

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE
May 5, 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 was also posted on the HCESC website and a copy has been sent to the county office.

II ROLL CALL

BOARD MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT	Joseph Somers (HOLLAND)
Jennifer Giordano (BEDMINSTER)	Kevin Gilman (HUNTERDON POLYTECH)
Dr. Greg Farley (BETHLEHEM)	Donna Herbel (KINGWOOD)
Seth Cohen (CLINTON BORO/GLEN GARDNER)	Teresa Kane (MILFORD)
Mary Lyons (DELAWARE)	Jennifer Sigler (UNION)
Kari McGann (FLEMINGTON RARITAN REG)	

ADMINISTRATION PRESENT

Marie B. Gorey (SUPERINTENDENT)	Corinne Steinmetz (SBA/BOARD SECRETARY)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)	Fran Leddy (ABE COORDINATOR)

III CALL TO ORDER - FLAG SALUTE

At 4:17 pm via virtual ZOOM platform Board President, Charles Miller called the meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS NONE

ADOPT AGENDA

Joseph Somers moved, seconded by Kevin Gilman to adopt the agenda

MOTION PASSED UNANIMOUSLY

V APPROVAL OF MINUTES

A Kevin Gilman moved, seconded by Jennifer Sigler to approve Representative Assembly Board Minutes March 3, 2020, as submitted by Board Secretary

MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Kevin Gilman moved, seconded by Jennifer Sigler to:

- A approve the line item transfers and budget appropriations for the period of March 1-31, 2020 (Adj # 205-219)
- B approve the unaudited February 2020 Board Secretary Report
 - 1 Fund 10, Fund 20 & Fund 40
 - 2 Fund 60 & Fund 80
 - 3 Cash Report
- C approve the unaudited March 2020 Board Secretary Report
 - 1 Fund 10, Fund 20 & Fund 40
 - 2 Fund 60 & Fund 80
 - 3 Cash Report
- D approve the line item transfers and budget appropriations for the period of February 29, 2020 (Adj # 204)
- E approve the line item transfers and budget appropriations for the period of April 1-30, 2020 (Adj # 220-238)
- F approve the unaudited April 2020 Board Secretary Report
 - 1 Fund 10, Fund 20 & Fund 40
 - 2 Fund 60 & Fund 80
 - 3 Cash Report

MOTIONS PASSED UNANIMOUSLY

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VII LIST OF BILLS

A Dr. Gregory Farley moved, seconded by Kevin Gilman to approve the following list of bills:

1	March 2020	\$1,101,440.31	Payroll
2	March 2020	\$10,058.14	Hand checks
3	March 13, 2020	\$5,993.00	Consultants
4	April 10, 2020 List of Bills	\$743,801.62	Computer Generated
5	April 10, 2020	\$4,953.00	Consultants
6	April 2020	\$998,698.76	Payroll
7	April 2020	\$197,549.21	Hand checks
8	May 5, 2020 List of Bills	\$477,623.11	Computer Generated
		<u>\$1,861,293.07</u>	TOTAL

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

- A March 2020 Teacher Assistant Newsletter
- B Remediation Services #HCESC-SER-19-12 bid available for disinfecting services

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, April 7, 2020

X POLICY No Action Items

XI SUPERINTENDENT'S REPORT

Marie B. Gorey discussed the following:

Executive Committee Meeting, April 7, 2020

COVID-19 Health Emergency closure:

- HCESC is stabilizing, adapting and readapting as necessary
- Planning for ESY opening as remote, in-person &/or hybrid model
- Staff will follow emergency preparedness of school/district assigned
- Continuing to deliver speech, counseling and CST services virtually
- Making decisions with information on hand and adjusting a guidance is provided
- Supporting school districts, keeping employees safe and continuing services
- Turned to remote formats on multiple platforms and in an expedient manner
- ABE fully remote (Title II program)
- THRIVE Program providing online model to clients
- Transportation:
 - Delivering meals daily
 - Vehicles are cleaned each day used
 - CDC cleaning process weekly
 - Transportation contracts
- Technology support services to districts
- Facilities locked down, only essential personnel has access. Tracking day, time and location of anyone entering building,

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Health safety precautions are followed and enforced to keep our staff and the districts we serve safe. Masks, gloves, social distancing and wiping down all surfaces is common practice

Admin team meets virtually every week

Subcommittees formed to start our reopening plan

Very proud of how our staff have risen to challenges faced with closure and virtual environment

Hunterdon County district superintendents and business administrators have been a true team. It is an honor to work among a collaborative group

County based re-entry plan discussed

American Enterprise Institute key points for reopening

Preparedness plan will be amended and submitted for board approval

A ADMINISTRATION

Donna Herbel moved, seconded by Kevin Gilman to:

- 1 ratify authorization for administration to continue payment of salaries to existing personnel and service providers while schools remain closed due to the coronavirus, as approved by executive committee April 7, 2020
- 2 approve the submission of grant application for the 2020 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC - West Sub Fund for the purpose of facility and security improvements, as described in the application in the amount of \$35,400 to be used during the 2020-21 school year.
- 3 approve 2020-21 12-Month Calendar

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

Dr. Gregory Farley moved, seconded by Kevin Gilman to:

- 1 ratify the approval of Executive Committee on April 7, 2020 to accept the following districts as members of the HCESC Purchasing Cooperative:

#	<u>DISTRICT</u>
624	Hampton Township Board of Education (Sussex)
625	Millville Board of Education
626	Somerville, Borough of
- 2 ratify the approval of Executive Committee on April 7, 2020 to extend the Technology Installation & Integration RFP #15/16-Tech-01 for an additional six (6) months, effective May 13, 2020 to November 13, 2020 due to the State of Emergency declared by Governor as a result of the Covid-19 virus.
- 3 accept the following districts as members of the HCESC Purchasing Cooperative:

#	<u>DISTRICT</u>
627	Milltown, Borough of
628	Brookdale Community College

MOTIONS PASSED UNANIMOUSLY

I DEPARTMENT OF SCHOOL SERVICES No Action Items

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J TRANSPORTATION

Joseph Somers moved, seconded by Jennifer Giordano to:

- 1 authorize administration to renegotiate transportation contracts in accordance with A3904/S2337 signed into law by Governor Murphy on April 14, 2020
- 2 authorize administration to renegotiate jointure agreements in accordance with A3904/S2337 signed into law by Governor Murphy on April 14, 2020
- 3 award sale of School Transportation Vehicles for Bid #20-04, to Shorter Tyme Transportation as follows:

West Orange Terminal

#	VIN	Year	Make/Model	Top Offer	Results
316	1BAAGCPA84F212772	2004	54P - BlueBird TC2000 Front Engine Transit-Style Bus	\$2,501.99	ACCEPT

- 4 purchase the following School transportation Vehicles, as negotiated, per 18A:18A-5b:

#	VIN	Year	Make/Model	Price	From District
317	4UZABRDU7FCFX0762	2015	54P - Thomas C2	\$45,000.00	Kinnelon Board of Education
100	4UZABRDU2JCJG1862	2018	54P - Thomas C2	\$75,000.60	Marion P. Thomas Charter School
101	4UZABRDU6JCJG1864	2018	54P - Thomas C2	\$75,000.60	Marion P. Thomas Charter School

- 5 authorize administration to advertise for Lease Purchase in 2020-21 Budget, for the above mentioned transportation vehicles in the amount of \$195,001.20
- 6 authorize administration to extend West Orange Transportation lease for one year, effective July 1, 2020 through June 30, 2021.

MOTIONS PASSED UNANIMOUSLY

K PERSONNEL

Kevin Gilman moved, seconded by Jennifer Giordano to approve the following personnel items, as recommended by the Superintendent:

- 1 to approve 2020 - 2021 staff renewals, as presented

Discussion: No Non Renewals

- 2 **Leaves of Absence***

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Ivette Shoemaker	Teachers Assistant	FRRSD	Personal	Starts 3/9/2020-3/13/2020 Unpaid

**pending completion of required paperwork*

- 3 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
LaTanya Irving	P/T School Bus Driver	West Orange	Resignation	03/10/2020

MOTIONS PASSED UNANIMOUSLY

L PROFESSIONAL DEVELOPMENT No Action Items

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

- A Discussed options for reopening
 - Alternating student attendance, may not be viable
 - Ultimately kids need to be in school
 - Evolving process
 - Transportation is key - need guidance
 - Regional, district input - not one size fits all
 - Health department needs to provide safety protocol

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XIV CITIZENS ADDRESS THE BOARD

- A ABE classes are provided virtually
- B Trive clients are adapting to virtual meetings
- C Teacher assistance are incorporated in with district assigned educational protocol

XV ADJOURNMENT

Jennifer Giordano moved to adjourn the meeting. Since there was not further business to discuss, the meeting adjourned at 5:15 pm

Respectfully submitted by:

CSteinmetz

Corinne Steinmetz

School Business Administrator / Board Secretary