

V

**Board of Directors Meeting  
October 1, 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  
Jennifer Giordano (BEDMINSTER)  
Seth Cohen (CLINTON BORO/GLEN GARDNER)  
Linda Ubry (DELAWARE)

Kari McGann (FLEMINGTON RARITAN REG)  
Joseph Somers (HOLLAND)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)

ADMINISTRATION/STAFF PRESENT

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

Corinne Steinmetz (SBA/BOARD SECRETARY)  
Heidi Gara (ASST SBA)

**III CALL TO ORDER**

4:15 pm at the HCESC ABE Building at 8 Bartles Corner Road, Flemington, Board Member Teresa Kane called the meeting to order

Linda Ubry moved, seconded by Joseph Somers to adopt the agenda

**MOTION PASSED UNANIMOUSLY**

**CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**V APPROVAL OF MINUTES**

A Donna Herbel moved, seconded by Joseph Somers to approve the August 27, 2019 Board Meeting Minutes

**MOTION PASSED with Linda Ubry and Seth Cohen abstaining**

**VI FINANCIAL REPORTS**

Linda Ubry moved, seconded by Donna Herbel to:

- A approve the line item transfers and budget appropriations for the period of June 30, 2019 (Adj # 336)
- B approve the unaudited July 2019 Board Secretary Report
- C approve the line item transfers and budget appropriations for the period of July 31, 2019 (Adj # 065-070)
- D approve the unaudited August 2019 Board Secretary Report
- E approve the line item transfers and budget appropriations for the period of August 1- 31, 2019 (Adj # 071-075)
- F approve the line item transfers and budget appropriations for the period of September 1- 30, 2019 (Adj # 076-099)

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

A Jennifer Giordano moved, seconded by Linda Ubry to approve the following list of bills:

1	August 2019	\$425,610.56	Payroll
2	August 2019	\$348,959.14	Hand checks
3	September 13, 2019	\$439.00	Consultants
4	September 2019	\$1,008,103.06	Payroll
5	September 2019	\$136,012.20	Hand checks
6	October 1, 2019	\$827,626.24	Computer Generated
		<u>\$2,746,750.20</u>	TOTAL

**MOTION PASSED UNANIMOUSLY**

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VIII CORRESPONDENCE / COMMUNICATION

- A August 2019 Cooperative Purchasing Newsletter
- B Fall Adult Literacy Newsletter
- C THRIVE Brochure

- Marie Gorey discussed new THRIVE program. We had had excellent turnout and positive feedback with our two (2) open houses. Parents on waiting list to apply. Approvals obtained, waiting on medicaid approval number. Very excited to be able to offer a program with high need and desire.. Initial limit of 25 applicants for year 1. Staff to client ratio of 1:5.

- Donna Herbel shared special needs comments and commitment of care needed

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

THRIVE initiative being rolled out in prudent way, involving all stakeholders

20 new chicks arrived

ESC Services evolved - future model of collaborative partnership, rather than our own K-12 program

Added teacher at Bethlehem Twp

Transportation contract transfer from First Student to Krapf.

Bus Aide positions for Flemington Raritan are now filled

Donna Hebel moved, seconded by Keri McGann to approve consent agenda:

A ADMINISTRATION

- 1 authorize Corinne Steinmetz, School Business Administrator to renew existing certificate of deposit or move funds to money market account, whichever is most advantageous.
- 2 approve contract with Hunterdon County to serve as the fiscal agent, at no charge (in kind donation), for the grant from the Governor's Council on Alcoholism and Drug Abuse (GCADA) for the administration of Drug Education Demand Reduction (DEDR) funds for State Fiscal Year 2020.
- 3 increase Fund 60 Budget \$600,000 to support additional services and increased contract costs

**MOTION PASSED UNANIMOUSLY**

B SCHOOLS

- 1 approve submission to the N.J. Department of Education our School-Level Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights (7/1/18-6/30/19)

(HANDOUT)

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

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**H PURCHASING**

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

#	<u>DISTRICT</u>
586	East Brunswick Board of Education
587	M.E.T.S. Charter School
588	Garfield Board of Education
589	Clark, Township of
590	Pinelands Regional BOE
591	Township of Stafford
592	Rahway Valley Sewerage Authority
593	Vernon, Township of

2 ratify the Water, Fire, Sewage & Mold Remediation Services bid #HCESC-SER-19-12, effective September 16, 2019 through September 15, 2020 as follows:

GL Group, Inc.	Sussex, Morris, Passaic, Bergen, Hudson, Middlesex, Union & Somerset Counties
Rapid Recovery Services, LLC	Warren, Hunterdon, Essex, Mercer, Monmouth, Ocean, Burlington & Camden Counties
Plymouth Environmental Co.	Gloucester, Salem, Cumberland, Atlantic & Cape May Counties

3 renew the HVAC Services bid #HCESC-SER-12A, effective November 2, 2019 through November 1, 2020 with no changes

4 renew the Electrical Services bid #HCESC-SER-12B with Generations Services, effective November 2, 2019 through November 1, 2020 with no changes

5 renew the Plumbing Services bid #HCESC-SER-11C with Robert Griggs Plumbing & Heating, effective November 2, 2019 through November 1, 2020 with no changes

6 renew the Tree Trimming, Pruning & Removal Services bid #HCESC-SER-12H2 with Rich Tree Service, effective November 2, 2019 through November 1, 2020 with no changes

7 renew the Tree Trimming, Pruning & Removal Services bid #HCESC-SER-12H with Downs Tree Service, effective November 2, 2019 through November 1, 2020 with no changes

8 ratify the Synthetic Turf Maintenance & Repair Services bid #HCESC-SER-19-13 with the LandTek Group, Inc., effective September 23, 2019 through September 22, 2021 as follows:

Labor (per Hour)	Supervisor - \$230 Laborer - \$45
Grooming (per Visit)	Fields up to 200,000 square feet - \$1,795 Fields over 200,000 square feet - \$1,000
Equipment Rental (per Day)	Forklift - \$75 Top Dresser - \$75 Groom Brush - \$50
Materials Markup	20%
Gmax Testing with Report (per Test)	\$250

9 authorize Administration to award the Boiler Inspection-Cleaning & Repair Services bid #HCESC-SER-19A

10 authorize Administration to award the Electrical Services bid #HCESC-SER-19B

11 authorize Administration to award the Painting Services bid #HCESC-SER-19C

12 authorize Administration to award the Pest Control Services bid #HCESC-SER-19D

13 authorize Administration to award the Plumbing Services bid #HCESC-SER-19E

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14 authorize Administration to award the General Construction Repairs & Carpentry Services bid #HCESC-SER-19F

15 authorize Administration to award the Fencing Repair & Replacement bid #HCESC-CAT/SER-19-16

16 ratify the Gasoline, Diesel & #2 Fuel Oil bid #HCESC-Fuel-19/20, effective October 8, 2019 through October 7, 2020 with Riggins Inc. as per attached

**I DEPARTMENT OF SCHOOL SERVICES**                      No Action Items

**J TRANSPORTATION**

1 approve Special Education Transportation Routes, as follows:

**GLEN GARDNER**

Quoted Routes			September 3, 2019 - June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2026T	Voorhees HS	North/Voorhees	Alyft Transport	\$261.00	N/A
2027T	North Hunterdon, Clinton Public	North/Voorhees, Clinton Public	Warren Cty. Special	\$239.20	N/A
LPA1-VT	Polytech	North/Voorhees	Kensington	\$55.00	N/A
2030	North Hunterdon HS	North/Voorhees	Cassidy Bus	\$253.00	N/A

2 approve Joint Transportation agreement with Clinton Township Board of Education, for the 2019-2020 school year, for the following routes:

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
CS01	Spruce Run School	Clinton Township School District	HCESC	\$187.75	\$90.00
CP10	Patrick McGahren School	Clinton Township School District	HCESC	\$187.75	N/A

3 approve Joint Transportation agreements, for the 2019 - 2020 School Year, with the following:

Hunterdon County Polytech

4 approve Joint Transportation agreement with Hunterdon Central Regional High School Board of Education, for the 2019-2020 school year, for the following routes:

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Annum
HC-VHS	Voorhees High School	North/Voorhees	Hunterdon Central	\$100.00	N/A

5 approve Joint Transportation agreement with Delaware Valley Regional High School Board of Education, for the 2019-2020 school year, for the following routes:

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1955	Rutgers Therapeutic	North Hunterdon HC	DVR	N/A	\$105.00
S1955	Rutgers Therapeutic	North Hunterdon HC	DVR	N/A	\$105.00

Route#	Destination	Sending District	Contractor	Route Per Diem	Route Per Annum
NH32	North Hunterdon	North Hunterdon	DVR	\$218.20	\$39,930.60

6 approve Transfer Agreement from First Student (FST1920-2) to Krapf School Bus from September 3, 2019 to June 30, 2020 in the amount of \$837,420.00. Routes as listed:

Contracted Routes			September 3, 2019 - June 30, 2020		
Route#	Destination	Sending District	Days	Route Per Diem	Route Per Annum
NH 3	North Hunterdon High School	North/Voorhees	175	\$200.00	\$35,000.00

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V01	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V02	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V03	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V04	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V06	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V07	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V08	Voorhees High School	North/Voorhees	175	\$357.00	\$62,475.00
V09	Voorhees High School	North/Voorhees	175	\$150.00	\$26,250.00
V11	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V14	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
V15	Voorhees High School	North/Voorhees	175	\$170.00	\$29,750.00
V17	Voorhees High School	North/Voorhees	175	\$357.00	\$62,475.00
V6 (3:15)	Voorhees High School	North/Voorhees	97	\$170.00	\$16,490.00
V22	Voorhees High School	North/Voorhees	175	\$200.00	\$35,000.00
L01	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L03	Woodglen/Valley View	Lebanon Twp.	179	\$145.00	\$25,955.00
L04	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L05	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L06	Woodglen/Valley View	Lebanon Twp.	179	\$117.00	\$20,943.00
L07	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L09	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L11	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L12	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00
L13	Woodglen/Valley View	Lebanon Twp.	179	\$102.00	\$18,258.00
L14	Woodglen/Valley View	Lebanon Twp.	179	\$157.00	\$28,103.00

- 7 rescind the following route with Denville BOE, approved at the August 27, 2019 Board of Directors meeting:

Contracted Routes			September 3, 2019 - June 30, 2020		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
183abc	Denville	Denville	HCESC	\$323.14	N/A

- 8 amend the following, approved at the August 27, 2019 Board of Directors meeting:  
approve Special Education Transportation Routes, as follows:

Parenteral Routes			2019-2020 School Year		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
P17182	Center School	North Hunterdon	John Pfeufer	\$100.00	N/A

TO:

Parenteral Routes			2019-2020 School Year		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
P17182	Center School	North Hunterdon	Ingrid Gonzalez	\$100.00	N/A

- 9 provide Glaude Dickens training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective September 9, 2019
- 10 provide Willy Charles training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective September 13, 2019

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- 11 approve Interlocal Vehicle Sale Agreement with Mount Olive School District Board of Education, effective August 26, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 12 approve Interlocal Vehicle Sale Agreement with Robbinsville Public School Board of Education, effective September 12, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 13 approve Interlocal Vehicle Sale Agreement with Sussex-Wantage Regional Board of Education, effective September 18, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price

**K PERSONNEL**

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>
Guebens Charles	P/T School Bus Driver	West Orange	\$21.99 / Hour	08/27/2019
Jamil Buckuse	P/T School Bus Monitor	West Orange	\$15.05 / Hour	08/27/2019
Sharon Schoendorf	P/T Teacher Assistant	Franklin Township (H)	\$15.75 / Hour	08/28/2019
Mary Adams	P/T Bus Monitor	Glen Gardner	\$13.00 / Hour	09/03/2019
Elizabeth Hermoso	P/T Teacher Assistant	CTSD	\$15.75 / Hour	09/03/2019
Sharon Snyder	P/T Teacher Assistant	CTSD	\$15.75 / Hour	09/03/2019
William Goodwin	P/T School Bus Monitor	Glen Gardner	\$13.00 / Hour	09/03/2019
Stephen Louis	P/T School Bus Driver	West Orange	\$22.85 / Hour	09/03/2019
Gretchen Biancone - Groff	Administrative Assistant/ Driver	Glen Gardner	\$40,000 / Year	09/09/2019
Alexander Tolotta	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	09/09/2019
Patricia Laiacona	P/T Teacher	School Services	\$51.00 / Hour	09/16/2019
Sara Mislán-Lotter	P/T School Social Worker	School Services	\$56.00 / Hour	09/16/2019
Kyle Budnick	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	09/16/2019
Karen Allen	P/T Teacher Assistant	Lebanon Boro	\$15.75 / Hour	09/17/2019
Nichole Sorge	P/T Teacher Assistant	Holland Township	\$15.75 / Hour	09/17/2019
Demetria Sahijuan	P/T School Bus Monitor	FRRSD	\$15.75 / Hour	09/18/2019
Jill Gordley	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	09/23/2019
Rebecca Brinkofski	P/T Teacher Assistant	Clinton Public School	\$15.75 / Hour	09/23/2019
Janine Boganski	Teacher	School Services	\$45,324 / Year	09/25/2019
Stella Munoz	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	09/25/2019
Dawn Reich	P/T Teacher Assistant	FRRSD	\$20.26/ Hour	09/26/2019
Anthony Watkoskey	P/T School Bus Monitor	FRRSD	\$15.75 / Hour	09/26/2019
Nicholas Rogalski	P/T Teacher Assistant	Holland Township	\$15.75 / Hour	09/26/2019
Daniel Heitkamp	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/02/2019
Teri Haus	P/T Sub School Nurse	School Services	\$33.00 / Hour	10/02/2019
Mikaela Kilker	P/T School Psychologist	School Services	\$63.00 / Hour	10/03/2019
Stephanie Mathews	P/T Teacher Assistant	Bethlehem Township	\$15.75 / Hour	10/07/2019

*\*pending completion of required paperwork*

**2 Leaves of Absence (LOA)\***

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Regina Merchant	P/T Teachers Assistant	Holland Township	NJFLA (Intermittent)	09/01/2019 - TBD (Up to 10 Days Paid)
Grete Meiners	P/T Teachers Assistant	FRRSD	FMLA (Intermittent)	09/01/2019 - TBD (Up to 16 Days Paid)
Janice Cannon	P/T Speech Teacher	School Services	NJFLA (Intermittent)	09/01/2019 - TBD (Up to 16 Days Paid)
Ana Ramirez	P/T School Bus Driver	West Orange	Medical	9/4/2019-10/2/2019 (18 Days Paid)
Gwendolyn Patilla	P/T School Bus Driver	West Orange	Medical	9/20/2019-12/1/2019 (12.5 Days Paid)

*\*pending completion of required paperwork*

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**3 Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Eileen Shomo	P/T Bus Monitor	Lebanon Township	Termination	08/21/2019
Rita Miller	P/T Teachers Assistant	Hampton	Resignation	08/27/2019
Shirlann Haley	P/T School Bus Driver	West Orange	Resignation	08/31/2019
Kaitlyn Penna	P/T School Social Worker	EXT	Resignation	09/18/2019
Kelly Johnston	P/T Teachers Assistant	Holland Township	Resignation	09/11/2019
Heather Lewis	P/T Teachers Assistant	FRRSD	Resignation	09/19/2019
Marybeth Schwarz	P/T Teachers Assistant	FRRSD	Resignation	09/20/2019
Caren Lloyd	P/T Teachers Assistant	FRRSD	Resignation	09/27/2019
Janine Boganski	P/T Teachers Assistant	HC Polytech	Resignation	09/24/2019
Jelena Todorovic Clemente	P/T School Bus Driver	GG	Resignation	09/27/2019
Kesha Rutledge	F/T Transportation Dispatcher	West Orange	Termination	10/08/2019
Vanessa Gentry	P/T Teachers Assistant	Lebanon Township	Resignation	10/11/2019

4 to approve a stipend of \$2000.00 for the 2019-2020 school year to the following Teacher Assistants to serve as Teachers Assistants Liaisons:

Atina Erwin	Katie (Karen) Smith	Carolyn Follansbee	Lori King
Sandy Ghanim	Wendy Van Dine	Irene Silvestri	

5 to approve a stipend in the amount of \$500.00 / Month (prorated for September) to Brian Bussard, Caretaker, to provide cleaning services in the animal science barn as needed effective 09/16/2019

6 to approve supplemental \$10.00 / Hour, in addition to current salary, to Karolina Cywa, Payroll and Benefits Administrator, for payroll services at North Hunterdon / Voorhees High School as needed effective 9/26/2019

7 to approve the following teachers at \$33.00 / Hour for Home Instruction services as needed for the 2019 - 2020 school year:

Stacey Timpson                      Patricia Laiacona

**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>
Asst to SBA	Intro to NJASBO	09/19/2019	\$50.00
Environ Science Teacher	2019 Fall Conference	09/27/2019	\$65.00
School Social Worker	Safe Coalition Conference	10/25/2019	\$65.00
Director School Services	4 Day CPI Renewal Training	11/12/2019	\$1,489.00
Asst to SBA	Audit Review	04/28/2020	\$100.00
Asst to SBA	Purchasing Review	05/07/2020	\$50.00
Asst to SBA	Admin Assistant Program	05/12/2020	\$100.00

**MOTIONS PASSED UNANIMOUSLY**

**XII UNFINISHED BUSINESS**

**XIII NEW BUSINESS**

**XIV CITIZENS ADDRESS THE BOARD**

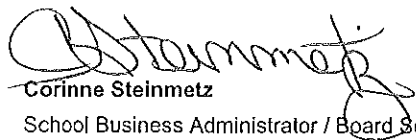
Teresa Kane announced the final 2 towers will be dropped at Mill in Riegelsville. Road will be closed approx. 15 minutes. There should not be an impact on transportation. Live stream will be provided at firehouse.

**XV ADJOURNMENT**

Joseph Somers moved, seconded by Linda Ubry to adjourn the meeting. Since there was no further action to be taken, the meet was adjourned at 4:42pm.

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Respectfully submitted by:



Corinne Steinmetz

School Business Administrator / Board Secretary