

VA

**Board of Directors Meeting
January 8, 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 that adequate notice has been published in the Hunterdon County Democrat and The Courier News. Notice is also posted in the Board office and a copy has been sent to the county office

II ROLL CALL

III CALL TO ORDER

At 4:15 pm at the HCESC Adult Basic Education Building at 8 Bartles Corner Road, Flemington, Board President Charles Miller called the meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

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

MOTION PASSED UNANIMOUSLY

V APPROVAL OF MINUTES

A Kevin Gilman moved, seconded by Joseph Somers to approve the December 4, 2018 Board of Directors Meeting minutes

MOTION PASSED, with Linda Ubry and Jennifer Sigler

VI FINANCIAL REPORTS

Jason Kornegay moved, seconded by Joseph Somers to:

- A approve the line item transfers and budget appropriations for the period of December 2018 (Adj #138-166)
- B approve the unaudited Board Secretary Report for December 2018
- C approve the audited Board Secretary Report for June 2018

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Jason Kornegay moved, seconded by Kevin Gilman to approve the following list of bills:

1	December 2018	\$1,053,428.99	Payroll
2	December 2018	\$17,499.15	Hand checks
3	January 8, 2019 List of Bills	\$963,591.40	Computer Generated
4	December 2018 Consultant	\$18,147.50	Payroll
		<u>\$2,034,519.54</u>	TOTAL

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

A December 2018 Teacher Assistant Newsletter

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, 1/8/19

X POLICY No Action Items

XI SUPERINTENDENT'S REPORT

Construction - Animal Science

- Reviewed change orders and rejected suggested change orders
- Planning meeting - informal review with township
- Recommend consolidating 3 properties
- Kickoff meeting with contractor
- Anticipate CO by March
- Animal health - CL identified in goats, working with VET and plan put in place for resolution
- New baby goats in location

4:26 Jennifer Giordano arrived

Jason Kornegay moved, seconded by Jennifer Sigler to approved Consent Agenda items XI A - L to:

A ADMINISTRATION

1 approve following change orders for Renovations to Barn Building (CONST 18-01), as follows:

CO 5	Permits	\$18,497.00
CO 6	Water line	\$8,728.71
CO 7	Crane for HVAC units (DuMott)	\$3,298.48
CO 8	Deduct for Keying	-\$160.00
CO 10	Electrical Extension	\$755.97

2 designate Corinne Steinmetz as Public Agency Compliance Officer (P.A.C.O.) for calendar year 2019

B SCHOOLS

C HOFFMANS CROSSING

D TECHNOLOGY

E ADULT BASIC EDUCATION

F PARAPROFESSIONALS

G LEASE PURCHASING

H PURCHASING

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

#	<u>DISTRICT</u>
531	Long Branch, City of

- 532 Hamilton, Township of (Atlantic)
- 533 Thomas Edison EnergySmart Charter School
- 534 Summit, City of

- 2 ratify the award of the General School Supply Bid #192, effective January 14, 2019 through January 13, 2020 to School Specialty and Kurtz Bros., as authorized at the December 4, 2018 Board of Directors Meeting
- 3 ratify the award of the Health/Sports Medicine Supply bid #193, effective January 14, 2019 through January 13, 2020 to School Health and Medco Supply, as authorized at the December 4, 2018 Board of Directors Meeting
- 4 ratify the award of the Musical Instruments-Equipment, Supplies, Repair & Conditioning bid #HCESC-CAT/SER-18-03, effective January 14, 2019 through January 13, 2021, as authorized at the December 4, 2018 Board of Directors Meeting
- 5 ratify the award of the Facility Maintenance bid #HCESC-CAT/SER-19-01, effective February 13, 2019 through February 12, 2021 with Bio-Shine, as authorized at the December 4, 2018 Board of Directors Meeting
- 6 renew the 16, 24 & 54 Passenger Bus bid #HCESC-Trans-17-01 with H.A. DeHart, effective January 13, 2019 through January 12, 2020 with no changes.
- 7 renew the 8 Passenger Full Size Van bid #HCESC-Trans-17C with DFFLM, LLC, effective December 19, 2018 through June 10, 2019, with no changes.

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

- 1 approve Joint Transportation Agreement with Denville Board of Education, effective December 10, 2018 through June 30, 2019:

Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Diem
179A	Valley View, Lakeview, St. Mary	Denville BOE	HCESC	\$238.07	N/A

- 2 approve Special education Transportation Routes, as listed:

Glen Gardner

Quoted Routes					November 5, 2018 - March 7, 2019	
Route #	Destination	Sending District	Contractor	Route Per Diem	Increase Route Per Diem	
1951T	Readington Middle School	Readington Twp.	Alyft Transport	\$252.00	N/A	

- 3 approve Interlocal Vehicle Sale Agreement with Paramus Board of Education, effective November 15, 2018, 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>
Felicia Silveira	Substitute School Bus Monitor	Glen Gardner	\$13.50/ Hour	12/3/2018
Melissa Minarik	P/T Teacher Assistant	Franklin Township	\$15.75/ Hour	12/11/2018

Joaquin Diaz	P/T School Bus Driver	West Orange	\$20.50/ Hour	1/2/2019
Letisha Nikels	P/T School Bus Monitor	West Orange	\$14.90/ Hour	1/2/2019
Vanessa Gentry	P/T Teacher Assistant	Polytech/ Lebanon	\$15.75/ Hour	1/7/2019
Taylor Woods	P/T Teacher Assistant	FRRSD	\$15.75/ Hour	1/8/2019
Kristen Poleski	P/T Teacher Assistant	FRRSD	\$15.75/ Hour	1/10/2019
Claudia Poco	P/T Teacher Assistant	Lebanon Twp	\$15.75/ Hour	1/14/2019
Martiis Daniel	P/T School Bus Driver	West Orange	\$20.50/ Hour	1/2/2019

***pending completion of required paperwork**

2 to amend the following appointment approved at the November 13, 2018 Board of Directors' Meeting:

Melissa Manks	P/T Teacher Assistant	FRRSD	Personal	10/30/2018 - 01/08/2019 (Unpaid)
to				
Melissa Manks	P/T Teacher Assistant	FRRSD	Personal	10/30/2018 - 03/11/2019 (Unpaid)

3 to amend the following appointment approved at the December 4, 2018 Board of Directors' Meeting:

Bárbara Breivik	P/T Teacher Assistant	Lebanon Township	Medical	11/13/2018 - 12/14/2018 (18 Days Paid)
to				
Barbara Breivik	P/T Teacher Assistant	Lebanon Township	Medical	11/13/2018 - 12/14/2018 (Paid) 12/17/2018 - 12/21/2018 (Unpaid)

4 Leaves of Absence (LOA)*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Jenice Jones	P/T School Bus Monitor	West Orange	Medical	12/10/2018 - 2/20/2018 (Paid) 12/21/2018 - TBD (Unpaid)
Lisa Parker	P/T School Bus Driver	West Orange	Medical	12/13/2018 - 02/13/2019 (Paid)
Sharon Kosensky	P/T School Bus Driver	Glen Gardner	Medical	12/10/2018 - 12/17/2018 (Paid)
Jean Anselme	P/T School Bus Driver	West Orange	Medical	01/03/2019 - 01/18/2019 (Paid)
Vladimir Etienne	P/T School Bus Driver	West Orange	Personal	12/17/2018 - 02/25/2019 (Unpaid)
Enith Zilat	P/T School Bus Driver	West Orange	Personal	12/14/2018 - 01/03/2019 (Unpaid)

Thomas Steele	P/T School Bus Driver	Glen Gardner	FMLA	12/10/2018 - 12/17/2018 (Paid)
Ana Flynn	Certified School Nurse	Hoffmans Crossing	FMLA	01/02/2019 - 01/08/2019 (Paid)

*pending completion of required paperwork

5 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Roula Gebran	P/T Teacher Assistant	FRRSD	Termination	12/10/2018
Yelitza Araujo	P/T Teacher Assistant	Holland Township	Termination	12/21/2018
Michelle Cirotti	P/T Teacher Assistant	Lebanon Township	Resignation	12/21/2018
Jean E. Louis	P/T School Bus Driver	West Orange	Resignation	11/30/2018
Ann Kay	P/T Teacher Assistant	FRRSD	Termination	01/11/2019

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>
Superintendent	NJASA/ Dealing with Difficult Employees	1/16/2018	\$149.00

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

- A Mid Year Budget Review completed with County Executive Superintendent and Business Administrator
- B HCESC hosting Payroll and Personnel meetings for member district staff to discuss hot topics

XIII NEW BUSINESS

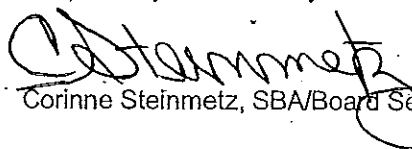
- A Feb 6, 2019 HCSBA meeting at Flemington Diner - Budgeting during a time of uncertain funding
- B Meeting - HCESC present services
- C Advocacy Institute information
- D Security discussion on law enforcement (resource office / class 3 officer) in districts

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Since there was no further action to be taken, the meeting adjourned at 5:54 pm.

Respectfully submitted by:


Corinne Steinmetz, SBA/Board Secretary