

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
November 14, 2017
Minutes**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, November 14, 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 is also posted in the Board Office and a copy has been sent to the county office

II. ROLL CALL

BOARD MEMBERS

Jason Komegay (LEBANON TWP) VICE PRESIDENT
Seth Cohen (CLINTON BORO/GLEN GARDNER)
Laurie Markowski (FLEMINGTON RARITAN REG)
Joseph Somers (HOLLAND)

Kevin Gilman (HUNTERDON POLYTECH)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD)
Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Gorey (SUPERINTENDENT)
Nisha Murray 4:17 PM

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER - Jason Kornegay

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

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

V. APPROVAL OF MINUTES

A Joseph Somers moved, seconded by Seth Cohen to approve the October 3, 2017 Board of Directors meeting minutes, respectfully submitted by the Board Secretary

MOTION APPROVED with Cheryl Filler, Laurie Markowski and Kevin Gilman abstaining

4:17 Nisha Murray arrives

VI. FINANCIAL REPORTS

Joseph Somers moved, seconded by Seth Cohen to:

- A approve the line item transfers and budget appropriations for the period of October 2017 (Adj #89 - 126)
- B approve the unaudited October 2017 Board Secretary Report

MOTION APPROVED with Laurie Markowski abstaining

VII. LIST OF BILLS

A Donna Herbel moved, seconded by Cheryl Filler to approve the following list of bills:

1	October 2017 Payroll	\$1,139,992.81	Payroll
2	October 2017	\$108,805.48	Hand checks
3	October 2017 Consultants	\$9,710.50	Payroll
4	November 2017 Consultants	\$9,769.50	Payroll
5	November 14, 2017 List of Bills	\$650,875.23	Computer Generated
6	November 14, 2017 List of Bills (ADDED)	\$16,323.72	Computer Generated
		<u>\$1,258,508.79</u>	

MOTION APPROVED with Laurie Markowski abstaining

VIII. CORRESPONDENCE/COMMUNICATION

- A October 2017 Teacher Assistant Newsletter
- B November 2017 Teacher Assistant Newsletter

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, November 10, 2017

X. SUPERINTENDENT'S REPORT

Welcome to Laurie Malkowski
Prof Development with Teacher Assistants
NJ School Boards
Co-Op Purchasing continues to grow
Milford Public School - BA Services

Joseph Somers moved, seconded by Seth Cohen to approve action items XA, XH, XI & XJ to:

A **ADMINISTRATION**

- 1 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

- B **SCHOOLS** (no action items)
- 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**

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

#	DISTRICT
465	Long Branch Board of Education
466	North Haledon, Borough of
467	Voorhees Board of Education
468	Ocean County Health Department
469	Penns Grove-Carneys Point Board of Education
470	Mendham Township Board of Education
471	Bridgeton Board of Education
472	Freehold Township Fire District #1
473	Stockton University

2 ratify the award of the following trades, as authorized at the October 3, 2017 Board of Directors meeting, effective November 2, 2017 through November 1, 2018 as follows:

HVAC Services #HCESC-SER-11A

Company	Counties Awarded	Rate per Hour/ Parts Markup %
Peterson Service Co.	Somerset, Hunterdon, Mercer, Middlesex, Burlington, Monmouth, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May	\$78.00/18%
Envirocon, LLC	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex & Morris	\$80.00/15%

Electrical Services #HCESC-SER-11B

Company	Counties Awarded	Rate per Hour/ Parts Markup %
Redmann Electric & Communications Co., Inc.	Bergen, Hudson, Passaic, Union & Morris	\$81.00/0%
Redmann Electric & Communications Co., Inc.	Essex, Somerset & Middlesex	\$83.00/0%
Redmann Electric & Communications Co., Inc.	Warren & Hunterdon	\$88.00/0%
Tatbit Co.	Sussex	\$84.00/0%

Plumbing Services #HCESC-SER-11C

Company	Counties Awarded	Rate per Hour/ Parts Markup %
Robert Griggs Plumbing & Heating	Union, Morris, Somerset, Hunterdon, Mercer & Middlesex	\$93.50/25%
DuMont Mechanical, Inc.	Essex & Passaic	\$149.00/21%
DuMont Mechanical, Inc.	Warren & Sussex	\$139.00/18%
Falsca Mechanical, Inc.	Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May	\$105.00/15%

Boiler Inspection - Cleaning & Repair #HCESC-SER-11D

Company	Counties Awarded	Rate per Hour/ Parts Markup %
Falsca Mechanical, Inc.	Mercer, Burlington, Monmouth, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May	\$84.40/15%
Manhattan Welding Co. Inc.	Bergen, Essex, Hudson, Passaic, Union, Warren, Morris, Somerset, Hunterdon & Middlesex	\$84.00/30%

Painting Services #HCESC-SER-11E

Company	Counties Awarded	Rate per Hour/ Parts Markup %
KBD Construction	All Counties	\$45.00/10%

General Construction Repairs & Carpentry Services #HCESC-SER11F

Grafas Painting Contractors, Inc. dba GPC, Inc.	All Counties	\$77.73/10%
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Pest Control Services #HCESC-SER-11G

Alliance Commercial Pest Control	All Counties	\$35.00/5%
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Quoted Routes - Morris ESC				September 1, 2017 - June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	
MHT1A	Morris Hills H.S.	Morris Hills	HCESC	\$219.50	
MHT1B	Morris Hills H.S.	Morris Hills	HCESC	\$231.86	
MHT1C	Morris Hills H.S.	Morris Hills	HCESC	\$242.24	
RVS01	Rockaway Valley School	Rockaway Valley	HCESC	\$221.02	

Glen Gardner Terminal

Contracted Routes				September 1, 2017 - June 30, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1824	Montgomery	Readington	Joy Transport	\$275.00	N/A
1827	ESC W. Amwell	Bethlehem, North Hunterdon	Joy Transport	\$275.00	N/A
1828	East Mt. Day	Bethlehem	Joy Transport	\$270.00	N/A

Quoted Routes				September 1, 2017 - February 2, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1838	Voorhees H.S.	North Hunterdon	First Student	\$232.00	N/A
1830	Garfield Park Academy	South Hunterdon	A-1 Limo	\$250.00	N/A
1834	Greenbrook Academy	E. Orange, N.H.	A-1 Limo	\$295.44	N/A
1836	Children's Day	H.C.	A-1 Limo	\$238.06	N/A
1850	North Hunterdon H.S.	North Hunterdon	A-1 Limo	\$174.58	N/A
1851	Voorhees H.S.	North Hunterdon	A-1 Limo	\$171.94	N/A
1832	ARC Kohler	Readington, Lebanon Boro	Alyft Transport	\$251.00	\$54.00

Addendum				September 1, 2017 - February 2, 2018	
Route#	Destination	Sending District	Contractor	Route Per Diem	Increase Route Per Diem
1727	Midland	H.C., Flem-Rar.	Joy Transport	\$421.25	\$34.50
1832	ARC Kohler	Readington, Lebanon Boro	Alyft Transport	\$251.00	\$17.37

- 9 rescind the following motion, 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
MS	North Hunterdon HS to CTMS Math	HCESC	\$2,888.64	N/A

- 10 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
Math 1	Round Valley MS to CTMS	HCESC	\$5,850.00	N/A
SPKAM1	Spruce Run School	HCESC	\$9,944.14	N/A

MOTIONS APPROVED

Donna Herbel moved, seconded by Kevin Gilman to approve action items XK and XL 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
Meaghan O'Neill	Part Time Teacher Assistant	FRRSD	\$15.75/hour	09/01/2017
Stephen Caputi	Part Time Teacher Assistant	ESC West Amwell	\$15.75/hour	09/01/2017
Laura Steiner	Home Instructor (as needed)	Department of School Services	\$33.00/hour	09/18/2017
Catherine Parker	Part Time Bus Monitor	West Orange	\$14.75/hour	09/25/2017
Rachel Devlin	Part Time Teacher Assistant	FRRSD	\$15.75/hour	10/10/2017
Sugelys Mendez-Pineiro	Part Time School Bus Driver	West Orange	\$20.50/hour	10/04/2017
Danielle Chemidlin	Office Manager	ABE	\$32,000 (prorated)	10/09/2017
Michelle Cirotti	Part Time Teacher Assistant	Lebanon Twp	\$15.75/hour	10/10/2017
Laurie Oleniacz	Part Time Teacher Assistant	HCVRSD	\$15.75/hour	10/10/2017
Kristen Poleski	Part Time Teacher Assistant	FRRSD	\$15.75/hour	10/10/2017
Kevin Hargrove	Part Time Bus Monitor	West Orange	\$14.75/hour	10/16/2017
Jean Louis	Part Time Bus Driver	West Orange	\$20.50/hour	10/23/2017
Wilner Pierreville	Part Time Bus Driver	West Orange	\$20.50/hour	11/07/2017
Michael Pierce	Part Time School Bus Drive	Glen Gardner	\$21.50/hour	11/08/2017
Etzer SaintLouis	Part Time School Bus Drive	West Orange	\$20.50/hour	11/13/2017
Laurie Browne	Administrative Ass't (12 month)	Department of School Services	\$41,500 (prorated)	11/27/2017
Kelly Ruffa	Part Time Teacher Assistant	FRRSD	\$15.75/hour	11/20/2017

- 2 approve a 2017-2018 stipend of \$2000.00 (prorated) for Paraprofessional Liaison for Susan Eberle effective October 1, 2017

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Karen Smith	Part Time Teacher Assistant	FRRSD	Medical	10/25/2017-11/08/2017 (10 days paid; 1 day unpaid)
Marianne Gallo	Part Time Teacher Assistant	FRRSD	Medical	11/06/2017 - 12/15/2017 (16.5 days paid; 9.5 days unpaid)
Theresa Calabrese	Part Time Teacher Assistant	FRRSD	NJFLA	11/28/2017-12/05/2017 (6 days paid)

**pending completion of required paperwork*

- 4 Amend the following Leave of Absence approved at the October 3, 2017 Board of Directors' meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Karolina Cywa	Payroll Administrator	Business Office	FMLA	09/09/2017 - TBD (paid)
to				
Karolina Cywa	Payroll Administrator	Business Office	FMLA	'09/2017 - 10/12/2017 (paid)

5 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Catherine Parker	Part Time School Bus Driver	West Orange	Resignation	09/25/2017
Monique Carter	Part Time School Bus Driver	West Orange	Resignation	10/18/2017
Nancy Berger	Part Time Teacher Assistant	FRRSD	Termination	10/23/2017
Michele Smith	Part Time Teacher Assistant	FRRSD	Resignation	11/03/2017
Jacqueline Larsen	Part Time Teacher Assistant	FRRSD	Resignation	11/10/2017
Pamela Cuning	Director of School Services	Administration	Retirement	12/29/2017

- 6 approve revised job description for Administrative Assistant for Department of School Services (ATTACHMENT)

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>
ABE Teacher	Adult/Pediatric First Aid/CPR/AED	10/10/17	\$113.00
Counselor	Breaking Barriers	10/25/17	\$50.00
Director of Education	NJPSA Special Services Director's Toolkit	11/03/17	\$149.00
Network Administrator	Google Educator Training	11/13/17	\$250.00
Technician Level II	AWS Technical Essentials	11/14/17	\$650.00
Payroll Administrator	Payroll Fundamentals	12/07/17	\$100.00
ABE Teacher	First Aid/CPR/AED Instructor Certification	12/07/17 and 12/08/17	\$300.00
School Business Admin Ass't to SBA	NJASBO Seminars	11/16/17; 11/29/17; 01/09/18; 01/23/18; 02/13/18; 03/06/18 and 05/16/18	\$475.00/per person
Ass't to SBA	Pension Wokshop	01/25/18	\$100.00
Payroll Administrator	Pension Wokshop	01/25/18	\$100.00
Network Administrator	NJASA Techspo	01/25/18 and 01/26/18	\$425.00 registration plus hotel

MOTIONS APPROVED

M **BENEFITS**

Seth Cohen moved, seconded by Cheryl Filler to:

- 1 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

- 2 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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MOTIONS APPROVED

XIII **UNFINISHED BUSINESS**

XIV **NEW BUSINESS**

XV **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

XVI **ADJOURNMENT**

Cheryl Filler moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action, the meeting adjourned at 4:28 pm.

Respectfully submitted by:

Corinne Steinmetz
SBA/Board Secretary