

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTOR MEETING  
February 4, 2020  
MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the Hunterdon ESC Adult Basic Education (ABE) Office, 8 Bartles Corner Road (Suite 205) Flemington.

**I OPEN PUBLIC MEETING STATEMENT**

This meeting is being 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 PRESENT**

Charles Miller (E AMWELL) - PRESIDENT	Joseph Somers (HOLLAND)
Seth Cohen (CLINTON BORO/GLEN GARDNER)	Kevin Gilman (HUNTERDON POLYTECH)
Mary Lyons (DELAWARE)	Donna Herbel (KINGWOOD)
Kari McGann (FLEMINGTON RARITAN REG)	Jennifer Sigler (UNION)

**ADMINISTRATION PRESENT**

Marie B. Gorey (SUPERINTENDENT)	Corinne Steinmetz (SBA/BOARD SECRETARY)
Christina Greaves (PARA PROFESSIONAL COORDINATOR)	Heidi Gara (ASST SBA)

**III CALL TO ORDER**

4:19 pm at the HCESC ABE Building at 8 Bartles Corner Road, Flemington, Board President, Charles Miller called the meeting to order  
The Board recesses until quorum is met  
4:25 pm the Board resumed to the meeting

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**V APPROVAL OF MINUTES**

Kevin Gilman moved, seconded by Donna Herbel to:

- A approve the January 7, 2020 Board Meeting Minutes
- B approve the January 7, 2020 Executive Session Board Meeting Minutes, no longer confidential matter
- C approve the following Executive Session Minutes, no longer confidential matter:
  - 1 June 4, 2019 Executive Session Minutes
  - 2 October 2, 2018 Executive Session Minutes

**MOTIONS APPROVED, as corrected - w/ Mary Lyons abstaining**

**VI FINANCIAL REPORTS**

Kevin Gilman moved, seconded by Jennifer Sigler to:

- A approve the line item transfers and budget appropriations for the period of January 1- 31, 2020 (Adj # 167-181)
- B approve the unaudited January 2020 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

A Joseph Somers moved, seconded by Kevin Gilman to approve the following list of bills:

1	January 2020	\$984,456.19	Payroll
2	January 2020	\$135,610.47	Hand checks
3	February 4, 2020 List of Bills	\$868,354.94	Computer Generated
4	February 4, 2020 List of Bills (ADDED)	\$14,188.58	Computer Generated
		<u>\$2,002,610.18</u>	TOTAL

**MOTION PASSED UNANIMOUSLY**

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**  
**BOARD OF DIRECTOR MEETING**  
**February 4, 2020**  
**MINUTES**

**VIII CORRESPONDENCE / COMMUNICATION**

- A February 2020 Co-op 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, did not meet

**X POLICY** No Action Items

**XI SUPERINTENDENT'S REPORT**

- Congratulations to Kris and Janine Boganski on the birth of their baby girl
- HCESC employee open house was held last month
- Congratulations to Janice Cannon on her retirement
- Hiring additional Paraprofessionals,
- Fraudulent purchasing activity identified. Individual utilized a fictitious email similar to hunterdonesc.com placed orders of \$75,000 - \$175,000 using fake school district purchase orders. FBI has been contacted and local school districts have been informed to be aware.
- Discussed mental health supports and initiatives
- Remediation of barn for incomplete construction items are in process

Joseph Somers moved, seconded by Seth Cohen to approve action items XI A through XI H to:

**A ADMINISTRATION**

- 1 designate Corinne Steinmetz as Public Agency Compliance Officer (P.A.C.O.) for calendar year 2020
- 2 approve 2020-21 Rates

**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
613	Clifton, City of
614	Camden, City of
615	Haledon Board of Education
616	Sussex County Technical School
617	Union County College

- 2 ratify the award for Health & Sports Medicine Supplies & Equipment bid #201, effective January 13, 2020 through January 13, 2021 to the lowest responsible bidder for various items to the following vendors;

School Health  
Performance Health Supply, Inc. dba Medco Supply

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTOR MEETING  
February 4, 2020  
MINUTES**

- 3 ratify the Science Supplies & Equipment bid #HCESC-CAT-20-02, effective February 11, 2020 through February 11, 2022 as follows;

School Specialty (Frey Scientific)	30% off Supplies, 10% off Furniture & Equipment
Thomas Scientific, LLC	Various Discounts per attachment

- 4 ratify the Athletic & PE Supplies & Equipment bid #HCESC-CAT-20-03, effective February 11, 2020 through February 11, 2022 as follows;

School Specialty (Sportime)	30% Discount off Supply Items, 10% Discount off Furniture
S&S Worldwide	20% Discount off Available Items
Performance Health Supply dba Medco Supply	25% off Medco Owned Brands 20% off Materials and Supplies 15% off Equipment and Furniture 12% off Athletic Tape, Athletic Trainer Kits and Bags
Riddell/All American	15% off Athletic Supplies 20% off Athletic Apparel
Metuchen Center Inc.	Various Discounts per Attachment
Flaghouse, Inc.	8% off Field & Court Equipment, Exergaming, Gymnastics & Heart Rate Monitors, 12% off General PE & Athletic
MFAC, LLC	8% off Track & Field, Cross Country, Strength & Conditioning & Weight Training

- 5 ratify the award for Art/Craft Supplies & Equipment bid #200, effective February 13, 2020 through February 13, 2021 to the lowest responsible bidder for various items to the following vendors;

Kurtz Bros  
School Specialty (Sax)  
W.B. Mason

**MOTIONS PASSED w/ Mary Lyons abstaining on X1 A2**

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

**J TRANSPORTATION**

Kevin Gilman moved, seconded by Donna Herbel to:

- 1 approve change in Route # from P17182 for Parental Contract, approved at the November 12, 2019 Board of Directors meeting, to:

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
CP1920	Center School	North Hunterdon	Ingrid Gonzalez	\$105.00	N/A

- 2 approve Special Education Transportation Contracted Routes, as listed:

Route#	Destination	Sending District	Contractor	Original Route Cost Per Diem	Aide Per Diem
1917	Allegro	North Hunterdon, Union Twp	Joy Transport	\$390.59	\$55.80

- 3 approve Special Education Transportation Quoted Routes, as listed:

Route#	Destination	Sending District	Contractor	Route Cost Per	Aide Per Diem
2034T	Winston Prep	North Hunterdon	Cassidy Trans.	\$236.00	
2035T	Hunterdon Central HS	Delaware Twp.	Cassidy Trans.	\$172.00	\$72.00
2030T	North Hunterdon HS	North Hunterdon	Cassidy Trans.	\$253.00	

- 4 provide Kareema Manuel training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective December 18, 2019

**MOTIONS PASSED UNANIMOUSLY**



**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTOR MEETING  
February 4, 2020  
MINUTES**

**K PERSONNEL**

Kevin Gilman moved, seconded by Jennifer Sigler to 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>
Dolores Radumski	P/T School Bus Monitor	FRRSD	\$15.75 / Hour	01/13/2020
Jean Jacques	P/T School Bus Driver	West Orange	\$21.77 / Hour	01/13/2020
Hannah Davis	P/T Teachers Assistant	FRRSD	\$15.75 / Hour	01/22/2020
Rebecca Reilly	P/T Teachers Assistant	FRRSD	\$15.75 / Hour	01/23/2020
Kelly Johnston	P/T Teachers Assistant	Clinton Public School	\$16.54 / Hour	01/27/2020
Ryan Emmert	Substitute Nurse	School Services	\$33.00 / Hour	01/27/2020
Barthelemy Alexandre	P/T School Bus Driver	West Orange	\$21.00 / Hour	01/30/2020
Caroline Sergison	P/T Teacher / Home Instruction	School Services	\$33.00 / Hour	02/04/2020
Gabrielle Pfitzner	P/T Instructor - 10 Months	Adult Basic Education	\$33,500.00 (Prorated)	02/14/2020
Samantha Perrotti	P/T Teachers Assistant	FRRSD	\$15.75 / Hour	02/18/2020

**2 to amend the following appointment as approved at the January 7, 2020 Board of Directors' Meeting:**

Mina Bahrami	P/T Instructor / 12 Month	Adult Basic Education	\$38,124.00 / Annual	01/16/2020
to				
Mina Bahrami	P/T Instructor / 12 Month	Adult Basic Education	\$40,481.62 / Annual	01/16/2020

**3 Leaves of Absence\***

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Salem Paul	P/T School Bus Driver	West Orange	Medical	1/21/2020 to 2/03/20 10 Days Paid
Kristine Bryer	P/T Teachers Assistant	FRRSD	NJFLA (Intermittent)	1/16/19 to TBD Up to 10 Days Paid
Marie Gorey	Superintendent	Administration	FMLA (Intermittent)	1/22/20 to TBD Up to 10 Days Paid
Deb Canonico	P/T Teachers Assistant	FRRSD	NJFLA (Intermittent)	2/3/20 to 6/30/20 Up to 10 days Paid
Clebert Delva	P/T School Bus Driver	West Orange	Medical	2/25/20 to 3/18/20 16 Days Paid

*\*pending completion of required paperwork*

**4 To Amend the following leaves of absence as approved at the December 3, 2019 Board of Directors' Meeting**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Janine Boganski	Teacher	School Services	Medical	1/20/20 to TBD 7.5 Days Paid
to				
Janine Boganski	Teacher	School Services	Medical	1/27/20 to TBD 7.5 Days Paid

**5 Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Jena Latriano	P/T Nurse	School Services	Resignation	01/01/2020
Juan Fabara	P/T School Bus Driver	West Orange	Resignation	01/15/2019
Douglas Rixinger	P/T Teachers Assistant	FRRSD	Resignation	01/24/2020

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTOR MEETING  
February 4, 2020**

**MINUTES**

Janice Cannon	P/T Speech Teacher	School Services	Retirement	02/01/2020
Mary Vanacore	P/T Teachers Assistant	FRRSD	Resignation	02/04/2020

**MOTIONS PASSED UNANIMOUSLY**

**L PROFESSIONAL DEVELOPMENT**

- 1 Seth Cohen moved, seconded by Jennifer sigler to 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.

Position	Workshop	Date	Cost
Office Manager	STS Annual Conference	3/26 - 3/27/2020	\$514.00
Office Manager	Bus Driver Safety Seminar	03/14/2020	\$20.00

**MOTIONS PASSED UNANIMOUSLY**

**XII UNFINISHED BUSINESS**

**XIII NEW BUSINESS**

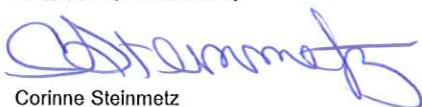
- A Discussion on available Educational presentations (value, cost, effectiveness and need)

**XIV CITIZENS ADDRESS THE BOARD**

**XV ADJOURNMENT**

Seth Cohen moved, seconded by Joseph Somers to adjourn the meeting. Since there was no further action to be taken, the meeting was adjourned at 5:12 pm

Respectfully submitted by:



Corinne Steinmetz