

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTORS MEETING  
VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE  
June 30, 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**

Seth Cohen (CLINTON/GLEN GARDNER)  
Mary Lyons (DELAWARE)  
Charles Miller (E AMWELL)  
Joseph Somers (HOLLAND)

Kevin Gilman (HUNTERDON POLYTECH)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)  
Jennifer Sigler (UNION)

**ADMINISTRATION PRESENT**

Marie B. Gorey (SUPERINTENDENT)  
Christina Greaves (PARAPROFESSIONAL COORDINATOR)

Heidi Gara (ASST SCHOOL BUSINESS ADMINISTRATOR)

**III CALL TO ORDER - FLAG SALUTE**

At 4:16 pm via virtual ZOOM platform Board Secretary, Charles Miller called the meeting to order

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS NONE**

**V APPROVAL OF MINUTES**

A Mary Lyons moved, seconded by Kevin Gilman to approve Representative Assembly Board Minutes June 2, 2020, as submitted by Board Secretary

**VI FINANCIAL REPORTS**

Kevin Gilman moved, seconded by Joseph Somers to approve action items VI A & B to:

- A approve the line item transfers and budget appropriations for the period of June 1-29, 2020 (Adj # 254-288)
- B approve the unaudited May 2020 Board Secretary Report
  - 1 Fund 10, Fund 20 & Fund 40
  - 2 Fund 60 & Fund 80
  - 3 Cash Report

**VII LIST OF BILLS**

A Donna Herbel moved, seconded by Mary Lyons to approve the following list of bills:

1	June 1-26, 2020 Handchecks	\$198,899.50	Hand checks
2	June 15, 2020	\$2,545.00	Consultants
3	June 29, 2020	\$788,394.82	Computer Generated
4	June 2020	\$1,074,718.82	Payroll
5	June 30, 2020	\$1,790.00	Consultants
		<u>\$2,066,348.14</u>	<u>TOTAL</u>

**VIII CORRESPONDENCE / COMMUNICATION NONE**

**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**

Ms. Gorey reported that the ESC met it's goal to maintain staff during COVID-19 closure through the end of the fiscal year. Currently working on transportation for fall, we will be providing transportation in some capacity. Continuing with redesign if the water system in compliance with the DEP. We have held multiple virtual bid opening this month.

Jennifer Sigler moved, seconded by Joseph Somers to approve action items XI A, B & C to:

**A ADMINISTRATION**

- 1 approve the following resolution increasing the bid threshold amount effective July 1, 2020:  
WHEREAS, Corinne Steinmetz, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;  
WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent , from \$40,000 to \$44,000, effective July 1, 2020;

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NOW, THEREFORE BE IT RESOLVED that the Hunterdon County Educational Services Commission, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Corinne Steinmetz, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

**B SCHOOLS**

- 1 approve School Nutrition Procurement Procedures, form 326
- 2 approve School Nutrition Code of Conduct for Procurement, form 327

**C HOFFMANS CROSSING**

- 1 approve professional services contract with Agra Environmental and Laboratory Services for VSWS licensed operator services and water systems management services as described for PWSID # NJ1019309
 

VSWS Operator and Management Services	\$175.00 / month
Water Treatment Consultation (as needed)	\$75.00 / hour
Emergency Call-Ins (as needed)	\$95.00 / hour

**D TECHNOLOGY**                      No Action Items

**E ADULT BASIC EDUCATION**

- 1 Kevin Gilman moved, seconded by Jennifer Sigler to approve application for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of \$451,944, starting July 1, 2020 and ending June 30, 2021

**F PARAPROFESSIONALS**                      No Action Items

**G LEASE PURCHASING**                      No Action Items

Jennifer Sigler moved, seconded by Joseph Somers to approve action items XI H1 & H2 to:

**H PURCHASING**

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

#	<u>DISTRICT</u>
633	Team Academy Charter School
634	Orange Township, City of
635	Middlesex Board of Education
636	Randolph, Township of
637	Gloucester County Improvement Authority
638	Clementon Board of Education
- 2 authorize Administration to award the Physical Security Products bid #HCESC-Cat-20-11

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

**J TRANSPORTATION**                      No Action Items

Kevin Gilman moved, seconded by Jennifer Sigler to approve action item XI K 1-10 to:

**K PERSONNEL**

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

- 1 to approve employment contract addendum for Heidi Gara, Assistant School Business Administrator, for an annual additional amount of \$18,000.00 for School Business Administrator Services to East Amwell School District, effective July 1, 2020 through June 30, 2021
- 2 to approve Adult Programs and Services Meeting Rate of \$26.00/Hour for Part/Time Hourly Instructors
- 3 to approve Home Instruction Rate of \$33.00 / Hour
- 4 to approve a stipend of \$5000 for Claudio Argemi, Technician Level II for system administration duties as assigned 7/1/20-6/30/21
- 5 to approve a stipend of \$2500 for Brian Bussard, Caretaker, for weekend animal care for the period July 1, 2020 through June 30, 2021

**6 APPOINTMENTS**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Demetria Sahijuan	School Bus Monitor	FRRSD	\$16.00/Hour	09/01/2020
Robert Nusbaum	Interlocal Sales/Transportation	Hoffmans Crossing	\$57,323.12	07/01/2020
Amy Silveria	Administrative Assistant	Glen Gardner	\$30,000.00	09/01/2020

\*pending completion of required paperwork

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7 Ammendments

to amend the following appointment approved at the June 5, 2020 Board Of Directors Meeting

Brian Bussard	Caretaker	Hoffmans Crossing	32,306.72	07/01/2020
to				
Brian Bussard	Caretaker	Hoffmans Crossing	32,756.72	07/01/2020

8 Resignations / Retirements / Terminations

<u>Name</u>	<u>Positlon</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Jean Nicholas Paul	School Bus Monitor	West Orange	Resignation	6/30/2020
Pamela Barrick	Teacher Assistant	FRRSD	Retirement	6/30/2020

9 to approve 2020-2021 10 Month Transportation Staff Renewals

10 to approve Summer Staff Appointments

L PROFESSIONAL DEVELOPMENT No Action Items

XII UNFINISHED BUSINESS NONE

XIII NEW BUSINESS NONE

XIV CITIZENS ADDRESS THE BOARD NONE

XV ADJOURNMENT

Joseph Somers moved, seconded by Kevin Gilman to adjourn the meeting at 4:34 pm

**MOTIONS PASSED UNANIMOUSLY**

Respectfully submitted by:

*Heidi Gara*

Heidi Gara  
 Assistant School Business Administrator / Board Secretary

