

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING
VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE
June 2, 2020
Minutes**

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 The Courier News. This notice is also posted on the HCESC website and a copy has been sent to the county office.

II ROLL CALL

BOARD MEMBERS PRESENT

April Abelman (ALEXANDRIA)	Jason Kornegay (HAMPTON)
Jennifer Giordano (BEDMINSTER)	Kevin Gilman (HUNTERDON POLYTECH)
Dr. Greg Farley (BETHLEHEM)	Donna Herbel (KINGWOOD)
Jennifer Kaltenbach (CLINTON TWP)	Jason Kornegay (LEBANON TWP)
Mary Lyons (DELAWARE)	Teresa Kane (MILFORD)
Charles Miller (E AMWELL)	Andrea Stein (TEWKSBURY)
Nicholas Diaz (FRANKLIN-HUNTERDON)	Jennifer Sigler (UNION)

ADMINISTRATION PRESENT

Marie B. Gorey (SUPERINTENDENT)	Corinne Steinmetz (SBA/BOARD SECRETARY)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)	Heidi Gara (ASST SCHOOL BUSINESS ADMINISTRATOR)
Fran Leddy (ABE COORDINATOR)	

III CALL TO ORDER

At 4:20 pm via virtual ZOOM platform Board Secretary, Corinne Steinmetz called the meeting to order

SUPERINTENDENT REPORT

Programs are up and running remotely:

School Services	
Adult Ed	
Thrive	Post age 21 Services
Technology	
CoOp Purchasing	Remote opening June 18, 2020
Transportation	Coordination and Services, Mechanics getting vehicles ready for inspection and reopening
	Reviewing options for reopening
	Electrostatic cleaning equipment
Lease purchasing	
Facilities	Closing out classes (HDVSD) following protocols
	Facility staff taking care of projects
Summer camp options being assessed	
Year end closeout in process	
Very proud of staff and their continued flexibility during a high intensity environment	
Implemented staff outreach/networking in effort to provide support each other	

IV BOARD OF DIRECTORS

A Representative Assembly/Board of Directors

1 Election of Board President

Board Secretary, Corinne Steinmetz opened the floor for nominations of Board President

Donna Herbel moved, seconded by Mary Lyons to nominate Charles Miller as President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board President

MOTION PASSED electing Charles Miller as Board President

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2 Election of Board Vice President

Board Secretary, Corinne Steinmetz opened the floor for nominations of Board Vice President

Charles Miller moved, seconded by Kevin Gilman to nominate Jason Kornegay as Vice President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board Vice President

MOTION PASSED electing Jason Kornegay as Board Vice President

3 Election Ballot for Board of Directors to be completed and returned to Corinne Steinmetz by June 10, 2020

B Committee Selection Form to be completed and returned to Corinne Steinmetz by June 10, 2020

V ANNUAL REPORTS

VI REORGANIZATION

Donna Herbel moved, seconded by Kevin Gilman to approve reorganization items as recommended by Superintendent, Marie Gorey for July 1, 2020 through June 30, 2021, to:

A APPROVAL OF POLICIES

approve the HCESC Policy Manual, located online at www.hunterdonesc.org (copy available in board office)

B LEGAL COUNSEL

appoint:

- 1 Comegno Law Group as legal counsel, at a rate of \$185.00/hour
- 2 Busch Law Group LLC as legal counsel for Cooperative Pricing Program and Purchasing, at a rate of \$170.00/hour
- 3 McManimon, Scotland & Baumann, LLC as legal counsel for purchase sale agreement/lease matters, at the following rates:

Attorney Fee	\$215 per hour
Paralegal	\$135 per hour
Facility Lease	\$15,000 plus \$1 per \$1,000 issued
- 4 New Jersey Schools Insurance Group - Personnel Hotline, at no cost
- 5 New Jersey Schools Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

- 1 appoint TD Bank as the official depository of the Commission
- 2 approve checks to be signed by two of the following three: Board President, Vice President and Superintendent
- 3 approve the use of electronic facsimile and /or stamped signatures

D ADVERTISEMENT

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times, Trenton Times, Star Ledger, Indeed.com and/or Njschooljobs.com

E INSURANCE

- 1 appoint Richland-Knowles Agency as the Commission's insurance broker for general liability, property and automobile insurance
- 2 appoint Brown and Brown as the Commission's insurance broker for health benefits
- 3 appoint Marsh USA Co. as the Commission's bonding agent for school transportation contracts, at a rate of \$10.00 per \$1,000.00 for bonds

F AUDIT

- 1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$25,375.00 (1.7% increase)

G PETTY CASH

- 1 authorize petty cash funds for Hunterdon Transportation Office and the HCESC Business and Administrative Office, each to be monitored by the Business Office, and each not to exceed \$100.00 per month for office incidentals

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H CONSTRUCTION

- 1 appoint USA Architects as architect of record

I APPOINTMENTS

- 1 appoint Corinne Steinmetz as Board Secretary
- 2 appoint Corinne Steinmetz as Custodian of Records
- 3 appoint Heidi Gara as alternate Board Secretary
- 4 appoint Heidi Gara as alternate Custodian of Records
- 5 appoint Christina Greaves, David Lutzky and Francine Leddy as Affirmative Action Officers
- 6 appoint Marie Gorey as ADA Compliance Officer
- 7 appoint Corinne Steinmetz as Public Agency Compliance Officer
- 8 appoint Ryan Tucker as Integrated Pest Management Coordinator
- 9 appoint Edwin Ashton as Hazardous Communications Coordinator
- 10 appoint Edwin Ashton as AHERA Coordinator
- 11 appoint Ryan Tucker as Right to Know Contact Person
- 12 appoint Edwin Ashton as Indoor Air Quality Designee
- 13 appoint Heidi Gara as Safety & Health Designee
- 14 appoint Nisha Murray as Attendance Officer
- 15 appoint Dennis Schiller as Anti-Bullying Specialist for the ESC Academy
- 16 appoint David Lutzky as District Anti-Bullying Coordinator
- 17 appoint Sarah Chittenden as District Homeless Education Liaison
- 18 appoint Nisha Murray as District State Testing Coordinator
- 19 appoint Dennis Schiller as Title IX Coordinator
- 20 appoint Dennis Schiller as Section 504 Officer
- 21 appoint Marie Gorey as School Safety Specialist
- 22 appoint Scott Richter as Licensed Water Operator for Hoffmans Crossing Campus

J PURCHASING

- 1 appoint Corinne Steinmetz as Qualified Purchasing Agent
- 2 authorize award of contracts according to Public Contracting Law (N.J.S.A. 18A:18A-1) as follows:

Bid Threshold	\$40,000.00
Quote Threshold	\$6,000.00

- 3 approve procurement of Goods and Services through State Contract, as follows:

<u>VENDOR</u>	<u>UP TO AMOUNT</u> <u>2019-2020</u>	<u>UP TO AMOUNT</u> <u>2020-2021</u>	<u>ITEMS</u>
Custom Bandag	\$35,000.00	\$35,000.00	Tires and Tubes
Dell	\$25,000.00	\$25,000.00	Equipment
Verizon Wireless	\$7,500.00	\$7,500.00	Cell Phones
Lowes	\$7,500.00	\$7,500.00	Supplies
Home Depot	\$15,000.00	\$15,000.00	Supplies

- 4 Pursuant to PL 2015, Chapter 47, the Hunterdon County Educational Services Commission Board of Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.217 et Seq.

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XIV SUPERINTENDENT'S REPORT

Kevin Gilman moved, seconded by Dr. Greg Farley action items XIV A & B to:

A ADMINISTRATION

- 1 authorize the Affirmative Action Officers, in conjunction with the Affirmative Action team, to conduct a needs assessment, to develop a Comprehensive Equity Plan, unless already developed, to implement the plan over a three year period and/or submit an annual progress report in the Quality Assurance Annual Report.
- 2 approve insurance renewal with New Jersey School Boards Association Insurance Group for 2020-21 school year at an annual amount of \$391,828, a decrease of \$37,196 (8.6%) compared to 2019-20 actual. Rate will be adjusted accordingly with additions and deletions to the policy coverage.

B SCHOOLS

- 1 approve the Doctor's Standing Order, as written and approved by the Hunterdon County Educational Services Commission school physician, Premier Family Medicine

MOTIONS PASSED UNANIMOUSLY

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

Mary Lyons moved, seconded by Jennifer Kaltenbach to approve action items XIV E & H to:

E ADULT BASIC EDUCATION

- 1 apply for Work First New Jersey Job Search, Job Readiness, Supported Work and Community Work Experience for Hunterdon County and Somerset County, in the amount of \$492,369, starting July 1, 2020 through 6/30/21, with option four (4) additional one (1) year renewals.
- 2 apply for Workforce Learning Link for Hunterdon County and Somerset County in the amount of \$65,000, starting July 1, 2020 through 6/30/2021, with option four (4) additional one (1) year renewals

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
629	Maywood Board of Education
630	Long Beach, Township of
631	Mountainside Board of Education
632	Atlantic Highlands, Borough of
- 2 authorize Administration to award the Mechanical & Electronic Door Locking Systems, Doors & Related Products bid #203
- 3 authorized Administration to award the Indoor/Outdoor Signs & Graphics bid #HCESC-Ser-20-05r
- 4 renew the Multi-Purpose Transportation Vehicles bid #HCESC-Trans-19-11, effective June 26, 2020 through June 25, 2021 with no changes
- 5 renew the Comprehensive Safety & Security System bid #HCESC-Tech-17-01, effective July 21, 2020 through July 20, 2021 with no changes
- 6 renew the Chromebook Refurbishment Parts & Accessories bid #HCESC-19-10, effective July 1, 2020 through June 30, 2021 with no changes
- 7 authorize Administration to award the Food Service Supplies & Equipment bid #HCESC-Cat-20-09
- 8 authorize Administration to award the Appliance Repair, Maintenance & Installation Services bid #HCESC-Ser-20-10

MOTIONS PASSED UNANIMOUSLY

I DEPARTMENT OF SCHOOL SERVICES No Action Items

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J TRANSPORTATION

No Action Items

Kevin Gilman moved, seconded by Donna Herbel to approve action items XIV K, L & M to:

K PERSONNEL

approve the following personnel items, as recommended by the Superintendent:

- 1 approve employment contract for Corinne Steinmetz, School Business Administrator, with an annual salary of \$134,824.61 effective July 1, 2020 through June 30, 2021, as approved by the Interim Executive County Superintendent
- 2 approve employment contract addendum for Corinne Steinmetz, School Business Administrator, with an annual amount of \$30,000.00 effective July 1, 2020 through June 30, 2021, for shared services with HCVSD as approved by the Interim Executive County Superintendent
- 3 **Leaves of Absence***

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Andrea Lorenzi	P/T Teachers Assistant	Clinton Public School	NJ Cares Act	5/13/2020

**pending completion of required paperwork*

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.

Position	Workshop	Date	Cost
Business Administrator	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100
Assistant Business Administrator	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100
Administrative Assistant	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100
Payroll Administrator	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100

M BENEFIT RENEWAL

- 1 approve Medical and Prescription Benefit plans for the 2020-2021 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect up to 7% increase over 2019-2020 rates, and with an employee contribution rate of 1.5% of salary or a percentage of premium as per statute, whichever is higher:

Employees eligible on or before June 30, 2013	
	Horizon Omnia Monthly Premium paid by HCESC
Single	\$882.18
Parent/Children	\$1,465.19
Employee/Spouse	\$1,942.91
Family	\$2,625.55

Employees eligible July 1, 2013 or after	
	Horizon Omnia Monthly Premium paid by HCESC
Single	\$882.18
Parent/Children	\$1,027.93
Employee/Spouse	\$1,147.36
Family	\$1,318.02

- 2 approve the following optional benefit plan available to employees at their own expense beyond costs above:

Horizon HDHP	Horizon POS	Horizon DA
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- 3 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits in an annual amount of \$500 (prorated) upon required proof of coverage. Payout will be made through payroll, paid to employee in equal installments each pay.

MOTIONS PASSED UNANIMOUSLY

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XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Kevin Gilman moved, seconded by Donna Herbel to adjourn the meeting at 5:12 pm

MOTIONS PASSED UNANIMOUSLY

Respectfully submitted by:

CSteinmetz

Corinne Steinmetz

School Business Administrator / Board Secretary