

Representative Assembly Meeting

March 5, 2019

MINUTES

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

I OPEN PUBLIC MEETING STATEMENT

This meeting is being 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

REPRESENTATIVE ASSEMBLY MEMBERS

Charles Miller (E AMWELL) - PRESIDENT

Donna Herbel (KINGWOOD)

Jason Komegay (LEBANON TWP) VICE PRESIDENT

Jennifer Giordano (BEDMINSTER)

Jennifer Sigler (UNION)

Joseph Somers (HOLLAND)

Kari McGann (FLEMINGTON RARITAN REG)

Kevin Gilman (HUNTERDON VOCATIONAL)

Linda Ubry (DELAWARE)

Patrick Dugan (HUNTERDON CENTRAL)

Teresa Kane (MILFORD)

Cynthia Pettegrove (TEWKSBURY)

Dr. Greg Farley (BETHLEHEM)

ADMINISTRATION / PROGRAM MANAGERS

Marie B. Gorey (SUPERINTENDENT)

Nisha Murry (PRINCIPAL)

Fran Leddy (ABE COORDINATOR)

Ed Ashton (FACILITIES AND TECHNOLOGY DIRECTOR)

Dennis Balodis (LEASE PURCHASING MANAGER)

Ryan Tucker (FACILITY USE MANAGER)

Corinne Steinmetz (SBA/BOARD SECRETARY)

Heidi Gara (ASST SBA/OFFSITE SBA)

Dennis Schiller (DIRECTOR OF SCHOOL SERVICES)

Nancy Szymanski (TRANSPORTATION DIRECTOR)

Scott Cahill (ASST TRANS DIRECTOR)

Doreen Pirozzi (PURCHASING MANAGER)

III CALL TO ORDER

At 4:20 pm at the HCESC Hoffmans Crossing Campus, Board President Charles Miller called the meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

V BUDGET ADOPTION

Donna Herbel moved, seconded by Jason Komegay

FUND 10	OPERATING	\$950,000.00
FUND 20	GRANTS	\$728,766.00
FUND 40	DEBT	\$350,000.00
FUND 60	ENTERPRISE	\$23,159,520.00
TOTAL BUDGET		\$25,188,286.00

MOTION PASSED VIA ROLL CALL VOTE

Charles Miller (E AMWELL) - PRESIDENT	YES	Kevin Gilman (HUNTERDON VOCATIONAL)	YES
Donna Herbel (KINGWOOD)	YES	Linda Ubry (DELAWARE)	YES
Jason Komegay (LEBANON TWP) VICE PRESIDENT	YES	Patrick Dugan (HUNTERDON CENTRAL)	YES
Jennifer Giordano (BEDMINSTER)	YES	Teresa Kane (MILFORD)	YES
Jennifer Sigler (UNION)	YES	Cynthia Pettegrove (TEWKSBURY)	YES
Joseph Somers (HOLLAND)	YES	Dr. Greg Farley (BETHLEHEM)	YES
Kari McGann (FLEMINGTON RARITAN REG)	YES		

VI APPROVAL OF MINUTES

A Kevin Gilman moved, seconded by Joseph Somers to approve the February 5, 2019 Board of Directors Meeting Minutes

MOTION PASSED w/ Jennifer Sigler, Cynthia Pettegrove and Gregory Farley abstaining

VII FINANCIAL REPORTS

Patrick Dugan moved, seconded by Jason Kornegay to:

- A Motion to approve the line item transfers and budget appropriations for the period of January 2019 (Adj #189)
- B Motion to approve the unaudited Board Secretary Report for January 2019
- C Motion to approve the line item transfers and budget appropriations for the period of February 2019 (Adj #190-200)

MOTIONS PASSED UNANIMOUSLY

VIII LIST OF BILLS

A Kevin Gilman moved, seconded by Jason Kornegay to approve the l

1	February 2019	\$1,051,842.23	Payroll
2	February 2019	\$120,195.63	Hand checks
3	March 5, 2019 List of Bills	\$832,865.09	Computer Generated
4	February 2019 Consultant	\$16,470.25	Payroll
		<u>\$2,021,373.20</u>	TOTAL

MOTIONS PASSED UNANIMOUSLY

IX CORRESPONDENCE / COMMUNICATION

- A January 2019 Teacher Assistant Newsletter
- B February 2019 Purchasing Newsletter
- C Program manager introduction / overview of services

5:03 pm Dr. Farley left

5:27 pm Cynthia Pettegrove left

X 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 | |

XI POLICY No Action Items

XII SUPERINTENDENT'S REPORT

Jason Kornegay moved, seconded by Joseph Somers to approve action items XII A - XII L to:

A ADMINISTRATION

- 1 Motion to approve following change orders for Renovations to Barn Building (CONST 18-01), as follows:
- | | | |
|-------|-------------------------------|-------------|
| CO 11 | Excavation for propane tank | \$9,007.75 |
| CO 12 | Additional fire alarm devices | \$3,976.48 |
| CO 13 | Deduct for fire alarm devices | -\$1,000.00 |

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 Motion to accept the following districts as members of the HCESC Purchasing Cooperative:

#	DISTRICT
543	The Southeast Morris County Municipal Utilities Authority
544	Lyndhurst Board of Education
545	Ocean City Board of Education
546	Roxbury, Township of
547	Essex Regional Educational Services Commission
548	Atlantic City BOE

- 2 Motion to ratify the Custodial Supply & Equipment bid #HCESC-CAT-19-02, effective February 13, 2019 through February 12, 2021, as authorized at the February 5, 2019 Board of Directors meeting, as follows:

Awarded Vendors	% Off MSRP
<u>Bio-Shine, Inc.</u>	27%-Victory, 30%-American Cleaning Sol., Nittany Paper, Piranha, 24%-Americo, 25%-Betco, Misco, 5%-Brulin, Kenwood, Soy Technologies, 28%-CPI, 45%-ETC, 37%-Kutol, 20%-M&A Matting, Mats, Inc., Sun Lite, 10%-Simoniz + 3% Prompt Payment Discount if paid within 10 Days
<u>Envirox, LLC</u>	17% off all Traditional Cleaning System products
<u>WB Mason</u>	60% off all categories (excluding machines) in the Facility Price List
<u>Spruce Industries</u>	41% off SCA/Tork Paper & Dispensers
<u>South Jersey Paper</u>	41%-Airx, 30%-Interplast, 10%-Hertron, Trukleen, Tolco, One Up, Microtech, Impact, Eclean, CMA, Kaivac (no machines), 37%-Unger, 18%-Square Scrub (no machines), Envirox, 25%-Sanitaire, Deb Stoko, Clorox, 38%-Safety Zone, Kimberly Clark, Georgia Pacific, 49%-Rubbermaid, 40%-Resolute Tissue, 11%-Pro Team (no machines), Motor Scrubber, 33%-Pathfinder, Misco (no machines), 13%-Mosquito (no machines), Fresh Products, ACS, 43%-M&A Matting, Dial, 15%-Kruger, Karcher Superline (no machines), 21%-IPC Eagle (no machines), 51%-Claire, 46%-Diversy, 20%-Berry Linens, Scotwood, 8%-New Pig. Will Service Middlesex, Mercer, Monmouth, Ocean, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties only.
<u>Simplify Chemical Solutions, Inc.</u>	40%-ARKAD, 20%-Earth Laboratories, 37% Canberra
<u>Hillyard Delaware Valley</u>	20%-Americo, Carlisle, Fresh Products, Hillyard Skin Care, 15%-3M Pads, Chicopee, 30%-Cascades Paper, CPI- Hillyard Can Liners, 25%-GoJo, Hospeco, 10%-Matting, Protexus, 5%-Hillyard MultiFlo, 35%-Hillyard Paper & Dispensers, Rubbermaid, 10%-Ascend Dilution Control, Hillyard Carpet & Concrete products, Degreasers & Disinfectants, Floorcare & Foodservice, Green Seal Products, Gym Floor Products, Gym Paints, Laundry Products, Restroom Specialty Products, Wave
<u>Northeast Janitorial</u>	20% off Raptor
<u>General Chemical & Supply</u>	10%-Buckeye, Clarke, Sanitaire, Simoniz, Spartan, 12%-Hawk Enterprises, 37%-Kutol, 30%-Nittany Paper, 18%-M&A Matting, 8%-San Jamra, General Chemical & Supply, Square Scrub.
<u>Penn Valley Chemical</u>	25%-Prolink - Pending Receipt of Required Documents

- 3 Motion to ratify the Art/Craft Supplies & Equipment bid #194, effective February 13, 2019 through February 12, 2020, as authorized at the February 5, 2019 Board of Directors meeting, as follows:

School Specialty WB Mason Kurtz Bros.

- 4 Motion to ratify the Copy/Specialty Paper bid #195, effective February 25, 2019 through August 24, 2019, as authorized at the February 5, 2019 Board of Directors meeting, as follows:

WB. Mason Paper Mart

- 5 Motion to ratify the Facility Grounds Equipment bid #HCESC-CAT/SER-19-03, effective March 1, 2019 through February 28, 2021, as authorized at the February 5, 2019 Board of Directors meeting (ATTACHMENT)

- 6 Motion to authorize the use of Competitive Contracting for Remediation Services per 18A:18A-4.3.

- 7 Motion to authorize Administration to award the Interactive Technology for Classrooms & Meeting Rooms bid #HCESC-CAT-19-06.

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

1 Motion to approve Special Education Transportation with Sussex Coop, as listed:

Addendum			September 1, 2018 - June 30, 2019		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem Added
E-667	Sawtelle School	Orange/S.Orange	HCESC		\$60.00

- 2 Motion to provide Omari Reid training for Class B CDL License Air Brake endorsement, at a rate of \$300.00, effective February 4, 2019
- 3 Motion to provide Occident Exantus training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective February 4, 2019
- 4 Motion to provide Hassan Stuckey training for Class B CDL License Air Brake endorsement, at a rate of \$300.00, effective February 14, 2019
- 5 Motion to provide Hassan Stuckey training for Class B CDL License Air Brake endorsement, at a rate of \$300.00, effective February 15, 2019
- 6 Motion to provide Densy Merat training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective February 25, 2019
- 7 Motion to provide Alcenat Suffrard training for Class B CDL License and Passenger, Student and Air Brake endorsement, at a rate of \$800.00, effective March 1, 2019
- 8 Motion to approve Interlocal Vehicle Sale Agreement with Watchung Borough Board of Education, effective February 1, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 9 Motion to approve Interlocal Vehicle Sale Agreement with Warren Township Board of Education, effective February 5, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 10 Motion to approve Interlocal Vehicle Sale Agreement with Clayton Board of Education, effective February 6, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 11 Motion to approve Interlocal Vehicle Sale Agreement with Lakewood Board of Education, effective February 27, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 3% of the sale price
- 12 Motion to approve a 2018-19 school year clothing allowance of \$250.00 in lieu of mechanic uniforms for James Heater
- 13 Motion to approve a 2018-19 school year clothing allowance of \$250.00 in lieu of mechanic uniforms Robert Em

K PERSONNEL

Motion to 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>
Manuel Alves	P/T Bus Driver	West Orange	\$20.50/ Hour	02/19/2019
Denem Teague	P/T Teacher Assistant	Clinton	\$15.75/ Hour	02/21/2019
Rachel Ruane	P/T School Nurse	School Services	\$33.00/ Hour	03/04/2019
Gary Linnemeyer	Substitute P/T Instructor	ABE	\$88.00/ Class	02/27/2019
Alvin Lewis	P/T Bus Driver	West Orange	\$20.50/ Hour	03/04/2019

**pending completion of required paperwork*

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

Joaquin Diaz	P/T Bus Driver	West Orange	Resignation	01/04/2019
to				
Joaquin Diaz	P/T Bus Driver	West Orange	Resignation	01/11/2019

3 to rescind the following appointment approved at the February 5, 2019 Board of Directors' Meeting:

Briana DiMaggio	P/T Teacher Assistant	FRRSD	\$15.75/ Hour	02/12/2019
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4 Approve a stipend of \$100/per pay period (pro-rated) for Trish Bertoldo - P/T Teacher Assistant - Holland for Paraprofessional Liaison duties effective 2/1/19

5 to amend the following appointment approved at the January 8, 2019 Board of Directors' Meeting:

Melissa Manks	P/T Teacher Assistant	FRRSD	Personal	10/30/2018 - 03/11/2019 (Unpaid)
to				
Melissa Manks	P/T Teacher Assistant	FRRSD	Personal	10/30/2018 - 03/07/2019 (Unpaid)

6 Leaves of Absence (LOA)*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Maura Perry	P/T Teacher Assistant	FRRSD	NJFLA (Intermittent)	02/04/2019 - 06/30/2019 (10 Days Paid)
Vora Parramore	P/T Bus Driver	West Orange	Medical	01/28/2019 - 03/14/2019 (Paid)
Doris Williams	P/T School Bus Monitor	West Orange	Medical	11/17/2018 - 02/08/2019 (Unpaid) 02/11/2019 - 03/15/2019 (Paid)
Mina Bahrami	P/T Instructor	ABE	FMLA	02/27/2019 - 03/05/2019 (Paid) 03/06/2019 - 04/03/2019 (Unpaid)
Maria Menendez	Instructional Aide	ABE	FMLA	02/07/2019 - 02/22/2019 (Paid)

*pending completion of required paperwork

7 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Vora Parramore	P/T Bus Driver	West Orange	Retirement	03/15/2019
Enith Zilat	P/T Bus Driver	West Orange	Resignation	11/21/2018
Junnine Irving	P/T Bus Driver	West Orange	Termination	01/09/2019
Cesar Lamarre	P/T Bus Driver	West Orange	Resignation	12/17/2018
Teresa MacDonald	P/T Teachers Assistant	FRRSD	Resignation	03/15/2019

L PROFESSIONAL DEVELOPMENT

- 1 Motion to 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>
Instructor	NJALL Conf	5/10/19	\$100.00
Instructor	NJALL Conf	5/10/19	\$100.00
Instructor	NJALL Conf	5/10/19	\$100.00
Instructor	NJALL Conf	5/10/19	\$100.00
Coordinator	NJALL Conf	5/10/19	\$100.00

MOTIONS PASSED UNANIMOUSLY

XIII UNFINISHED BUSINESS

Marie Gorey thanked the administrative team and for all their hard work and commitment, they are truly an awesome team
Charles Miller thanked Marie Gorey for her representation at recent NJSBA financial panel discussion

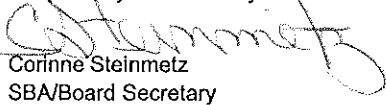
XIV NEW BUSINESS

XV CITIZENS ADDRESS THE BOARD

XVI ADJOURNMENT

At 5:39 Joseph Somers moved to adjourn the meeting. Since there was no further action, the meeting was adjourned.

Respectfully submitted by:


Corinne Steinmetz
SBA/Board Secretary