

**Representative Assembly Meeting  
March 27, 2018  
Minutes**

VIA

A REGULAR meeting of the Hunterdon County Educational Services Commission Representative Assembly was held in the Administrative Offices, 37 Hoffmans Crossing Rd, Califon, New Jersey on Tuesday, March 27, 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)  
Jason Kornegay (CALIFON)  
Seth Cohen (CLINTON BORO/GLEN GARDNER)  
Linda Ubry (DELAWARE)  
Brett Reina (DEL-VAL REG)  
Laurie Markowski (FLEMINGTON RARITAN REG)

George Burdick(FRANKLIN-HUNTERDON)  
Michael Estrada (HIGH BRIDGE)  
Joseph Somers (HOLLAND)  
Kevin Gilman (HUNTERDON POLYTECH)  
Donna Herbel (KINGWOOD)  
Bruce Arcurio (LEBANON BORO)  
Teresa Kane (MILFORD)  
Jennifer Sigler (UNION)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)  
Edwin Ashton  
Dennis Balodis  
Christina Greaves  
Dennis Schiller  
Fran Leddy

Corinne Steinmetz (SCHOOL BUS ADMIN)  
Heidi Gara  
Nancy Szymanski  
Louis Johnson  
Doreen Pirozzi  
Moraima Ortiz

**III. CALL TO ORDER**

4:20 pm at the HCESC Administrative Offices at 37 Hoffmans Crossing Road, Califon, Board President Charles Miller called the meeting to order

**AGENDA ADOPTION**

George Burdick moved, seconded by Jennifer Sigler to adopt the agenda

**IV CITIZENS ADDRESS THE BOARD - NONE**

**V BUDGET ADOPTION**

Brett Reina moved, seconded by Michael Estrada to approve 2018-19 Budget, as follows:

FUND 10 OPERATING	\$1,049,266.00
FUND 20 GRANTS	\$728,766.00
FUND 40 DEBT	\$260,438.00
FUND 60 ENTERPRISE	\$22,386,586.00
<b>TOTAL BUDGET</b>	<b>\$24,425,056.00</b>

Charles Miller (E AMWELL), President	YES	George Burdick(FRANKLIN-HUNTERDON)	YES
Jason Kornegay, Vice President (LEBANON TWP)	YES	Michael Estrada (HIGH BRIDGE)	YES
Jennifer Giordano (BEDMINSTER)	YES	Joseph Somers (HOLLAND)	YES
Jason Kornegay (CALIFON)	YES	Kevin Gilman (HUNTERDON POLYTECH)	YES
Seth Cohen (CLINTON BORO/GLEN GARDNER)	YES	Donna Herbel (KINGWOOD)	YES
Linda Ubry (DELAWARE)	YES	Bruce Arcurio (LEBANON BORO)	YES
Brett Reina (DEL-VAL REG)	YES	Teresa Kane (MILFORD)	YES
Laurie Markowski (FLEMINGTON RARITAN REG)	YES	Jennifer Sigler (UNION)	YES

**MOTION PASSED via Roll Call Vote**

**VI EXECUTIVE SESSION**

At 5:10 pm, Joseph Somers moved 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 PERSONNEL, REAL ESTATE AND LEGAL MATTERS; 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**

At 5:10 pm Seth Cohen and Joseph Somers left

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At 5:17 George Burdick, Laurie Markowski left

At 5:27 pm the Board returned to Public Session

Brett Reina moved, seconded by Michael Estrada to authorize the sale of ESC School West Amwell 1422 State Route 179 Lambertville, New Jersey to Yasser Helal for \$849,500

Charles Miller (E AMWELL), President	YES	Michael Estrada (HIGH BRIDGE)	YES
Jason Kornegay, Vice President (LEBANON TWP)	YES	Kevin Gilman (HUNTERDON POLYTECH)	YES
Jennifer Giordano (BEDMINSTER)	YES	Donna Herbel (KINGWOOD)	YES
Jason Kornegay (CALIFON)	YES	Bruce Arcurio (LEBANON BORO)	YES
Linda Ubry (DELAWARE)	YES	Teresa Kane (MILFORD)	YES
Brett Reina (DEL-VAL REG)	YES	Jennifer Sigler (UNION)	YES

**MOTION PASSED via Roll Call Vote**

**VII APPROVAL OF MINUTES**

A Jason Kornegay moved, seconded by Kevin Gilman to ratify the February 6, 2019 Executive Committee meeting minutes, respectfully submitted by the Board Secretary

**MOTION PASSED with Linda Ubry, Jennifer Sigler and Kevin Gilman abstaining**

**VIII FINANCIAL REPORTS**

Kevin Gilman moved, seconded by Brett Reina to:

A approve the line item transfers and budget appropriations for the period of February (Adj #200 - 223)

B approve the unaudited February 2018 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**IX LIST OF BILLS**

Linda Ubry moved, seconded by Jason Kornegay to:

A approve the following list of bills:

1	February 2018 Payroll	\$1,174,136.47	Payroll
2	February 2018	\$132,650.31	Hand checks
3	February 15, 2018 Consultants	\$10,874.75	Payroll
4	February 6, 2018 List of Bills	\$179.25	Computer Generated
5	March 6, 2018 List of Bills	\$592,934.26	Computer Generated
6	March 13, 2018 List of Bills	\$37,584.74	Computer Generated
7	March 15, 2018 Consultants	\$11,227.56	Payroll
8	April 2, 2018 List of Bills	\$481,412.87	Computer Generated
9	March 2018	\$782,081.14	Hand checks
		<u>\$3,223,081.35</u>	

**MOTION PASSED UNANIMOUSLY**

At 5:31 Michael Estrada left

**X CORRESPONDENCE/COMMUNICATION**

- 1 February 2018 Teacher Assistant Newsletter
- 2 Mid-Year Budget 2017/18 Letter from Juan Torres, Interim Executive County Superintendent
- 3 March 2018 Teacher Assistant Newsletter

**XI 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, 3/13/18 and 3/27/18

Jason Kornegay moved, seconded by Kevin Gilman to approve action items XII A & XII B to:

**XII SUPERINTENDENT'S REPORT**

**A ADMINISTRATION**

- 1 **WHEREAS**, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. ("EDECA") and the regulations promulgated thereunder; and

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WHEREAS, the Hunterdon County Educational Services Commission is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as "Effective Period") issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System #E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

B SCHOOLS

- 1 operate the following Summer School Program:

PROGRAM	LOCATION	DATES
Remedial Summer School \$350 / 5 credit course	Franklin High School (Grades 7-12) Somerset County	7/9/18 - 8/3/18

MOTIONS PASSED UNANIMOUSLY

- 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)

Jason Kornegay moved, seconded by Kevin Gilman to approve action items XII H, XII I & XII J1,2, 4-8 to:

H PURCHASING

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

#	DISTRICT
481	Montvale Board of Education
482	Vineland, City of
483	Mantua Township BOE

- 2 award the Abigail's Law Compliant Sensor System & Accessories bid #HCESC-Trans-18A, effective March 12, 2018 through March 11, 2019 to Safetech Professional LLC

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- 3 extend the Technology Supplies & Accessories Bid #162, effective March 15, 2018 through April 15, 2018, with ePlus Technology
- 4 award the Technology Supplies & Equipment Bid #HCESC-CAT-18-02, effective April 16, 2018 through April 15, 2020 as follows:

Generations Electrical Company	10% off Stage Specialty, 15% off Theater Controls, Headphones, Amplifiers, Processors, Screens, 20% off Media Players, Cables, Speakers, Monitors, Networking & Accessories, 25% off Licenses, 27% off Assisted Learning, Switches, 30% off Racks, Microphones, Connectivity, Controllers Sound Consoles, 50% off Projectors
B&H Foto & Electronics Corp.	Discount spread & price sheets on file in the board office
Troxell Communications, Inc.	Discount spread & price sheets on file in the board office
ePlus Technology, Inc.	Discount spread & price sheets on file in the board office

- 5 extend the Office Supplies & Accessories Bid #182, effective March 13, 2018 through April 13, 2018, with Staples Business Advantage
- 6 authorize Administration to award the Office Supplies & Accessories Bid #190, effective April 16, 2018 through April 15, 2019
- 7 authorize administration to award the Cosmetology Supplies & Equipment bid #HCESC-CAT-18-03, effective April 9, 2018 through April 8, 2020
- 8 award the Small Ticket Tax-Exempt Lease Purchase Program #HCESC-18/19-TELP, effective April 1, 2018 through April 1, 2020, to KS State Bank. Rates will be indexed to Federal Home Loan Bank in Des Moines to Straight Line Amortizing Advances for like term at 211% for 2 yr., 211% for 3 yr., 198% for 4 yr. and 185% for 5 yr. Rates for the lease purchase transaction will be fixed for the term. Indexed rates will be adjusted on the last Friday of each month.

The following rates were established as of January 26, 2018;

Term	Tier 1: \$2.25 K-\$25K	Tier 2: \$25K-\$50K	Tier 3: \$50K-\$100K	Tier 4: \$100K-\$200K
2 Years	4.40	4.40	4.40	3.97
3 Years	4.67	4.67	4.67	4.24
4 Years	4.61	4.61	4.61	4.18
5 Years	4.50	4.50	4.50	4.11

**I DEPARTMENT OF SCHOOL SERVICES** (no action items)

**J TRANSPORTATION**

- 1 provide Sadrack Jn Mary training for "S" and Air Brake endorsements, at a fee of \$300.00, effective February 13, 2018
- 2 approve Coordinated Transportation agreement, for the 2017 - 2018 School Year, for the following:  

Fort Lee School District	Union County Schools	Trenton Board of Education
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- 4 provide Gregory Jean Baptiste training for CDL Class B, "P" and Air Brake endorsements, at a fee of \$800.00, effective January 16, 2018
- 5 approve Interlocal Vehicle Sale Agreement with Tewksbury Township Board of Education, effective March 23, 2018, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 6 provide Juan Fabara training for CDL Class B, "P" and Air Brake endorsements, at a fee of \$800.00, effective February 20, 2018

**MOTIONS PASSED UNANIMOUSLY**

- J 3 Brett Reina moved, seconded by Kevin Gilman to authorize transfer of North Hunterdon Voorhees Regional High School District transportation contracts, effective July 1, 2018

**MOTION PASSED UNANIMOUSLY**

Teresa Kane moved, seconded by Kevin Gilman to approve action items XII K & XII L to:

**K PERSONNEL**

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

1 **Appointments\***

Name	Position	Location	Rate/Salary	Effective On or About
Lisa Matteo	P/T Teacher Assistant	FRRSD	\$15.75/hr	02/13/2018
Crispus Maina	P/T Bus Monitor	Glen Gardner	\$12.00/hr	02/12/2018
Karina MejiaPerez	P/T Teacher Assistant	FRRSD	\$15.75/hr	02/27/2018
Deborah Czerna	P/T Teacher Assistant	Holland Township	\$15.75/hr	03/05/2018
Ricardo Andre	P/T School Bus Driver	West Orange	\$20.5/hr	03/05/2018
Emily Zengel	P/T Teacher Assistant	East Amwell (Lawrence Twp)	\$15.75/hr	03/05/2018
Liliana Albee	P/T Teacher Assistant	Somerset County ESC	\$15.75/hr	03/09/2018
Betty Weaver	P/T Bus Monitor	West Orange	\$14.75/hr	03/13/2018
Lesley Dignazio	P/T Teacher/Mathematics	Dept. of School Services	\$55.00/hr	03/26/2018
Claudia Gerald	P/T Substitute Teacher Assistant	Dept. of School Services	\$15.75/hr	03/26/2018
Denem Teague	P/T Teacher Assistant	Bethlehem@Hampton	\$15.75/hr	04/04/2018

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*\*pending completion of required paperwork*

- 2 Amend the following 2017-2018 appointment(s), as approved at the February 6, 2018 Executive Committee Meeting:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Kelly Worman	P/T Speech Teacher	School Services	\$50.00 / hour	02/26/2018
to:				
Kelly Worman	P/T Speech Teacher	School Services	\$50.25 / hour	02/26/2018

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Patricia Macklin	P/T Bus Monitor	Glen Gardner	Medical	2/21/18 - 3/28/18 (Paid)
Marcy Braco	P/T Teacher Assistant	Franklin Township (Hunterdon)	FMLA- Intermittent	2/26/18 - TBD (14 days paid)
Lynn Ciotta	F/T Accounts Payable	HCVSD	FMLA	2/26/2018 - TBD (22 days paid)
Joseph Lawrence	P/T Bus Driver	Glen Gardner	Medical	2/28/2018-TBD (28.5 days paid)
Douglas Rixinger	P/T Teacher Assistant	FRRSD	Medical	3/9/18 - 3/23/18 (Paid)
Amritha Bhat	P/T Teacher Assistant	FRRSD	Medical	3/12/18-3/23/18 (10 days paid)
Karolina Cywa	Payroll Administrator	Hoffmans Crossing	FMLA	3/15/18 - TBD (paid)
Laurie Oleniacz	P/T Teacher Assistant	HCVSD	Medical	3/23/18 - 3/29/18 (Paid)
Corinne Harris	Speech Teacher	School Services	FMLA	3/26/18 - TBD (Paid)
Michelle Cirotti	P/T Teacher Assistant	Lebanon Township	Medical	4/13/18-TBD (9 Days Paid)

*\*pending completion of required paperwork*

- 4 Amend the following Leave of Absence approved at the February 6, 2018 Board of Directors' meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Laura Kiernan	P/T Teacher Assistant	FRRSD	Medical	1/31/18 - 2/15/18 (Paid)
to				
Laura Kiernan	P/T Teachers Assistant	FRRSD	Medical	1/31/18 - 2/27/18 (Paid)

- 5 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Denise Williams	P/T Bus Driver	West Orange	Resignation	01/26/2018
Kevin Hargrove	P/T Bus Driver	West Orange	Resignation	03/12/2018
Wilnei Pierreville	P/T Bus Driver	West Orange	Resignation	03/14/2018
Nektaria Kousoulas	P/T Teachers Assistant	FRRSD	Resignation	03/15/2018
Daniel Dareus	P/T Bus Driver	West Orange	Termination	03/16/2018

- 6 Approve Gerhard Meyer, Part-Time Teacher's Assistant, as substitute custodian at an hourly rate of \$15.00 as needed effective February 9, 2018 through June 30, 2018
- 7 Approve Ryan Tucker, Part-Time Maintenance, as ABE Vocational Instructor at an hourly rate of \$24.00 effective April 1, 2018 through June 30, 2018.
- 8 Approve Victoria Szymanski, Part-Time ABE Teacher, as CPR/AED certification instructor at an hourly rate of \$26.36 effective March 12, 2018 through June 30, 2018.
- 9 Approve a monthly stipend of \$250.00 (pro-rated) for Yasmin Findeis, Administrative Assistant, for payroll processing support effective March 1, 2018

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**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

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
School Business Admin	Analyzing & Construction Salary Guides	03/23/2018	\$149.00
School Business Admin	NJ Public Employment Conference	04/27/2018	\$199.00
Personnel Coordinator	NJ Public Employment Conference	04/27/2018	\$199.00
Asst. School Bus. Admin.	NJ Public Employment Conference	04/27/2018	\$199.00
Teacher	Anatomage Table 2018 Users Group Meeting	07/20/2018	\$1,850.00
Educational Coordinator	NJALL Spring conference	05/11/2018	\$100.00
Superintendent	NJASA Spring Leadership Conference	05/16-05/18/18	\$550 Registration, Hotel \$210, Parking Meals est \$200
Teacher	Decoding Cancer	06/04/18	\$200.00

**MOTIONS PASSED UNANIMOUSLY<sup>2</sup>**

XIII UNFINISHED BUSINESS NONE

XIV NEW BUSINESS


A NEXT BOARD MEETING - May 1, 2018

XV CITIZENS ADDRESS THE BOARD

XVI ADJOURNMENT

Jason Kornegay, seconded by Kevin Gilman to adjourn the meeting. Since there was no further action, the meeting adjourned at 5:35 pm.

Respectfully submitted by:

  
Corinne Steinmetz  
SBA/Board Secretary