

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
 REPRESENTATIVE ASSEMBLY MEETING
 March 3, 2020
 MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Califon Campus: 37 Hoffmans Crossing Road Califon, NJ 07830

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 Hunterdon County Democrat and The Courier News. This notice was also posted in the Board office and a copy was sent to the county office.

II ROLL CALL

BOARD MEMBERS PRESENT

Seth Cohen (CLINTON BORO/GLEN GARDNER)
 Jennifer Kaltenbach (CLINTON TWP)
 Mary Lyons (DELAWARE)
 Charles Miller (E AMWELL) - PRESIDENT
 Nichoas Diaz (FRANKLIN-HUNTERDON)
 Adam Blackburn (FRENCHTOWN)
 Jason Kornegay (HAMPTON)
 Gregory Hobough (HIGH BRIDGE)

Kevin Gilman (HUNTERDON POLYTECH)
 Donna Herbel (KINGWOOD)
 Jason Kornegay (LEBANON TWP) VICE PRESIDENT
 Teresa Kane (MILFORD)
 Andrea Stein (TEWKSBURY)
 Jennifer Sigler (UNION)
 Dr. Greg Farley (BETHLEHEM)
 Joseph Somers (HOLLAND)

ADMINISTRATION PRESENT

Marie B. Gorey (SUPERINTENDENT)
 Christina Greaves (PARAPROFESSIONAL COORDINATOR)
 Dennis Balodis (LEASE PURCHASING)
 Dennis Schiller (VICE PRINCIPAL)
 Doreen Pirozzi (CO-OP PURCHASING)
 Ed Ashton (TECHNOLOGY)
 Fran Leddy (ABE COORDINATOR)

Corinne Steinmetz (SBA/BOARD SECRETARY)
 Heidi Gara (ASST SBA)
 Nancy Szymanski (TRANSPORTATION DIRECTOR)
 Nisha Murry (PRINCIPAL)
 Ryan Tucker
 Scott Cahill (ASST TRANS DIRECTOR)

III CALL TO ORDER - FLAG SALUTE

At 4:25 pm in the greatroom of the HCESC 37 Hoffmans Crossing Road Califon, Board President, Charles Miller called the meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Jennifer Sigler moved, seconded by Donna Herbel to adopt the agenda

MOTION PASSED UNANIMOUSLY

V APPROVAL OF MINUTES

A Kevin Gilman moved, seconded by Jennifer Sigler to approve the February 4, 2020 Board Meeting Minutes

MOTION PASSED, with Teresa Kane abstaining

VI FINANCIAL REPORTS

A Kevin Gilman moved, seconded by Seth Cohen to approve the line item transfers and budget appropriations for the period of February 1-29, 2020 (Adj # 182-203)

MOTION PASSED w/ Adam Blackburn abstaining

VII LIST OF BILLS

A Jason Kornegay moved, seconded by Jennifer Sigler to approve the following list of bills:

1	February 2020	\$1,127,643.76	Payroll
2	February 2020	\$117,404.56	Hand checks
3	February 14, 2020	\$4,112.00	Consultants
4	March 3, 2020 List of Bills	\$854,703.68	Computer Generated
		<u>\$2,103,864.00</u>	TOTAL

MOTION PASSED w/ Adam Blackburn abstaining

VIII CORRESPONDENCE / COMMUNICATION

IX COMMITTEE MEETINGS

- | | |
|---------------------------------------|---------------------------|
| A Building and Grounds, did not meet | E Personnel, did not meet |
| B Programs and Services, did not meet | F Finance, did not meet |
| C Public Relations, did not meet | G Executive, did not meet |
| D Policy, did not meet | |

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X POLICY No Action Items

XI SUPERINTENDENT'S REPORT

Superintendent Marie Gorey welcomed everyone and thank both the Board and program managers for their attendance

Program Managers introduced themselves

Presentation of HCESC Programs & Services and 2020-21 Budget, by Marie B. Gorey, Superintendent and Corinne Steinmetz, School Business Administrator

A ADMINISTRATION

1 Donna Herbel moved, seconded by Kevin Gilman to approve 2020-21 Budget, as presented:

FUND 10	OPERATING	\$850,000.00
FUND 20	GRANT PROGRAMS	\$800,000.00
FUND 40	DEBT SERVICE	\$350,000.00
FUND 60	ENTERPRISE	\$23,965,000.00
FUND 80	COUNTY PROGRAMS	\$160,000.00
TOTAL BUDGET		\$26,125,000.00

MOTION PASSED UNANIMOUSLY

At 5:17 pm Andrea Stein left

Jennifer Sigler moved, seconded by Jason Kornegay to move action items XI A2-4:

- 2 WHEREAS, The Hunterdon County ESC Board of Education established a maximum travel expenditure amount for the 2019-2020 school year of \$25,000. To date \$13,815 has been expended; be it
 RESOLVED, That the Hunterdon County ESC Board of Education established a maximum travel expenditure amount for the 2020-2021 school year of \$30,000
- 3 establish for the 2020-21 school year a maximum travel expenditure amount per employee as described in N.J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); at the NJOMB mileage reimbursement rate, whereas, all staff, as authorized by the Superintendent, is approved for annual attendance at regularly scheduled professional meetings with no additional cost to the board; therefore be it resolved, the Board of Education approves annual maximum travel expenditure amount, as follows:

Technology Department	\$1,000.00
Maintenance Department	\$1,000.00
School Services Department	\$1,000.00

- 4 contract with Crew Engineers Inc. for Professional Engineering Services at cost not to exceed \$39,500 for engineering and consulting services for new water treatment system located at HCESC 43 Hoffmans Crossing Road, per N.J.S.A. 18A:18A-5a(1); professional services.

MOTIONS PASSED UNANIMOUSLY

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

Jason Kornegay moved, seconded by Kevin Gilman to:

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

#	<u>DISTRICT</u>
618	Logan Township Municipal Utilities Authority
619	South Bergen Jointure Commission
620	Atlantic City Municipal Utilities Authority
621	Cape May County Technical School
622	Wayne, Township of
623	Jersey City Redevelopment Agency

- 2 renew the Technology Supplies & Equipment bid #HCESC-CAT-18-02, effective April 16, 2020 through April 16, 2021 with no changes
 3 renew the Abigail's Law Compliant Sensor System & Accessories bid #HCESC-Trans-18A, effective March 12, 2020 through March 11, 2021 with no changes
 4 renew the Water Testing Services bid #HCESC-SER-19-05, effective May 1, 2020 through May 1, 2021 with no changes

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- 5 renew the Small Ticket Tax-Exempt Lease Purchase bid #HCESC-18/19-TELP, effective April 1, 2020 through April 1, 2021 with no changes
- 6 charge Holland Township BOE a 4% Administrative Fee to prepare 20/21 supply orders
- 7 award the Bus Parts & Repairs bid #HCESC-Trans-20-04, effective March 16, 2020 through March 16, 2022 as follows:

H.A. DeHart & Son, Inc.	Thomas Bilt Parts - 25% off List-OEM, 20% off List-Non OEM Thomas Bilt Labor - \$105/Hour All Counties
Bucks County International, Inc.	International Parts - 40.5% off List-OEM, 28% off List-Non OEM International Labor - \$100/Hour Mercer, Burlington & Middlesex
BCI Truck Inc.	International Parts - 40.5% off List-OEM, 28% off List-Non OEM International Labor - \$100/Hour Sussex, Warren, Somerset & Hunterdon

- 8 authorize Administration to award the Cosmetology Supplies & Equipment bid #HCESC-CAT-20-08

MOTIONS PASSED w/ Mary Lyons abstaining from XI H5

I DEPARTMENT OF SCHOOL SERVICES

No Action Items

J TRANSPORTATION

Jason Kornegay moved, seconded by Jennifer Sigler to:

- 1 approve Coordinated Transportation Agreement for the 2019-2020 School Year:
 Department of Children and Families , OOE
 Bridgewater Raritan BOE
 Hamilton Township Board Of Education
- 2 provide Ashley James training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective February 3, 2020
- 3 provide Lisa Cranford training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective February 6, 2020
- 4 provide Louis Desronvil training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective February 10, 2020
- 5 approve Interlocal Vehicle Sale Agreement with Bergen County Special Services Board of Education, effective February 19, 2020, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 6 approve Interlocal Vehicle Sale Agreement with Kinnelon Board of Education, effective February 20, 2020, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price

MOTIONS PASSED UNANIMOUSLY

Kevin Gilman moved, seconded by Jason Kornegay to approve action items XI K & XI L to:

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>
Victoria Szymanski	P/T Home Instruction Teacher	School Services	\$33.00 / Hour	02/10/2020
Brigid Casey	P/T Teachers Assistant	FRRSD	\$15.75 / Hour	02/10/2020
Tracy MacDonald	P/T Bus Monitor	FRRSD	\$15.75 / Hour	02/10/2020
Mayan Barkel	P/T Teacher Assistant	Lebanon Borough	\$15.75 / Hour	02/18/2020
Joline Lominy	P/T School Bus Driver	West Orange	\$20.50 / Hour	02/18/2020
Hanan Attiyah	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	02/24/2020

2 Leaves of Absence*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Kristopher Boganski	Teacher	School Services	FMLA/NJFLA Intermittent Leave (Up to 10 Days Paid)	01/27/20 to TBD
Andrea Coleman	P/T Teacher Assistant	FRRSD	NJFLA (10 Days Paid)	02/26/2010 to TBD
Bernadette Neuhauser	P/T Teacher Assistant	FRRSD	NJFLA (10 Days Paid)	02/24/20 to TBD

**pending completion of required paperwork*

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3 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Jerri Anne Jasinski	P/T Teacher Assistant	Bethlehem @ CPS	Resignation	03/13/2020
Yelitza Araujo	P/T Teacher Assistant	Holland Township	Resignation	03/13/2020

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>
Office Manager/Dispatcher	STS Bus Safety Class	3/14/2020	\$20.00
Payroll Administrator	NJASBO Purchasing	3/19/2020	\$100.00
Superintendent	Women's Leadership Conference	3/26-27,2020	\$389 Plus Hotel
SBA	Women's Leadership Conference	3/26-27,2020	\$389 Plus Hotel
Asst BA	Women's Leadership Conference	3/26-27,2020	\$389 Plus Hotel
Payroll Administrator	NJASBO Audit Review	04/28/2020	\$100.00
Payroll Administrator	NJASBO Admin Asst Program	05/12/2020	\$100.00
Educational Coordinator	NJALL Conference	05/15/2020	\$100.00
Teacher	NJALL Conference	05/15/2020	\$100.00
Teacher	NJALL Conference	05/15/2020	\$100.00
Instructional Aide	NJALL Conference	05/15/2020	\$100.00
SBA	NJASBO Conference	6/3-5,2020	\$275 Plus Hotel
Asst BA	NJASBO Conference	6/3-5,2020	\$275 Plus Hotel

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Jason Kornegay moved to adjourn the meeting. Since there was no further action items to discuss the meeting adjourned at 5:26 pm

Respectfully submitted by:

CSteinmetz

Corinne Steinmetz
 School Business Administrator / Board Secretary