

V A

**Board of Directors Meeting
December 5, 2017
Minutes**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, December 5, 2017

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 that adequate notice has been published in The Hunterdon County Democrat and The Courier-News. This notice was also posted in the Board Office and a copy has been sent to the county office

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President

Jennifer Giordano (BEDMINSTER)

Linda Ubry (DELAWARE)

Laurie Markowski (FLEMINGTON RARITAN REG) 4:23PM

Kevin Gilman (HUNT CO VOTECH)

Teresa Kane (MILFORD)

Jason Kornegay, Vice President (LEBANON TWP)

Seth Cohen (CLINTON/GLEN GARDNER)

Brett Reina (DEL-VAL REG) 4:18 PM

Joseph Somers (HOLLAND) 4:20 PM

Donna Herbel (KINGWOOD)

Jennifer Sigler (UNION)

ADMINISTRATION / STAFF PRESENT

Marie B. Gorey (SUPERINTENDENT)

Christina Greaves

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

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

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

V. APPROVAL OF MINUTES

- A Kevin Gilman moved, seconded by Seth Cohen to approve the November 14, 2017 Board of Directors meeting minutes, respectfully submitted by the Board Secretary

MOTION APPROVED with Jennifer Giordano, Linda Ubry and Joseph Somers abstaining

Donna Herbel moved, seconded by Jason Kornegay to adopt the agenda

MOTION APPROVED UNANIMOUSLY

VI. FINANCIAL REPORTS

Donna Herbel moved, seconded by Kevin Gilman to:

- A approve the line item transfers and budget appropriations for the period of November 2017 (Adj #127 - 151)
B approve the unaudited November 2017 Board Secretary Report

MOTION APPROVED UNANIMOUSLY

4:18 PM Brett Reina arrives

VII. LIST OF BILLS

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

1	November 2017 Payroll	\$1,168,679.10	Payroll
2	November 2017	\$1,447.16	Hand checks
3	December 5, 2017 List of Bills	\$439,552.25	Computer Generated
4	December 5, 2017 List of Bills	\$77,519.41	Computer Generated
		<u>\$1,170,126.26</u>	

MOTION APPROVED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

VIX. 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, 12/5/17

X. SUPERINTENDENT'S REPORT

Superintendent Marie Gorey thanked the board for their continued support and wished all a wonderful holiday.

Hunterdon County YMCA Summer Camp Programing is in process for Summer 2018

Sale of West Amwell property is pending signed agreement

4:20 PM Joseph Somers arrived

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A ADMINISTRATION

Jason Kornegay moved, seconded by Seth Cohen to:

- 1 amend the following approved at the November 14, 2017 Board of Directors meeting:
Motion approve Business Services Subcontract Agreement with Milford Public School to provide School Business Administration Services at a rate of \$7,500 per month, effective January 1, 2018 through June 30, 2019
to:
approve Business Services Subcontract Agreement with Milford Public School to provide School Business Administration Services at a rate of \$7,500 per quarter, effective January 1, 2018 through June 30, 2018
- 2 approve Business Services Subcontract Agreement with Milford Public School to provide School Business Administration Services at a rate of \$7,500 per quarter, effective July 1, 2018 through June 30, 2019
- 3 rent 2-story educational building, 3,272 square feet, at 37 Hoffmans Crossing Road, to Hunterdon County Vocational School District, at a rate of \$2,726.66 per month, effective September 1, 2017 through June 30, 2018
- 4 approve indeed.com as an official employment advertiser of the Commission

MOTIONS APPROVED with Kevin Gilman abstaining

4:23 PM Laurie Markowski arrives

Jason Kornegay moved, seconded by Kevin Gilman to approve action items XB, XD & XE to:

B SCHOOLS

- 1 approve 2017 - 2018 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

C HOFFMANS CROSSING (no action items)

D TECHNOLOGY

- 1 contract with Department of Education for the provision of collection and analysis of ESL/Bilingual data and summary reports, at an amount of \$29,500, effective November 16, 2017
- 2 contract with Requisite Systems for professional services related to fulfilling test scoring services to NJ Department of Education, at a rate of \$22,000, effective November 16, 2017 through February 28, 2018

E ADULT BASIC EDUCATION

- 1 accept funding for Adult Literacy services in the amount of \$15,000 per year, from Hunterdon County, in response to RFP #0056-2017 for the contract term January 1, 2018 through December 31, 2020, contingent upon funding availability and level of service achievement
- 2 increase Adult Basic Education budget \$40,000, as per State entitlement award

MOTIONS APPROVED UNANIMOUSLY

F PARAPROFESSIONALS (no action items)

G LEASE PURCHASING (no action items)

H PURCHASING

Jason Kornegay moved, seconded by Brett Reina to:

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

#	DISTRICT
474	North Brunswick, Township of
475	Belleville Library & Information Center
- 2 renew the Assessment & Data Mangement System for Students & Teachers, #HCESC-Tech-16-03 with Advanced Assessment Systems, Inc. (dba LinkIt!), effective January 1, 2018 through December 31, 2018, with no changes
- 3 renew the School & Office Furniture Bid #183 with Tanner North Jersey & Proacademy Furniture, effective January 13, 2018 through January 12, 2019, with no changes
- 4 renew the Type B & C School Vehicle Bid #HCESC-Trans-17-01b with HA DeHart, at an increase not to exceed the current price index, effective January 13, 2018 through January 12, 2019
- 5 authorize Administration to award the 8 Passenger Full Size Van Bid #HCESC-Trans-17C, effective December 19, 2017 through December 18, 2018

MOTIONS APPROVED UNANIMOUSLY

I DEPARTMENT OF SCHOOL SERVICES (no action items)

J TRANSPORTATION

Linda Ubry moved, seconded by Kevin Gilman to:

- 1 provide Robert French training for Class B CDL License with "S" and "P" endorsement, at no charge, effective November 28, 2017
- 2 approve Vehicle Rental Agreement with Denville Board of Education, at a rate of \$120/day, for (1) vehicle, bus #303, effective November 20, 2017 through June 30, 2018
- 3 approve Joint Agreement for the 2017 - 2018 School Year, as needed, with the following:

ESC of Morris	Sussex County CoOperative	Warren County Special Services School District
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- 4 approve Special Education Transportation Routes, as listed:

Glen Gardner				Sept. 1, 2017- June 30, 2018
Contracted Routes				
Route#	Destination	Sending District	Contractor	Route Per Diem
1853	Green Brook Academy	Hunterdon Central	A1 Limo	\$275.00
1852	Green Brook Academy	North Hunterdon	WCSSSD	\$303.68

- 5 purchase fuel from the following local supplier, Wex/FleetOne, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective November 30, 2017 through November 29, 2018

MOTIONS APPROVED UNANIMOUSLY

Jason Kornegay moved, seconded by Kevin Gilman to approve action items XK, XL & XM to:

K PERSONNEL

approve the following personnel items, as recommended by the Superintendent:

1 **Appointments***

approve the following 2017-2018 appointment(s):

Name	Position	Location	Rate/Salary	Effective On or About
Michael Pierce	P/T School Bus Driver	Glen Gardner	\$21.50 / hour	11/08/2017
Kayla Figgs	Substitute School Bus Monitor	Glen Gardner	\$12.00 / hour	11/08/2017
Kayla Figgs	P/T Temporary Maintenance	Glen Gardner	\$15.00 / hour	12/06/2017
Darius Figgs	P/T School Bus Monitor	Glen Gardner	\$12.00 / hour	11/13/2017
Darius Figgs	P/T Temporary Maintenance	Glen Gardner	\$15.00 / hour	12/06/2017
Robert French	P/T School Bus Monitor	Glen Gardner	\$12.00 / hour	11/28/2017
Marybeth Walsh	P/T Teacher Assistant	FRRSD	\$15.75 / hour	11/28/2017
Joanne Hala	P/T ABE Instructor	ABE	\$28.70 / hour	12/01/2017
Janice Crouse	P/T School Bus Driver	Glen Gardner	\$21.50 / hour	12/01/2017
Yasmin Findeis	Admin Assistant/10 month	ESC West Amwell	\$33,000 (prorated)	12/04/2017
Crystalyn Harris-Rodriquez	P/T Teacher Assistant	ESC West Amwell	\$15.75 / hour	12/05/2017
Molly Noctor	P/T Teacher Assistant	Franklin (Hunterdon)	\$15.75 / hour	12/04/2017

- 2 Amend the following appointment approved at the October 3, 2017 Board of Directors' meeting

Name	Position	Location	Reason	Effective
Donell Kimball	P/T School Bus Driver	West Orange	\$20.50 / hour	09/01/2017
to Donell Kimball	P/T School Bus Monitor	West Orange	\$14.75 / hour	09/01/2017

3 **Leaves of Absence (LOA)***

Name	Position	Location	Reason	Effective
Lorie King	P/T Teacher Assistant	FRRSD	Medical	01/05/2018 - 02/09/2018 (paid)
Maria Marnell	P/T Instructor	ABE	FMLA	1/17-01/09/18 (paid) 01/10/18 - 01/19/18 (unpaid)

**pending completion of required paperwork*

4 **Resignations / Retirements / Terminations**

Name	Position	Location	Reason	Effective
Colin Hewitt	P/T Teacher Assistant	FRRSD	Resignation	11/22/2017
Stephen Caputi	P/T Teacher Assistant	ESC West Amwell	Resignation	12/01/2017

L PROFESSIONAL DEVELOPMENT

- 1 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

Position	Workshop	Date	Cost
School Business Admin Assistant to SBA	ESSA Accounting/Reporting	12/13/17	\$100.00/per person
School Bus Admin	Bargaining Table	1/20/18	\$149.00

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M BENEFITS

- 1 amend the following, approved at the November 14, 2017 Board of Directors meeting:
renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at \$7.85 per employee, per month, effective January 1, 2018 through December 31, 2018

a Maximum benefits as follows:

Preventative & Diagnostic, Basic and Major Services	\$1,000 per covered person per calendar year, \$2,500 per family maximum per calendar year
Orthodontia Services	\$1,000 per covered person for lifetime

to:

renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at \$8.25 per employee, per month, effective January 1, 2018 through December 31, 2018

a Maximum benefits as follows:

Preventative & Diagnostic, Basic and Major Services	\$1,000 per covered person per calendar year, \$2,500 per family maximum per calendar year
Orthodontia Services	\$1,000 per covered person for lifetime

- 2 amend the following, approved at the November 14, 2017 Board of Directors meeting:
contract with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at \$7.85 per employee, per month, effective January 1, 2018 through December 31, 2018

a Maximum benefits as follows:

Preventative & Diagnostic, Basic and Major Services	\$500 per covered person per calendar year
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to:

contract with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at \$8.25 per employee, per month, effective January 1, 2018 through December 31, 2018

a Maximum benefits as follows:

Preventative & Diagnostic, Basic and Major Services	\$500 per covered person per calendar year
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MOTIONS APPROVED UNANIMOUSLY

XIII UNFINISHED BUSINESS

XIV NEW BUSINESS

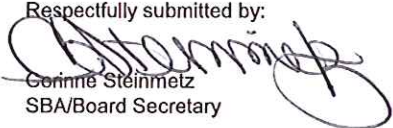
Charles Miller informed the Board that Cheryl Filler has resigned from Readington School Board, therefore she is no longer the representative for Hunterdon County ESC. Vacancy to be filled

XV CITIZENS ADDRESS THE BOARD OF DIRECTORS

XVI ADJOURNMENT

Linda Ubry moved, seconded by Teresa Kane to adjourn the meeting. Since there was no further action, the meeting adjourned at 4:27pm.

Respectfully submitted by:


Gerinne Steinmetz
SBA/Board Secretary