

VA

**Board of Directors Meeting  
April 2, 2019  
MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Adult Basic Education (ABE) Office, 8 Bartles Corner Road (Suite 205) Flemington

**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 has been sent to the county office

**II ROLL CALL**

**BOARD MEMBERS**

Charles Miller (E AMWELL) - PRESIDENT  
Jennifer Giordano (BEDMINSTER)  
Dr. Greg Farley (BETHLEHEM)  
Linda Ubry (DELAWARE)

Jason Komegay (LEBANON TWP) VICE PRESIDENT  
Joseph Somers (HOLLAND)  
Kevin Gilman (HUNTERDON POLYTECH)  
Teresa Kane (MILFORD)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Gorey (Superintendent)  
Christina Greaves (PARA PROFESSIONAL COORDINATOR)  
Fran Leddy (ABE COORDINATOR)

Corinne Steinmetz (SBA/BOARD SECRETARY)  
Heidi Gara (ASST BUSINESS ADMINISTRATOR))

**III CALL TO ORDER**

At 4:16 pm at the HCESC Adult Basic Education Building located at 8 Bartles Corner Road, Flemington, Board President Charles Miller called the meeting to order

**ADOPT AGENDA**

Jason Komegay moved, seconded by Joseph Somers to adopt the April 2, 2019 agenda

**MOTION PASSED UNANIMOUSLY**

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

**V APPROVAL OF MINUTES**

A Kevin Gilman moved seconded by Jennifer Giordano approve the March 5, 2019 Board Meeting Minutes

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Linda Ubry moved, seconded by Jason Komegay to:

- A approve the unaudited Board Secretary Report for February 2019
- B approve the line item transfers and budget appropriations for the period of February 2019 (Adj #201-202)
- C approve the line item transfers and budget appropriations for the period of March 2019 (Adj #203-234)
- D approve the unaudited Board Secretary Report for March 2019

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

A Kevin Gilman moved, seconded by Joseph Somers to approve the fi

1	March 2019	\$1,048,887.34	Payroll
2	March 2019	\$835,531.89	Hand checks
3	March 2019	\$12,804.46	Consultants
4	April 2, 2019 List of Bills	\$785,285.34	Computer Generated
		<u>\$2,682,509.03</u>	TOTAL

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE / COMMUNICATION**

No Action Items

**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**

Reorganization meeting moved to Flemington for June - due to bridge being out  
 Reviewed agenda items  
 Discussed cash flow and investment of growth and flow through of funds  
 Reviewing / analysis existing contract language and costs  
 Discussed vehicle sales and replacement schedules  
 Update on barn renovation

**A ADMINISTRATION**

Jason Kornegay moved seconded by Kevin Gilman to:

- 1 accept 2017-18 Comprehensive Audit Report and Management Report
- 2 establish, for regular district business travel only, an annual school year threshold of \$1,500.00 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); and  
 WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the NJOMB mileage reimbursement rate is a reasonable rate; and  
 WHEREAS, all administrative staff are 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 the amounts set forth for regular district business travel and statutorily authorizes travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

3 RESOLVED: That the Corporation be, and on behalf of the Corporation, the Superintendent and SBA/Board Secretary acting together are authorized and empowered:  
 To borrow, from time to time, from TD Bank, NA ("Bank"), such sums of money as said officer(s) may deem necessary or advisable for the purpose of this corporation, including without limitation, \$500,000.00 evidenced by that certain Amended and Restated Revolving Term Note, dated February 19, 2019 by Hunterdon County Educational Services Commission, New Jersey in favor of the Bank in the principal amount of \$500,000.00;  
 To mortgage, pledge, hypothecate, sell, assign and transfer to Bank and to grant Bank security interests in, as security for money borrowed and for all other obligations for this Corporation to Bank, all property of this Corporation, whether real, personal, or whatever kind or nature and wherever situated, and whether now owned or hereafter acquired or arising;  
 To make, execute, seal, acknowledge and deliver, in the name of this Corporation, promissory notes, loan agreements, credit agreements, construction loan agreements, financing agreements, mortgages, deeds of trust, deeds to secure debt, guaranties, and all other instruments, documents and agreements required by Bank (collectively, the "Loan Documents") in connection with, or to give effect to, the foregoing resolutions or any of the powers and authority herein granted and to continue, extend, modify or amend the same from time to time, all such Loan Documents to be in such form and on such terms and conditions as all of the said officer(s) shall, by his, her or their execution and delivery thereof, deem satisfactory; hereby ratifying, approving and confirming all that all of the said officer(s) has done or may do respecting any of the foregoing; and that the Board of Directors may, from time to time, delegate the authority hereinbefore granted to such additional officer(s) or agents of this Corporation as the Board of Directors may determine; and  
 That all resolutions relative to the authority of any officer or other agent to act on behalf of the Corporation in any dealing or transaction with the Bank shall remain in full force and effect until written notice of modification thereof shall be received by the Bank and that the Bank may conclusively rely on the signatures of the officers or agents designated in such resolutions until notified in writing by the SBA/Board Secretary of the Corporation of any change in such officers or agents and thereafter the Bank may conclusively rely on the signatures of the successors in office

**MOTION 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**

- 1 Jason Kornegay moved, seconded by Kevin Gilman to accept the following districts as members of the HCESC Purchasing Cooperative:

#	DISTRICT
549	Waterford Township BOE
550	Hoboken Housing Authority
551	Wall Township Fire District #1
552	Wall Township Fire District #3
553	Union, Township of (Hunterdon)
554	Camden County Municipal Utilities Authority
555	Middle Township Board of Education

- 2 authorize Administration to award the Office Supply bid #196  
 3 authorize Administration to award the LED Lighting Supplies & Equipment bid #HCESC-CAT-19-07  
 4 authorize Administration to award the Water Testing Services bid #HCESC-SER-19-05  
 5 authorize Administration to award the Safety & Security Window Film bid #HCESC-SER-19-08  
 6 authorize Administration to award the Industrial Supplies & Equipment bid #HCESC-CAT-19-09  
 7 ratify the Interactive Technology for Classrooms & Meeting Rooms bid #HCESC-CAT-19-06, as authorized at the March 5, 2019 Representative Assembly Meeting, effective April 10, 2019 through April 9, 2021

(ATTACHMENT)

**MOTIONS PASSED UNANIMOUSLY**

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

**J TRANSPORTATION**

Joseph Somers moved, seconded by Kevin Gilman to:

- 1 approve the purchase of transportation vehicles for the 2019-20 Budget year, as described below:

Qty	Location	Description	Vendor	Price	Total	Bid #
6	WO	2020 Thomas 54 Passenger Bus	H.A. DeHart	\$106,415.25	\$638,491.50	HCESC-Trans-17-01B
1	WO	2020 Thomas 54 Passenger Bus	H.A. DeHart	\$106,542.75	\$106,542.75	HCESC-Trans-17-01B
4	GG	2020 Thomas 54 Passenger Bus	H.A. DeHart	\$101,484.75	\$405,939.00	HCESC-Trans-17-01B
11	ALL	SENSORS (Abigail's Law)	Safe Tech	\$1,880.20	\$20,682.20	HCESC-Trans-18A
<b>TOTAL</b>					<b>\$1,171,655.45</b>	

- 2 authorize administration to advertise for Lease Purchase for (11) 2020 Thomas vehicles and sensors for 1,171,655.45

- 3 approve Coordinated Transportation, for the 2018-2019 school year, for the following:  
 Branchburg Twp. School District

- 4 approve Joint Agreement with Hunterdon Central Regional High School for the 2018-2019 School Year, at the following rates:

Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
Voorhees H.S.	North-Voorhees Reg. School District	HCRHSD	\$100.00	N/A

- 5 rescind Special Education Transportation Routes with Morris ESC, approved at the August 28, 2018 Board of Directors meeting, as listed:

Contracted Renewal Routes - Morris County ESC					September 1, 2018 - June 30, 2019	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem	
CN976	DLC	Morris	HCESC	\$286.76	2 @ \$75.00 ea.	

6 approve Special Education Transportation Routes, as follows:

**GLEN GARDNER**

Contracted Routes						February 1, 2019 - June 30, 2019					
Route#	Destination	Sending District		Contractor	Route Per Diem	Aide Per Diem					
1956	Center School	Delaware Twp.		Cassidy Trans.	\$259.00	N/A					
1951	Readington Middle School	Readington Twp.		Cassidy Trans.	\$229.00	N/A					
1938	Robert Hunter	Flem-Rar.		Cassidy Trans.	\$179.00	N/A					
1945	Voorhee High School	North-Voorhees Reg. School District		Cassidy Trans.	\$185.00	\$80.00					

Quoted Routes						September 1, 2018 - June 30, 2019					
Route#	Destination	Sending District		Contractor	Route Per Diem	Aide Per Diem					
1957T	Stepping Stone	Readington		Cassidy Trans	\$208.00						

**WEST ORANGE**

Contracted Routes - Morris ESC						March 4, 2019 - June 30, 2019					
Route#	Destination	Sending District		Contractor	Route Per Diem	Aide Per Diem					
CE687	DLC, Warren	Parsippany, Morristown		HCESC	\$286.76	2 @ \$180					

Quoted Routes - Essex ESC						February 11, 2019 - June 30, 2019					
Route#	Destination	Sending District		Contractor	Route Per Diem	Aide Per Diem					
JCM04Q	John Costley Middle School	East Orange		HCESC	\$204.46	\$65.00					

- 7 provide Ribinson Vital training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective February 28, 2019
- 8 provide Salnaye Isaac training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective March 6, 2019
- 9 provide Vincent Russo training for Class B CDL License and Passenger and Student endorsement, at no charge, effective March 6, 2019
- 10 provide Noe Durocher training for Class B CDL License and Passenger and Student endorsement, at a rate of \$300.00, effective March 12, 2019
- 11 provide Ereniel Perressaint training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective March 15, 2019
- 12 provide Jeff Merceda training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective April 1, 2019
- 13 approve Interlocal Vehicle Sale Agreement with High Point Regional H.S. Board of Education, effective March 15, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 14 approve Interlocal Vehicle Sale Agreement with Chester School District Board of Education, effective March 20, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 15 authorize administration to scrap the following vehicles, to be ratified at the Board meeting following disposal, as follows:

UNIT #	LOCATION	MAKE/MODEL	VIN	AMOUNT
49	Glen Gardner	Blue Bird Vision 54 Pass	1BAKFCKHX4F215166	TBD
Shed	Glen Gardner	Chevrolet 54 Pass	1GBJ6P1B6FV208816	TBD
WC	Glen Gardner	Chevrolet 350 16 Pass	1GBHG31F911128580	TBD

**MOTIONS PASSED UNANIMOUSLY**

**K PERSONNEL**

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

**1 Appointments\***

Name	Position	Location	Rate/Salary	Effective On or About
Ildiko Meijer	P/T Teacher Assistant	Lebanon	\$16.14/ Hour	03/14/2019
Megan Piontkowski	P/T Teacher Assistant	Hampton	\$15.75/ Hour	03/18/2019
Alyce Valentine	P/T Teacher Assistant	FRSSD	\$15.75/ Hour	03/18/2019

Michelle Black	P/T Teacher Assistant	FRSSD	\$15.75/ Hour	04/03/2019
Laurie Fenneman	P/T Bus Aide	FRSSD	\$21.12/ Hour	02/27/2019
Jill Komosinski	P/T School Nurse	School Services	\$33.00/ Hour	03/18/2019
Mary Gaspari	P/T Home Instruction	School Services	\$33.00/ Hour	03/25/2019
Montha Mele	P/T School Bus Driver	West Orange	\$20.50/ Hour	03/20/2019
Claude Milord	P/T School Bus Driver	West Orange	\$20.50/ Hour	04/02/2019

*\*pending completion of required paperwork*

2 to amend the following appointment approved at the March 5, 2019 Board of Directors' Meeting:

Doris Williams	P/T School Bus Monitor	West Orange	Medical	11/17/2018 - 02/08/2019 (Unpaid)
				02/11/2019 - 03/15/2019 (Paid)

to

Doris Williams	P/T School Bus Monitor	West Orange	Medical	11/17/2018 - TBD (36.9 Days Paid)
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3 to amend the following appointment approved at the March 5, 2019 Board of Directors' Meeting:

Mina Bahrami	P/T Instructor	ABE	FMLA	02/27/2019 - 03/05/2019 (Paid)
				03/06/2019 - 04/03/2019 (Unpaid)

to

Mina Bahrami	P/T Instructor	ABE	FMLA	02/27/2019 - 03/05/2019 (Paid)
				03/06/2019 - 03/22/2019 (Unpaid)

4 Leaves of Absence (LOA)\*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Peggy Bond	P/T Teacher Assistant	FRRSD	NJFLA (Intermittent)	03/08/2019 - 03/31/2019 (10 Days Paid)
Katia Tempalsky	P/T Teacher Assistant	FRRSD	FMLA	03/20/2019 - 04/30/2019 (Paid)
Joyce Hemphill	Administrative Assistant	ABE	FMLA	03/18/2019 - 03/29/2019 (Paid)
Ana Flynn	Certified School Nurse	Hoffmans Crossing	FMLA	02/15/2019 - 03/05/2019 (11 Days Paid)
John Sousa	Network Admin/Systems Support	Hoffmans Crossing	Military Leave	03/18/2019 - 03/29/2019 (Paid)
Cathy Orrei	P/T Teacher Assistant	FRRSD	NJFLA (Intermittent)	04/01/2019 - 06/30/2019 (10 Days Paid)
Michael Lenahan	P/T School Bus Driver	Glen Gardner	Medical	02/11/2019 - 03/11/2019 (Paid)
Malgorzata Strep	P/T Teacher Assistant	FRRSD	NJFLA (Intermittent)	03/27/2019 - 06/30/2019 (10 Days Paid)

*\*pending completion of required paperwork*

5 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Teresa MacDonald	P/T Teacher Assistant	FRRSD	Resignation	03/15/2019
Elli Kuras	P/T Teacher Assistant	FRRSD	Resignation	04/10/2019
Melissa Jenkins	P/T School Bus Driver	West Orange	Resignation	03/29/2019
Eric Oestreich	Teacher	School Services	Retirement	06/30/2019
Thomas Steele	P/T School Bus Driver	Glen Gardner	Retirement	06/30/2019

6 to approve a stipend of \$625 for Brian Bussard for the period April 1, 2019 - June 30, 2019 for weekend animal care

**MOTIONS PASSED UNANIMOUSLY**

**L PROFESSIONAL DEVELOPMENT**

Jason Kornegay moved, seconded by Kevin Gilman to:

- 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.

<b>Position</b>	<b>Workshop</b>	<b>Date</b>	<b>Cost</b>
Facilities Coordinator	Financial and Energy Management	4/3,4/8,4/10,4/15,4/17,5/11	\$764.00
Teacher	Parental Incarceration and the Effects on Family	4/5/19	\$20.00
Lease Purchase Manager	2019 NJASBO Annual Conf	6/5-7, 2019	\$275.00
Asst SBA/Offsite SBA	2019 NJASBO Annual Conf	6/5-7, 2019	\$275 plus hotel up to allowable rates
School Business Admin	2019 NJASBO Annual Conf	6/5-7, 2019	\$275 plus hotel up to allowable rates

**MOTION PASSED UNANIMOUS!**

**XII UNFINISHED BUSINESS**

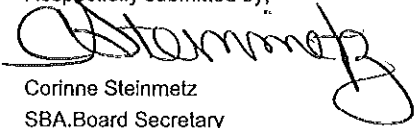
**XIII NEW BUSINESS**

**XIV CITIZENS ADDRESS THE BOARD - NONE**

**XV ADJOURNMENT**

Joseph Somers moved, seconded by Teresa Kane to adjourn the meeting. Since there was no further action items to discuss the meeting adjourned at 5:02 pm.

Respectfully submitted by,



Corinne Steinmetz  
SBA.Board Secretary