

EXECUTIVE COMMITTEE MINUTES
June 26, 2018

BOARD MEMBERS

Charles Miller (E AMWELL), President
Linda Ubry (DELAWARE)
Laurie Markowski (FLEMINGTON RARITAN REG)
Kevin Gillman (HUNT CO VOTECH)

Teresa Kane (MILFORD)
Joseph Somers (HOLLAND)
Donna Herbel (KINGWOOD)

ADMINISTRATION / STAFF PRESENT

Marie B. Gorey (SUPERINTENDENT)
Christina Greaves (PARA PROFESSIONAL COORDINATOR)

Corinne Steinmetz (SCHOOL BUS ADMIN)
Fran Leddy (ABE COORDINATOR)

Motion to ratify action items approved by Executive Committee on June 26, 2018 to:

VIII **APPROVAL OF MINUTES**

- A approve the June 5, 2018 Representative Assembly meeting minutes, as presented by Board Secretary

IX **FINANCIAL REPORTS**

- A approve the line item transfers and budget appropriations for the period of June 1 - 25, 2018 (Adj #312 - 323)

X **LIST OF BILLS**

- A approve the following list of bills:

1	June 1-25, 2018	\$326,734.98	Hand checks
2	June 15, 2018 Consultants	\$14,531.25	Payroll
3	June 26, 2018 List of Bills	\$466,065.92	Computer Generated
		<u>\$807,332.15</u>	

XI **CORRESPONDENCE/COMMUNICATION**

XII **COMMITTEE MEETINGS**

XIII **SUPERINTENDENT'S REPORT**

A **ADMINISTRATION**

- 1 reject all bids for Life Skills Building renovation as, as follows:
18A:18A-22a - The lowest bid substantially exceeds the cost estimates
18A:18A-22d - The specifications need to be substantially revised
- 2 authorize administration to negotiate the purchase of 22.07 acres from Lockheed Martin Corp. located in the Township of Lebanon, County of Hunterdon, New Jersey, Block 16, Lot 16. Commonly known as 104-105 Lockheed Road, Califon, New Jersey 07830, not to exceed \$150,000.00
- 3 approve insurance renewal with New Jersey School Boards Association Insurance Group for 2018-19 school year at an annual amount of \$475,309, a decrease of \$5,985 (1.2%) compared to 2017-18. Rate will be adjusted accordingly with additions and deletions to the policy coverage.
- 4 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting and to authorize all actions to close the books

B **SCHOOLS**

- 1 approve the following fees for 2018-19 School Nutrition Breakfast and Lunch Program, as allowed by NJ Department of Agriculture:

<u>National School Nutrition Prc</u>	<u>LUNCH</u>	<u>BREAKFAST</u>
K-12	FREE	FREE
Adult	\$4.00	N/A

- 2 contract with Lebanon Township for the 2018-2019 school year for the provision of satellite lunch program for Hoffmans Crossing Campus at rate of \$3.25 per student lunch and \$4.00 per adult lunch
- 3 approve contract with the Hunterdon County YMCA for summer camp programming during the summer 2018, at the following rates:

June 25 - July 13, 2018	\$125 per camper
July 16 - July 20, 2018	\$150 per camper

C **HOFFMANS CROSSING**

- 1 approve renewal of rental agreement with Hunterdon County Vocational School District for the Environmental Educational Building at an annual rate of \$33,375, effective July 1, 2018 through June 30, 2019

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**

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

DISTRICT
500 Franklin, Township of (Somerset County)

2 authorize administration to award the Copy/Specialty Paper bid #191

3 authorize administration to award the Food Service Supplies & Equipment bid #HCESC-CAT-18-05

4 authorize administration to award the Physical Security Products bid #HCESC-CAT-18-06

I **DEPARTMENT OF SCHOOL SERVICES**

J **TRANSPORTATION**

1 approve Joint Transportation agreement, for the 2017 - 2018 School Year, for the following:

Toms River Regional Schools

2 approve Joint Transportation agreement, for the 2018 - 2019 School Year, for the following:

Fort Lee School District Jackson School Newark Public Schools Pt. Pleasant Borough School District
South Orange & Maplewood Trenton Board of Education Toms River Regional Schools Union County Schools

3 approve a Joint Transportation Agreement for the following Routes, as listed:

Contracted Routes - Delaware Valley Regional				Sept 1, 2017 to June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Annum
DSVT1	Somerset Votec	North Hunterdon	DVR	\$21,407.00	N/A

4 approve Special Education Transportation Routes, as listed:

Quoted Routes				May 29, 2018 to June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1869	NuView Academy	Clinton Twp	Alyft Transport	\$199.00	N/A
1870	Titusville Academy	Trenton BOE	DVR	\$249.75	\$76.00

5 approve Special Education Transportation Routes, as listed:

Quoted Routes				June 18, 2018 to August 26, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1901S	JFK Rehab.	North Hunterdon	Alyft Transport	\$205.00	N/A
1902S	Hampton/Valley View	Franklin./Union Bethlehem/Hampton	Kensington Bus	\$225.00	N/A
1903S	ECLC	Clinton Twp	Alyft Transport	\$230.00	\$63.00
1905S	Katzenbach	Lambertville	Alyft Transport	\$207.00	N/A
1906S	Mercer Ele.	South Hunterdon	Alyft Transport	\$235.00	N/A
1908S	NuView	Clinton Twp	Snyder Bus	\$210.00	N/A
1910S	Rock Brook	Lambertville	Kensington Bus	\$215.00	N/A
1911S	Voorhees 10:00 In	North Hunterdon	HCESC	\$110.00	N/A
1911A	Voorhees 10:00 In	North Hunterdon	HCESC	\$110.00	N/A
1913S	Voorhees 2:00 Out	North Hunterdon	HCESC	\$110.00	\$40.00
1914S	Titusville	Trenton	Kensington	\$218.00	\$59.00
1915S	Celebrate the Children	Bethlehem Twp.	Cassidy Trans.	\$212.00	\$78.00
1916S	Eden Institute	Lambertville	Cassidy Trans.	\$239.00	\$99.00

6 approve Extend Special Education Transportation Routes as listed:

Contracted Renewal Routes				June 26, 2018 to August 26, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
0130R	Clinton Public	Clinton Boro, Glen Gardner	HCESC	\$176.52	N/A
0201A	Woodglen/Valley View	Lebanon Twp., Califon	HCESC	\$165.94	N/A
0201B	Woodglen/Valley View	Lebanon Twp., Califon	HCESC	\$165.94	N/A

0201R	Woodglen/Valley View	Lebanon Twp., Califon	HCESC	\$165.94	N/A
0805R	DLC, Warren	North Hunterdon	HCESC	\$220.47	\$80.00
0938R	Montgomery Academy	Flemington-Raritan, Tewksb	HCESC	\$232.38	N/A
1,500	Calais School	Hunterdon Central	DVR	\$277.50	N/A
1,501	Center School	South Hunterdon	Joy Trans.	\$265.77	N/A
ESC1	Union Twp School	Union Twp.	HCESC	\$176.25	N/A
ESC2	Union Twp School	Union Twp.	HCESC	\$176.25	N/A
1706	Yale School Kirby Mill	Flemington-Raritan	Joy Transport	\$339.01	N/A
1710	CEA @ South Hunterdon	Lower Cape May, North, HC	Joy Transport	\$286.04	N/A
1711	Allegro	North, HC	Joy Transport	\$286.01	\$55.00
1,714	DLC Warren	Union Twp., Flemington-Rar	Joy Transport	\$300.90	\$55.00
1,722	High Bridge Middle School	High Bridge	HCESC	\$220.00	N/A
1723	Lakeview School	Hunterdon Central, Reading	Joy Transport	\$356.24	\$60.00
1724	Douglas Dev. Center	North, HC	Joy Transport	\$286.04	\$65.00
1727	Midland School	Hunterdon Central, Flem-Ra	Joy Transport	\$365.25	\$55.00
1729	Voorhees	North Hunterdon	HCESC	\$220.00	N/A
1734	Cooper Hill	Flemington Raritan	HCESC	\$193.00	N/A
1802	ESC W. Amwell	North Hunterdon	DVR	\$249.75	N/A
1803	Celebrate	Clinton Twp, Glen Gardner	DVR	\$360.75	N/A
1,804	Voorhees High School	North Hunterdon	HCESC	\$220.00	\$40.00
1,806	Voorhees High School	North Hunterdon	HCESC	\$220.00	N/A
1807	Voorhees High School	North Hunterdon	HCESC	\$220.00	\$80.00
1809	Rock Brook	Clinton Twp.	Joy Transport	\$285.00	\$60.00
1811	Chapel Hill	Union Twp.	Alyft Trans.	\$239.00	N/A
1813	Voorhees High School	North Hunterdon	DVR	\$222.75	N/A
1817	Newmark	Clinton Twp, Flem-Rar.	Joy Transport	\$305.00	N/A
1819	Therapeutic Day	North Hunterdon, Hunterdon	Joy Transport	\$305.00	N/A
1820	Stepping Stone	Hunterdon Central,	DVR	\$249.75	\$68.50
1822	East Amwell School	Franklin Twp.,	DVR	\$208.75	\$51.00
1824	Montgomery	North Hunterdon, Readington Twp.	Joy Transport	\$275.00	N/A
1827	ESC W. Amwell	North Hunterdon	Joy Transport	\$275.00	\$60.00
1832B	ARC Kohler	Lebanon Boro	Alyft Trans.	\$232.00	N/A
1838	Voorhees	North Hunterdon	HCESC	\$220.00	N/A
Q1725	Greenbrook Academy	North Hunterdon	Warren Cty. Spec.	\$297.84	N/A

7 approve Special Education Transportation Routes, as listed:

Contracted Renewal Routes - Morris County ESC						June 26, 2018 to August 26, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem		
SR055	ECLC-Chatham	Morristown	HCESC	\$243.55		\$70.00	
SR120	Horizon School	Morristown	HCESC	\$192.28		\$45.00	
SN500	DLC	Morris	HCESC	\$286.76		\$75 each (2)	

8 approve Special Education Transportation Routes, as listed:

Contracted Renewal Routes - Sussex County Cooperative						June 26, 2018 to August 26, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem		
SR-296	Horizon School	S.Orange, W. Orange	HCESC	\$339.84		N/A	
SR-337	ECLC	Caldwell, Verona, Fairfield	HCESC	\$339.84		N/A	
SR-346	Phoenix Center	West Orange	HCESC	\$364.14		N/A	
SR-357	Sawtelle Learning Center	S. Orange	HCESC	\$339.84		N/A	
SR-372	Cornerstone Day School	W. Orange Livingston	HCESC	\$323.69		N/A	

9 approve Special Education Transportation Routes, as listed:

Contracted Routes - West Orange Board of Education						June 26, 2018 to August 26, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem		
LBY 1	Liberty, Kelly	West Orange	HCESC	\$172.28		N/A	
LBY 2	Liberty, Kelly	West Orange	HCESC	\$172.28		\$72.00	
LBY 3	Liberty, Kelly	West Orange	HCESC	\$172.28		\$72.00	
LBY 4	Liberty, Kelly	West Orange	HCESC	\$172.28		\$72.00	
LBY 5	Liberty, Kelly	West Orange	HCESC	\$172.28		\$72.00	
LBY 6	Liberty, Kelly	West Orange	HCESC	\$172.28		N/A	
LBY 7	Liberty, Kelly	West Orange	HCESC	\$172.28		\$72.00	
LBY 8	Liberty, Kelly	West Orange	HCESC	\$172.28		\$72.00	
LBY 9	Liberty, Kelly	West Orange	HCESC	\$172.28		N/A	

ESL 1	West Orange HS	West Orange	HCESC	\$179.28	N/A
ESL 2	West Orange HS	West Orange	HCESC	\$179.28	N/A
Step Up Program	West Orange HS	West Orange	HCESC	\$184.35	N/A
Write on Sports Camp	Washington	West Orange	HCESC	\$161.00	N/A

- 10 extended Parental Contracts, as listed:

Contracted Routes						June 26, 2018 to August 26, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Alide Per Diem		
P17181	Voorhees	North Hunterdon	Barbara Hoffman	\$50.00		N/A	
P17182	Center School	North Hunterdon	John Pfeufer	\$100.00		N/A	

- 11 award sale of School Transportation Vehicles for Bid #18-05, as follows:

(ATTACHMENT)

Glen Gardner Terminal

#	VIN	Year	Passenger	Make/Model	Top Offer	Results
V-2	1GD373BG6E1138322	2015	19/WC	Chevrolet/Thomas Minotour	\$33,130.00	ACCEPT
V-201	HG31F821209	2004	12/WC	Chevrolet/Girardin	\$1,102.20	ACCEPT
V-202	HG31F021212	2004	12/WC	Chevrolet/Girardin	\$1,102.20	ACCEPT
21	KFCKH35F226	2005	54	BlueBird Vision Conventional	\$860.00	REBID

West Orange Terminal

#	VIN	Year	Passenger	Make/Model	Top Offer	Results
352	BRDT0GCGR	2016	54	Freightliner/Thomas C2	\$73,610.00	ACCEPT
357	AGCPA02F202	2002	54	BlueBird TC 2000 FE	\$1,500.00	ACCEPT
358	AGCPA92F202	2002	54	BlueBird TC 2000 FE	\$2,000.00	ACCEPT

- 12 approve J&D Auto Body, the lowest responsible towing quote respondent, effective July 1, 2018 through June 30, 2019:

Company Name	Per Hour Charger	Per Hour Charge	Mileage Charge	Additional Charges
	54 Passenger	16 Passenger		
J & D Auto Body	\$125.00	\$95.00	\$0.00	\$25.00 after hours/weekends/tolls as charged
Dave's Heavy Towing	\$135.00	\$115.00	\$0.00	\$25.00 drive shaft removal/tolls
Mike's Auto Body	\$175.00	\$125.00	\$6.00	\$25.00 drive shaft removal/tolls

- 13 provide Marquis E. Majette training for CDL Class B, "P" and Air Brake endorsements, at a fee of \$800.00, effective June 18, 2018
- 14 approve Interlocal Vehicle Sale Agreement with Township of Union Board of Education, effective June 14, 2018, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 15 approve Interlocal Vehicle Sale Agreement with Elizabeth Public Schools Board of Education, effective June 15, 2018, for HCESC to sell their used school 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:

- approve contract for Corinne Steinmetz, School Business Administrator, with an annual salary of \$128,328.00 effective July 1, 2018 through June 30, 2019, as approved by the Interim Executive County Superintendent
- approve contract addendum for Corinne Steinmetz, School Business Administrator, at an annual amount of \$22,500.00 for Business Administrative Services to Hunterdon County Vocational School District, effective July 1, 2018 through June 30, 2019, as approved by the Interim Executive County Superintendent
- authorize Superintendent to hire as needed, effective July 1, 2018 through August 28, 2019
- Appointments*
to approve the following 2017-2018 appointments:

Name	Position	Location	Rate/Salary	Effective On or About
William Groff	P/T Security	West Orange	\$15.00 / hour	05/15/18
Vincent Jerome	P/T Security	West Orange	\$15.00 / hour	05/15/18
Betty Olan	P/T Security	West Orange	\$15.00 / hour	05/15/18
Mason Pollard	P/T Security	West Orange	\$15.00 / hour	05/15/18
Esperance Provilion	P/T Security	West Orange	\$15.00 / hour	05/15/18
Kala Savage	P/T Security	West Orange	\$15.00 / hour	05/15/18
Mamie Simmons	P/T Security	West Orange	\$15.00 / hour	05/15/18

Bonny Walcott P/T Security West Orange \$15.00 / hour 05/15/18

to approve the following 2018 - 2019 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Yasmin Findeis	Admin Assistant /12 Month	Administration	\$38,000.00	07/01/18
Nisha Murray	P/T Home Instruction Teacher	School Services	\$33.00 / hour	07/01/18
Nancy Webb	P/T Home Instruction Teacher	School Services	\$33.00 / hour	07/01/18
Joyce Hemphill	Admin Assistant / Instruction	Adult Basic Education	\$33,121.63	07/01/18
Kristopher Boganski	P/T Home Instruction Teacher	School Services	\$33.00 / hour	07/01/18
JoAnn Kernan	P/T Home Instruction Teacher	School Services	\$33.00 / hour	07/01/18
Crystalyn Harris	P/T Teachers Assistant	Franklin (H)	\$16.07 / hour	09/01/18
Christina Robbins	P/T Speech Teacher	School Services	\$50.25 / hour	09/01/18
Hillary Cussen	Teacher	School Services	\$60,000.00	09/01/18
Mina Bahrami	P/T Instructor	Adult Basic Education	\$30,000.00	09/04/18

***pending completion of required paperwork**

5 to amend the following appointment(s) approved at the May 1, 2018 Board of Directors' meeting

Ana Flynn	Nurse	School Services	\$49,200.00	09/01/18
	to			
Ana Flynn	Nurse	School Services	\$62,500.00	09/01/18

6 **Summer Appointments**

to approve the following summer appointments through August 31, 2018

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Kristopher Boganski	Summer Camp Director	Hoffman's Crossing	\$3,500.00	06/24/18
Nathan Weldon	P/T Bus Aide/Maintenance	Glen Gardner	\$12.00 / hour	06/26/18
Jena Latriano	P/T Nurse	School Services	\$33.00 / hour	06/26/18
Nike Bradner	P/T Nurse	School Services	\$33.00 / hour	06/26/18
Kelly Eder	Supervisor of CST/School Social Worker	School Services	\$220.00/evaluation \$225.00/A/R \$50.00/meeting \$75.00/case mgt \$100.00/IEP	06/26/18
David Lutzky	School Social Worker	School Services	\$220.00/evaluation \$225.00/A/R \$50.00/meeting \$75.00/case mgt \$100.00/IEP	06/26/18
Sarah Chittenden	School Social Worker	School Services	\$220.00/evaluation \$225.00/A/R \$50.00/meeting \$75.00/case mgt \$100.00/IEP	06/26/18
Sarah Chittenden	PARCC Coordinator / Summ	School Services	\$33.00 / hour	06/26/18
Janice Canon	P/T Speech Therapist	School Services	\$50.25 / hour	06/26/18
Kristopher Boganski	Teacher	Bethlehem Township	\$33.00 / hour	07/01/18
Mina Bahrami	P/T Instructor	ABE	\$24.00 / hour	07/02/18

7 to amend the following summer appointment(s) approved at the June 5, 2018 Board of Directors' meeting

Kristina Kroll	P/T Speech Therapist	School Services	\$50.00/Hour	07/09/18
	to			
Kristina Kroll	P/T Speech Therapist	School Services	\$50.25/Hour	07/09/18

8 **Leaves of Absence (LOA)***

to approve the following leave(s) of absence

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Carmen Rivera	P/T Bus Driver	West Orange	Personal	06/11/18 - 07/01/18 08/29/18 - 09/12/18 (Paid)
Corinne Harris	P/T Speech Teacher	School Services	FMLA	09/13/18 - 11/16/18 (Unpaid)

***pending completion of required paperwork**

9 amend the following leave of absence approved at the June 5, 2018 Board of Directors' meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Patricia Macklin	P/T Bus Monitor	Glen Gardner	Medical	02/21/18 - 03/28/18 (Paid)

to

Patricia Macklin	P/T Bus Monitor	Glen Gardner	Medical	02/21/18 - 04/06/18 (Paid) 04/09/18 - 06/17/18 (Unpaid)
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10 amend the following leave of absence approved at the March 27, 2018 Representative Assembly meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	Effective
Corinne Harris	P/T Speech Teacher	School Services	FMLA	03/26/2018 to TBD (Paid)
to				
Corinne Harris	P/T Speech Teacher	School Services	FMLA	03/26/2018 to 06/28/2018 (Paid)

11 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	Effective
Tyrone Kimball	P/T Bus Driver	West Orange	Resignation	06/04/18
Liliana Albee	P/T Teachers Assistant	SCESC	Resignation	06/26/18
Deborah Rozmerski	P/T Bus Monitor	Glen Gardner	Resignation	06/10/18
Falony Lewis	P/T Bus Driver	West Orange	Resignation	06/20/18
Fedson Lovaincy	P/T Bus Driver	West Orange	Resignation	06/20/18
Thomas Bill	Counselor	West Amwell	Resignation	06/25/18

12 appoint Hillary Cussen as Environmental Club Advisor for Hunterdon County Vocational School District at a stipend of \$2000 for the 2018 - 2019 school year.

13 approve Hillary Cussen for curriculum / program development at an hourly rate of \$40 per hour, for up to 200 hours effective July, 1, 2018 through June 30, 2019.

14 approve Heidi Gara, Assistant School Business Administrator an annual rate of \$12,000 to provide Business Administrative services to Milford Public School effective July 1, 2018 through June 30, 2019

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 Administrator	NJ Council of County Vocational Technical Schools	07/25/2018	\$85.00
Teacher	Project Lead the Way	07/09/2018	\$2,400.00

XIV SUPERINTENDENT CONTRACT

A approve Marie Gorey Kisch, Superintendent 5-year contract with initial salary of \$165,000 and a 2.5% increase, effective July 1st of each subsequent year.

XV UNFINISHED BUSINESS

XVI NEW BUSINESS

A Linda Ubry moved, seconded by Joseph Somers to approve Hunterdon County Camera Club using HCESC facility monthly at a rate of \$5.00 per meeting

Respectfully submitted by


Corinne Steinmetz
Board Secretary