

VA

**Board of Directors Meeting
January 9, 2018
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, January 9, 2018

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 is 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 | Jason Kornegay, Vice President (LEBANON TWP) |
| Jennifer Giordano (BEDMINSTER) 4:31 PM | Dr. Greg Farley (BETHLEHEM) |
| Seth Cohen (CLINTON/GLEN GARDNER) | Linda Ubry (DELAWARE) |
| Brett Reina (DEL-VAL REG) | Laurie Markowski (FLEMINGTON RARITAN REG) |
| Joseph Somers (HOLLAND) | Kevin Gilman (HUNT CO VOTECH) |
| Donna Herbel (KINGWOOD) | Teresa Kane (MILFORD) |
| Jennifer Sigler (UNION) | |

ADMINISTRATION / STAFF PRESENT

- | | |
|---------------------------------|--------------------------------------|
| Marie B. Kisch (SUPERINTENDENT) | Corinne Steinmetz (SCHOOL BUS ADMIN) |
| Christina Greaves | Heidi Gara |

III. CALL TO ORDER

4:16 pm at the HCESC ABE Building at 8 Bartles Corner Road, Flemington, Board President Charles Miller called the meeting to order

Jason Kornegay moved, seconded by Brett Reina to adopt the agenda

MOTION PASSED UNANIMOUSLY

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

Audit Presentation - Paul Freda (Suplee Clooney & Company)

4:31 PM Jennifer Giordano arrives

Kevin Gilman moved, seconded by Joseph Somers to approve action items V & VI to:

V. APPROVAL OF MINUTES

A approve the December 5, 2017 Board of Directors meeting minutes, respectfully submitted by the Board Secretary

VI. FINANCIAL REPORTS

- A approve the line item transfers and budget appropriations for the period of December 2017 (Adj #152 - 174)
- B approve the unaudited December 2017 Board Secretary Report
- C approve the audited June 30, 2017 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII. LIST OF BILLS

A Jason Kornegay moved, seconded by Laurie Markowski to approve the following list of bills:

1	December 2017 Payroll	\$1,371,333.92	Payroll
2	December 2017	\$17,085.66	Hand checks
3	December 2017 Consultants	\$8,693.00	Payroll
4	January 9, 2018 List of Bills	\$644,342.62	Computer Generated
5	January 2018 Consultants	\$9,960.00	Payroll
		<u>\$1,388,419.58</u>	

MOTION PASSED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

- 1 December 2017 Teacher Assistant Newsletter

VIX. COMMITTEE MEETINGS

- | | |
|---------------------------------------|---------------------------|
| A Building and Grounds, did not meet | E Personnel, did not meet |
| B Programs and Services, did not meet | F Finance, did not meet |
| C Public Relations, did not meet | G Executive, 1/9/18 |
| D Policy, did not meet | |

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X SUPERINTENDENT'S REPORT

Marie Gorey, Superintendent discussed the following items:

HCESC Rates:

Proposed rates for 2018-19

Districts with long-term/multiple service contracts may be eligible for reduced rates

Proposed rate reduction for 2017-18 School Services

School closings / early dismissals due to inclement weather

HVAC Issues

Signed Sale Agreement received for West Amwell - 45 day due diligence

A ADMINISTRATION

Kevin Gilman moved, seconded by Brett Reina to:

- 1 accept 2016-17 Comprehensive Audit Report and Management Report, as presented by Paul Freda, Suplee, Clooney & Company
- 2 approve Revised 2017 - 2018 Service Rates, as follows:

Service	Member
Speech-Language Evaluation/Services (pending availability) *Specialized/additional evaluations charged as noted above	\$430.00 / eval; 110.00/hr. services (or as charged by provider plus 6% admin fee)

to:

CST Evaluation/Services (pending availability) *Specialized/additional evaluations charged as noted below	\$430.00 / eval; 95.00/hr. services (or as charged by provider plus 6% admin fee)
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- 3 approve 2018 - 2019 Service Rates (ATTACHMENT)
- 4 appoint McManimon, Scotland & Baumann, LLC to review lease documents related to Small Ticket Lease Purchasing program
- 5 Pursuant to N.J.S.A. 18A:18A-2(b), Corinne Steinmetz is designated to have the power to prepare advertisements for and to receive bids. Corinne Steinmetz, in accordance with N.J.S.A. 18A:18A-21(b) is authorized to publicly receive bids, unseal them and announce the contents. In the absence or unavailability of the Purchasing Agent, the Board of Directors authorizes Doreen Pirozzi to publicly receive bids, unseal them and announce the contents.
- 6 Pursuant to N.J.S.A. 18A:18A-2(b), Corinne Steinmetz is designated to have the power to prepare advertisements for and to receive bids. Corinne Steinmetz, in accordance with N.J.S.A. 18A:18A-21(b) is authorized to publicly receive bids, unseal them and announce the contents. In the absence or unavailability of the Purchasing Agent, the Board of Directors authorizes Heidi Gara to publicly receive bids, unseal them and announce the contents.
- 7 approve Corinne Steinmetz as Public Agency Compliance Officer

MOTIONS PASSED UNANIMOUSLY

B SCHOOLS

Jason Kornegay moved, seconded by Seth Cohen to:

- 1 reduce REAP budget for West Amwell campus from \$20,000.00 to \$17,348.00, per actual award
- 2 contract with R.G.I. Landscaping, lowest responsible quote respondent, for snow plowing and salting at ESC School West Amwell Campus, effective December 8, 2017, at the following rates:

Inch of Snow	RGI Landscaping, LLC	RA Landscaping & Design, LLC
0" - 4"	\$300.00	\$1600 (2"-3.9")
4.1" - 8"	\$550.00	\$2,200 (4"-5.9") \$2,500 (6"-7.9")
8.1" - 12"	\$1,000.00	\$3,000 (8"-9.9") \$3,500 (10"-11.9")
12.1" - 16"	\$2,000.00	12"+ \$3,500
16.1" +	\$3,000.00	
Salt (Bulk)	\$200.00 per ton	\$980 per application
Additional Information	N/A	\$225/hr for Backhoe w/Snow Pusher to remove snow from loading dock \$180/hr Skidsteer Kubota \$200/hr Tandem Dump Truck to remove snow

MOTIONS APPROVED UNANIMOUSLY

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- C HOFFMANS CROSSING (no action items)
- 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

Teresa Kane moved, seconded by Jennifer Giordano to:

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

#	DISTRICT
476	Sussex-Wantage Regional BOE
477	The Golden Door Charter School
478	Harrison Township Fire District #1

- 2 renew the Science Supplies & Accessories Bid #HCESC-CAT-16-01, with Fisher Science Education, Carolina Biological, Ace Educational & Frey Scientific (School Specialty), effective February 11, 2018 through February 10, 2020, with no changes.
- 3 renew the P.E. Supplies & Equipment Bid #HCESC-CAT-16-02, with S&S Worldwide, Metuchen Center & Sportime (School Specialty), effective February 11, 2018 through February 10, 2020, with no changes.
- 4 renew the Athletic Supplies & Equipment Bid #HCESC-CAT-16-03, with S&S Worldwide, Metuchen Center, Aluminum Athletic Equipment & Sportime (School Specialty), effective February 11, 2018 through February 10, 2020, with no changes.
- 5 renew the Art/Craft Supply Bid #177, with Kurtz Bros, S&S Worldwide & Sax (School Specialty), effective February 13, 2018 through February 12, 2019, with no changes.
- 6 ratify the award of the 8 Passenger Full Size Van Bid #HCESC-Trans-17C, effective December 19, 2017 through December 18, 2018, as authorized at the December 5, 2017 Board of Directors meeting, as follows:

Contractor	Base Bid Price	% Off Options	Comments
Chas. S. Winner, Inc dba Winner Ford	\$24,000	5%	Non-Responsive - Failure to commit to bid pricing for life of contract
DFFLM, LLC dba Ditschman/ Flemington Ford Lincoln	\$24,489	10%	N/A

- 7 award the Musical Instruments-Equipment, Supplies, Repair & Conditioning Bid #HCESC-CAT/SER-18-01, effective January 14, 2018 through January 13, 2019, as follows: (ATTACHMENT)

a

Repair & Conditioning

	Zita Corporation dba Elefante Music	K&S Music	K&S Music
	Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Passaic, Somerset & Union	Sussex, Warren, Mercer, Ocean, Burlington, Camden, Gloucester, Atlantic, Salem, Cumberland & Cape May	All Counties
Woodwind Instruments - Labor & Parts Discount	\$30 Hour/20% off Parts	\$44.25 Hour/20% off Parts	n/a
Brass Instrument - Labor & Parts Discount	\$30 Hour/20% off Parts	\$44.25 Hour/20% off Parts	n/a
Stringed Instruments - Labor & Parts Discount	\$30 Hour/20% off Parts	\$44.25 Hour/20% off Parts	n/a
Percussion Instruments - Labor & Parts Discount	\$30 Hour/20% off Parts	\$44.25 Hour/20% off Parts	n/a
Pianos - Labor & Parts Discount	n/a	n/a	\$119 Hour/5% off Parts
Electronic Equipment - Labor & Parts Discount	\$60 Hour/20% off Parts	\$75 Hour/5% off Parts	n/a

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b

Catalog Sales

K&S Music - 65% off RS Berkeley, Meisel, Ervin Otto Instruments & Accessories, 10% off K&S Music Catalog, 5% off Hal Leonard & Alfred Print Music, 15% off Trophy Grover, 45% off Blessing & 50% off F.E. Olds
The Music Den - 45% off Eastman Strings, 42.5% off Yamaha, Ludwig & Musser Percussion, 20% off Roland Digital Pianos, 29%-58% off Jupiter Wind, 23%-53% off Yamaha Wind, 30%-42% off Yamaha Silent Strings & 25%-69% off Conn-Selmer Winds
Zita Corp. dba Elefante Music - 40% off Instruments, Early Learning Classroom Instruments & Supplies, 10% off Equipment & Band Equipment & Accessories
Lakeshore Learning Materials - 10% off catalog pricing
Washington Professional Systems, dba Washington Music Center - 34% off Yamaha Winds Professional, 45% off Yamaha Winds Student, 55% off Bach Student, 52% off Jupiter Student

- 8 award the Health & Sports Medicine Supplies & Accessories Bid #188, effective January 13, 2018 through January 12, 2020 as follows:

School Health	Moore Medical	School Nurse
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- 9 award the Copy/Duplicator Paper Bid #187, effective January 13, 2018 through January 12, 2019 as follows:

WB Mason	Paper Mart, Inc.
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- 10 authorize Administration to award the Custodial Supplies & Equipment Bid #189, effective February 5, 2018 through February 4, 2020
- 11 renew the Proprietary Apple Products Bid #HCESC-Tech-16-01, effective March 25, 2018 through March 24, 2019, with no changes

MOTIONS PASSED UNANIMOUSLY

Linda Ubry moved, seconded by Kevin Gilman to approve action items XI & XJ to:

I DEPARTMENT OF SCHOOL SERVICES

- 1 approve Elisa Stern, School Psychologist Consultant, at a rate of \$60.00 per hour, to provide School Psychologist services two days per week, to North Hunterdon Voorhees Regional School District, effective January 1, 2018 through February 28, 2018

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Warren Township Board of Education, effective November 30, 2017, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Joint Transportation agreement, for the 2017 - 2018 School Year, for the following:

Acorn Montessori

- 3 rescind Joint Agreement with Clinton Township Board of Education for the 2017-2018 School Year, at the following annual rates, approved at the May 2, 2017 Board of Directors meeting:

Route#	Destination	Contractor	Route Per Annum	Aide Per Annum
S1	Spruce Run School	HCESC		\$5,596.74
M2	Clinton Twp Middle School	HCESC		\$5,596.74

- 4 rescind Special Education Transportation Aide, as listed, approved at the August 22, 2017 Board of Directors meeting:

Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Annum
1819	Therapeutic Day	North Hunterdon, Hunterdon Central	Joy Transport		\$61.35

- 5 rescind Special Education Transportation Routes, as listed, approved at the October 3, 2017 Board of Directors meeting:

Quoted Routes - Sussex County ESC			September 1, 2017- June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem
Q-151	Shepard HS	Bound Brook	HCESC	\$268.27
MHT-A	Morris Hills HS	Morristown	HCESC	\$242.24
MHT-B	Morris Hills HS	Morristown	HCESC	\$231.86
MHT-C	Morris Hills HS	Morristown	HCESC	\$219.50

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6 approve Special Education Transportation Routes, as listed:

Glen Gardner Terminal

Contracted Routes - Coordinated Transportation				December 1, 2017- June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1832B	ARC Kohler	Lebanon Boro	Alyft Transport	\$232.00	\$61.00
1833B	Garfield Park Academy	South Hunterdon	Alyft Transport	\$241.00	
1836B	Childrens Day	Hunterdon Central	Alyft Transport	\$261.00	
1838B	Voorhees High School	North Hunterdon	Alyft Transport	\$261.00	
1855	Hampton School	Frenchtown	Cassidy Trans.	\$190.00	\$80.00
1834A	Green Brook Academy	North Hunterdon	A-1 Limousine	\$295.44	

Contracted Routes - Coordinated Transportation Addendum				December 1, 2017- June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1809	Rock Brook	Clinton Twp.	Joy Transport		\$60.00

Contracted Routes - Coordinated Transportation Addendum				December 1, 2017- June 30, 2018	
Route#	Destination	Sending District	Contractor	Original Route Cost Per Diem	Mileage Increase Per Diem
1810	Celebrate the Children	Flem-Rar. Bethlehem	First Student	\$495.00	\$37.62

West Orange Terminal

Quoted Routes - Morris ESC				December 1, 2017- June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
CE660	DLC, Warren	Morris	HCECSC	\$258.19	\$65.00
CE774	Regional Day	West Orange,	HCECSC	\$228.49	\$65.00
MHT1A (Q)	Morris Hills HS	Morris Hills	HCECSC	\$171.81	N/A
MHT1B (Q)	Morris Hills HS	Morris Hills	HCECSC	\$171.81	N/A
MHT1C (Q)	Morris Hills HS	Morris Hills	HCECSC	\$171.81	N/A

Route#	Destination	Sending District	Contractor	Original Route Cost Per Diem	Aide Added Per Diem
E-667	Sawtelle LC	Orange, S.Orange	HCECSC		\$60.18

7 approve Coordinated Transportation Renewals with Clinton Township School District, effective September 1, 2017 through June 30, 2018, for the following:

Route#	Destination	Contractor	Route Per Annum	Aide Per Annum
P2	Patrick McGaheran School - Aide	HCECSC	N/A	\$5,596.74
M3	Clinton Twp. Middle School - Aide	HCECSC	N/A	\$5,596.74

8 amend the following, approved at the May 2, 2017 Board of Directors meeting:
approve Joint Agreement with Clinton Township Board of Education for the 2017-2018 School Year, at the following annual rates:

Route#	Destination	Contractor	Route Per Annum	Aide Per Annum
SPKPM1	Spruce Run School	HCECSC	\$9,944.14	\$5,596.74

to:

Route#	Destination	Contractor	Route Per Annum	Aide Per Annum
SPKPM1	Spruce Run School	HCECSC	\$9,944.14	\$5,613.53

MOTIONS PASSED UNANIMOUSLY

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K EXECUTIVE SESSION

At 4:46 pm, Joseph Somers moved, seconded by Teresa Kane to enter into Executive Session
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 LEGAL and PERSONNEL MATTERS; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

At 5:00 pm the Board returned to Public Session

L PERSONNEL

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

1 Appointments*

approve the following 2017-2018 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Janell Lachner	P/T Teacher Assistant	Clinton-Glen Gardner	\$15.75 / hour	01/02/2018
Elma Achenbach	P/T Teacher Assistant	FRRSD	\$15.75 / hour	01/03/2018
Kristina Kroll	Speech Teacher	Bloomsbury School District	\$50.00 / hour	01/03/2018
Gladys Fernanda Pajon-Byars	Administrative Assistant	ABE Flemington	\$22,400 (prorated)	01/08/2018
Heidi Gara	Assistant School Business Admin	Administration	\$73,000 (prorated)	02/01/2018

- 2 approve Heidi Gara, Assistant School Business Administrator a stipend of \$5,000 for Business Administrative services to Milford Public School effective January 1, 2018

3 Leaves of Absence (LOA)*

Amend the following appointment approved at the November 14, 2017 Board of Directors' meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Marianne Gallo	Part Time Teacher Assistant	FRRSD	Medical	11/06/2017 - 12/15/2017 6.5 days paid; 9.5 days unpaid)
to:				
Marianne Gallo	Part Time Teacher Assistant	FRRSD	Medical	11/06/2017 - 12/20/2017 6.5 days paid; 11.5 days unpaid)

**pending completion of required paperwork*

4 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Robert French	P/T School Bus Monitor	Glen Gardner	Resignation	11/30/2017
Angela Dawes	Transportation Coordinator	West Orange	Resignation	12/29/2017
Gary Linnemeyer	Teacher	West Amwell	Termination	01/09/2018

M 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

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Maintenance	CEFM Program - 2 Courses (17 Sessions)	Start date 1/20/18	\$1,672.00

MOTIONS PASSED UNANIMOUSLY

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XIII UNFINISHED BUSINESS

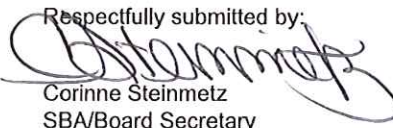
XIV NEW BUSINESS

XV CITIZENS ADDRESS THE BOARD OF DIRECTOR:

XVI ADJOURNMENT

Seth Cohen moved to adjourn the meeting. Since there was no further action, the meeting adjourned at 5:04 pm.

Respectfully submitted by:


Corinne Steinmetz
SBA/Board Secretary