

**Board of Directors Meeting  
EXECUTIVE COMMITTEE MEETING  
February 6, 2018  
Minutes**

An EXECUTIVE COMMITTEE meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, February 6, 2018

**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 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**

Charles Miller (E AMWELL), President  
Seth Cohen (CLINTON/GLEN GARDNER)  
Joseph Somers (HOLLAND)

Jason Kornegay, Vice President (LEBANON TWP)  
Laurie Markowski (FLEMINGTON RARITAN REG)  
Jennifer Sigler (UNION)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

**III. CALL TO ORDER**

4:16 pm at the HCESC ABE Building at 8 Bartles Corner Road, Flemington, Board President Charles Miller called the meeting to order  
Recess was called pending quorum  
4:23 pm return to public session. No quorum met, meeting to be held as Executive Committee, action items to be ratified at next meeting

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

Seth Cohen moved, seconded by Laurie Markowski to approve action items VA through XJ to:

**V. APPROVAL OF MINUTES**

A approve the January 9, 2018 Board of Directors meeting minutes, respectfully submitted by the Board Secretary

**VI. FINANCIAL REPORTS**

A approve the line item transfers and budget appropriations for the period of January (Adj #175 - 199)  
B approve the unaudited January 2018 Board Secretary Report

**VII. LIST OF BILLS**

A approve the following list of bills:

1	January 2018 Payroll	\$1,026,464.66	Payroll
2	January 2018	\$149,730.18	Hand checks
3	February 6, 2018 List of Bills	\$639,236.79	Computer Generated
		<u>\$1,176,194.84</u>	

**VIII. CORRESPONDENCE/COMMUNICATION**

1 January 2018 Teacher Assistant Newsletter  
2 January 2018 Cooperative Purchasing Newsletter

**VIX. 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, 2/6/18

**X. SUPERINTENDENT'S REPORT**

Deposit for Sale of West Amwell School was received; 45 day due diligence  
Facility Renovations  
Barn - Animal Science Shared-time program (Polytech)  
Small art's building to become life skills building

**Board of Directors Meeting  
EXECUTIVE COMMITTEE MEETING**

February 6, 2018

**Minutes**

- A ADMINISTRATION (no action items)
- 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
479	Independence, Township of
480	Hoboken, City of

2 ratify the award of the Custodial Supplies & Equipment Bid #189, effective February 5, 2018 through February 4, 2020, as authorized at the January 9, 2018 Board of Directors meeting, as follows:

All American Poly	American Pride Paper & Plastic	American Paper & Supply Co., dba American Paper Towel Co.
Bio-Shine, Inc.	Central Poly Corp.	Hillyard Delaware Valley Interboro Packaging
Unipak Corp.		

I DEPARTMENT OF SCHOOL SERVICES

1 contract with Gloria Albertali-Wenson, School Psychologist Consultant, at Board Approved Rate, effective February 7, 2018 through June 30, 2018, pending completion of required paperwork

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Watchung Borough Schools Board of Education, effective November 30, 2017, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 provide Oscar Frantz training for "S" and Air Brake endorsements, at a fee of \$300.00, effective January 12, 2018
- 3 provide Juan Fabara re-training for Class B CDL License with "S" and "P" endorsement, at a fee of \$400.00, effective January 24, 2018
- 4 approve Coordinated Transportation agreement, for the 2017 - 2018 School Year, for the following:  

Pt. Pleasant Borough School District	Newark Public Schools
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- 5 approve Special Education Transportation Routes, as listed:

Glen Gardner Terminal

a **Addendum to Routes - Coordinated Transportation** **January 23, 2018 - April 30, 2018**

Route#	Destination	Sending District	Contractor	Route Per Diem	Extra Trip
1501	Center School	Delaware Twp	Joy Transport		\$130.00

b **Quoted Routes - Coordinated Transportation** **January 30, 2018 - May 31, 2018**

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1857	Lakeland Andover	North Hunterdon	Cassidy Trans.	\$220.00	N/A
1839	Woodglen School	Lebanon Twp.	HCESC	\$121.00	N/A
1840	North Hunterdon	North Hunterdon	HCESC	\$182.00	N/A
1841	Somerset Votec	North Hunterdon	HCESC	\$76.00	N/A

West Orange Terminal

c **Contracted Routes - Morris ESC** **January 16, 2018 - June 30, 2018**

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
CE786	DLC, Warren	Parsippany	HCESC	\$286.76	\$75.00

MOTIONS PASSED, pending ratification

Jason Kornegay moved, seconded by Laurie Markowski to approve action items XL & XM to:

L PERSONNEL

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

1 Appointments\*

approve the following 2017-2018 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Barthelemy Alexandre	P/T School Bus Driver	West Orange	\$20.50 / hour	01/31/2018
Sandra Pettesch	P/T Instructor (Evening ELA)	ABE	\$26.36 / hour	02/05/2018
Kelly Worman	P/T Speech Teacher	School Services	\$50.00 / hour	02/26/2018

\*pending completion of required paperwork

2 Leaves of Absence (LOA)\*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Laura Kiernan	P/T Teacher Assistant	FRRSD	Medical	1/31/18 - 2/15/18 (paid)

\*pending completion of required paperwork

Amend the following Leave of Absence approved at the December 5, 2017 Board of Directors' meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Maria Marnell	P/T Instructor	ABE	FMLA	12/19/17-01/09/18 (paid) 01/10/18 - 01/19/18 (unpaid)
to				
Maria Marnell	P/T Instructor	ABE	FMLA	12/19/17-01/09/18 (paid) 01/10/18 - 01/17/18 (unpaid)

3 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Eyane Stone	P/T School Bus Driver	West Orange	Resignation	01/22/2018
Ricardo Echeona	P/T School Bus Monitor	West Orange	Termination	01/23/2018
Lindsay Jordan	Off-Site Teaching Assistant	HC Polytech	Resignation	02/02/2018
Adam Balodis	Maintenance/Custodial	ESC School West Amwell	Termination	02/16/2018
Christine Robbins	Speech Teacher	School Services	Resignation	02/28/2018

M 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>
Teacher	2018 NJAHPERD Convention	2/27/18 & 2/28/18	\$120.00
School Social Worker	Legally Compliant Workshop	2/23/18	\$150.00

MOTIONS PASSED, pending ratification

XIII UNFINISHED BUSINESS

XIV NEW BUSINESS

XV CITIZENS ADDRESS THE BOARD OF DIRECTORS


A Charles Miller informed members that Dr. Phillips supports local artists in his office. New show every 3-4 months

B Marie Gorey informed the members that we are in process of assessing viability of reviving Teen Arts program for Hunterdon County districts

XVI ADJOURNMENT

Seth Cohen moved, seconded by Laurie Markowski seconded, to adjourn the meeting. Since there was no further action, the meeting adjourned at 4:39 pm.

Respectfully submitted by:

  
Corinne Steinmetz  
SBA/Board Secretary