager	Structural & Mechanical Systems	11/09/2019	\$501.00
Teacher	American Red Cross First Aid	11/08/2019	\$126.00

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD - NONE

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XV EXECUTIVE SESSION

At 4:43 pm Jason Kornegay moved, seconded by Seth Cohen to enter into Executive Session to discuss legal matters related to insurance claim

WHEREAS, section 8 of the Open Public Meetings Act, Chapter 213, P.O. 1975, permits the exclusion of the public from a meeting in certain circumstances;

WHEREAS, this public body is of the opinion that such circumstances presently exist,

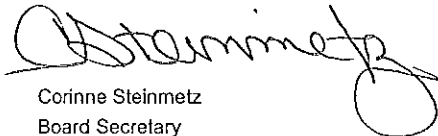
THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission Board of Directors that the public shall be excluded from discussions of PERSONNEL, until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

XVI ADJOURNMENT

Donna Herbel moved, seconded by Joseph Somers to adjourn the meeting. Since there was no further action to be discussed, the meeting adjourned at 4:48 pm

Respectfully submitted by:



Corinne Steinmetz
Board Secretary