

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTOR MEETING
January 7, 2020
MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held at 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 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 PRESENT

Charles Miller (E AMWELL) - PRESIDENT
Jason Kornegay (HAMPTON)
Joseph Somers (HOLLAND)
Kevin Gilman (HUNTERDON POLYTECH)

Donna Herbel (KINGWOOD)
Jason Kornegay (LEBANON TWP) VICE PRESIDENT
Teresa Kane (MILFORD)
Jennifer Sigler (UNION)

ADMINISTRATION/STAFF PRESENT

Marie B. Gorey (SUPERINTENDENT)
Fran Leddy (ABE COORDINATOR)

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

III CALL TO ORDER

4:21 pm at the HCESC ABE Building at 8 Bartles Corner Road, Flemington, Board President, Charles Miller called the meeting to order

ADOPT AGENDA

Jason Kornegay moved, seconded by Donna Herbel to adopt the January 7, 2020 agenda
MOTION PASSED UNANIMOUSLY

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF MINUTES

A Jennifer Sigler moved, seconded by Joseph Somers to approve the December 3, 2019 Board Meeting Minutes
MOTION PASSED w/ Kevin Gilman abstaining

VI FINANCIAL REPORTS

Jason Kornegay moved, seconded by Kevin Gilman to:

- A approve the line item transfers and budget appropriations for the period of December 1-31, 2019 (Adj # 144-166)
- B approve the unaudited November 2019 Board Secretary Report
- C approve the audited June 2019 Board Secretary Report
- D approve the unaudited December 2019 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Kevin Gilman moved by Donna Herbel moved to approve the following list of bills:

1	December 2019	\$1,052,235.44	Payroll
2	December 2019	\$104,605.53	Hand checks
3	December 13, 2019	\$4,900.00	Consultants
4	January 7, 2020	\$971,561.12	Computer Generated
5	January 15, 2020	\$3,333.00	Consultants
		<hr/>	
		\$2,136,635.09	TOTAL

MOTION PASSED UNANIMOUSLY

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VIII CORRESPONDENCE / COMMUNICATION

A November 2019 Paraprofessional Newsletter

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 | |

X POLICY No Action Items

EXECUTIVE SESSION

At 4:27 pm Jason Kornegay moved, seconded by Jennifer Singler to enter into Executive Session for the purpose of potential litigation related to construction and personnel termination

WHEREAS, section 8 of the Open Public Meetings Act, Chapter 213, P.O. 1975, permits the exclusion of the public from a meeting in certain circumstances;

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission Board of Directors that the public shall be excluded from discussions of **LEGAL and PERSONNEL** matters; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

At 4:46 pm the Board Returned to public session

Jason Kornegay moved, seconded by Donna Herbel to authorize the Superintendent to obtain independent third part to evaluation the Barn Building renovation project to ensure proper completion of the work to ensure the health and safety of students and staff

XI SUPERINTENDENT'S REPORT

- Medicaid Application Status, requirement of Board Soc Sec number and DOB
- Expecting Sheep of 2 babies
- Additional goat to be purchased
- Business Office Services - growth / development
- CEFM Services - growth / development
- Audit Presentation, by Corinne Steinmetz

A ADMINISTRATION

Joseph Somers moved, seconded by Kevin Gilman to:

1 amend purchase and financing, approved November 12, 2019 KS State Bank, via HCESC CoOp TELP financing program, as follows:

From:

2019 F-250 w/plow and spreader	Beyer Ford	\$42,800.00	State Contract #A88727
Mower (Brush Hog)	Storr Tractor Co	\$3,300.00	HCESC CAT/SER 19-03
PreOwned 6 Passenger Club Car	Orange County Golf Carts Inc	\$7,500.00	Quote
PreOwned 4 Passenger Club Car	Orange County Golf Carts Inc	\$7,500.00	Quote
Misc Grounds	TBD	\$4,900.00	Quote
		\$66,000.00	

To:

2019 F-250 w/plow and spreader	Beyer Ford	\$42,800.00	State Contract #A88727
Mower (Brush Hog)	Storr Tractor Co	\$3,300.00	HCESC CAT/SER 19-03
2015 RXV Refurbished (4P)	Tri-State Golf Carts	\$6,315.00	Quote
2012 Club Car Refurbished (4P)	Tri-State Golf Carts	\$6,225.00	Quote
Misc Grounds	TBD	\$5,710.32	Quote
		\$64,350.32	

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2 accept 2018-19 Audit, as presented. No recommendations.

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

Jason Kornegay moved, seconded by Kevin Gilman to approve action items XI H and XI I to:

H PURCHASING

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

#	<u>DISTRICT</u>
609	Plainfield BOE
610	Marlboro Township BOE
611	Gloucester City BOE
612	West New York, Town of

2 ratify the secondary award for the Fencing Repair & Replacement bid #HCESC-CAT/SER-19-16, effective December 9, 2019 through November 1, 2020 with Senco Metals for all counties, as follows:

Foreman - \$95/Hour	Materials Markup - 10%
Installer - \$58/Hour	Prompt Payment Discount (within 21 days) - 3%

3 renew the Musical Instruments, Equipment, Supplies, Repair & Conditioning bid #HCESC-CAT/SER-18-03, effective January 14, 2019 through January 13, 2020 with no changes

4 award the General School Supplies bid #199, effective January 13, 2020 through January 13, 2021 to lowest responsible bidder for various items to the following vendors:

Kurtz Bros
WB Mason
School Specialty

5 award the School & Office Furniture bid #202, effective January 13, 2020 through January 13, 2021 to lowest responsible bidder for various items to the following vendors:

Academy Furniture & Supplies
W.B. Mason
Commercial Interiors Direct
Nelson Adams Naco (pending receipt of required documents)
Proacademy Furniture
Tanner North Jersey

6 authorize Administration to award the Health & Sports Supplies & Equipment bid #201

7 authorize Administration to award the Science Supplies & Equipment bid #HCESC-CAT-20-02

8 authorize Administration to award the Athletic & PE Supplies & Equipment bid #HCESC-CAT-20-03

9 authorize Administration to award the Art & Craft Supplies & Equipment bid #200

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- 10 renew the Copy/Specialty Paper Bid #195, effective February 25, 2020 through August 24, 2020 with no changes to the following vendors:
W.B. Mason
Paper Mart, Inc
- 11 award the Type A, B & C School Vehicles bid #HCESC-Trans-19-17, effective January 13, 2020 through January 13, 2022 to H.A. DeHart & Son, Inc. as follows:
Type C - 54 Passenger School Vehicle - 25% off MSRP for OEM Options, 20% Markup on Aftermarket Options
Volume Discount - \$100 for the purchase of 2 or more vehicles
Option #1 Base Bid Price \$84,500.00
Option #2 Base Bid Price \$85,500.00
Type B - 24 Passenger School Vehicle - \$53,300.00 with 39% off MSRP for OEM Options, 20% Markup on Aftermarket Options.
Volume Discount - \$100 for the purchase of 2 or more vehicles
Type A - 16 Passenger School Vehicle - \$49,900.00 with 39% off MSRP for OEM Options, 20% Markup on Aftermarket Options.
Volume Discount - \$100 for the purchase of 2 or more vehicles

I DEPARTMENT OF SCHOOL SERVICES

- 1 contract for professional services with Margaret Herman, Psychologist, as needed per attached rates, effective January 2, 2020 through June 30, 2020*
- 2 contract for professional services with Ellen Rousseau, Learning Disabilities Teacher Consultant, as needed per attached rates, effective January 2, 2020 through June 30, 2020
**pending completion of required paperwork*

MOTIONS PASSED UNANIMOUSLY

J TRANSPORTATION

Jason Kornegay moved, seconded by Jennifer Singler to:

- 1 approve Joint Transportation Agreement for the following Routes, with Morris ESC as listed:

Contracted Routes - December 1, 2019- February 28, 2020					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
CE633	DLC	Morris	HCESC	\$326.88	\$90.00

- 2 approve Interlocal Vehicle Sale Agreement with Elizabeth Public Schools BOE, effective November 11, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price.
- 3 approve Interlocal Vehicle Sale Agreement with West Orange BOE, effective September 25, 2019, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price.
- 4 provide Leonise Estivene training for Class B CDL License inclusive of Passenger, Student and Air Brake endorsement, at a fee of \$1,000.00, effective December 6, 2019
- 5 authorize the purchase of fleet tracking system from Zonar Systems, Inc, per 18A:18A-5a(19), for the purpose of obtaining goods and services of proprietary computer hardware, software in an amount up to \$25,000
- 6 authorize the purchase of transportation replacement vehicles for the 2020-2021 Budget year, as described below:

Qty	Location	Description	Vendor	Price	Total	Bid #
3	GG	2021 Thomas 54 Passenger Bus	H.A. DeHart	\$105,433.25	\$316,299.75	HCESC-Trans-19-17
3	WO	2021 Thomas 54 Passenger Bus	H.A. DeHart	\$110,356.75	\$331,070.25	HCESC-Trans-19-17
4	WO	2021 Thomas 54 Passenger Bus	H.A. DeHart	\$111,277.25	\$445,109.00	HCESC-Trans-19-17
1	WO	2021 Thomas 24 Passenger Van	H.A. DeHart	\$63,493.71	\$63,493.71	HCESC-Trans-19-17
11	ALL	SENSORS (Abigail's Law)	Safe Tech	\$1,880.20	\$20,682.20	HCESC Trans 18A

- 7 authorize administration to advertise for Lease Purchase in 2020-21 Budget, for (11) 2021 Thomas vehicles and sensors in the amount of \$1,155,972.71

MOTIONS PASSED UNANIMOUSLY

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Jason Kornegay moved, seconded by Jennifer Singler to approve action items XI K through XK M 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>
Frank Ferrara	P/T School Bus Driver	Glen Gardner	\$22.45 / Hour	12/03/2019
Wafaa Ghobrial	P/T School Bus Monitor	FRRSD	\$15.75 / Hour	12/10/2019
Azimoon Kohn	P/T School Bus Monitor	Glen Gardner	\$13.00 / Hour	12/12/2019
Yahsana Haskins	P/T Teachers Assistant	FRRSD	\$15.75 / Hour	12/13/2019
Janet Lamb	P/T Teachers Assistant	Bedminster	\$15.75 / Hour	01/02/2020
Jerri Anne Jasinski	P/T Teachers Assistant	Bethlehem @ Clinton Public	\$15.75 / Hour	01/02/2020
Rachel Dobrow	P/T School Bus Monitor	FRRSD	\$15.75 / Hour	01/02/2020
Meagan Howell	P/T Teachers Assistant	FRRSD	\$15.75 / Hour	01/02/2020
Joseph Greenwood	P/T Teachers Assistant	Warren Technical School	\$15.75 / Hour	01/02/2020
Jean Racine	P/T School Bus Driver	West Orange	\$21.44 / Hour	01/02/2020
Makenson Sanrelus	P/T School Bus Driver	West Orange	\$23.65 / Hour	01/02/2020
Andrea Lorenzi	P/T Teachers Assistant	Clinton Public	\$15.75 / Hour	01/06/2020
Debra Voria	P/T Instructor	Adult Basic Education	\$34.00 / Hour Instruction / \$26.00 / Hour for Meetings	01/06/2020
Dasson Issac	P/T School Bus Driver	West Orange	\$21.44 / Hour	01/06/2020
Christine Brandt	P/T Teachers Assistant	FRSD	\$15.75 / Hour	01/07/2020
Stephanie Bullock	P/T School Nurse	EXT	\$33.00 / Hour	01/07/2020
Mina Bahrami	P/T Instructor / 12 Month	Adult Basic Education	\$38,124.00 / Annual	01/16/2020

**pending completion of required paperwork*

2 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Brittany Casieri-Lowry	P/T Teachers Assistant	FRRSD	Resignation	12/04/2019
Diane Parrott	P/T School Bus Driver	West Orange	Termination	12/18/2019
Sandy Ghanim	P/T Teachers Assistant	FRRSD	Resignation	12/18/2019
Herve Borgella	P/T School Bus Driver	West Orange	Resignation	12/18/2019
Jamil Buckuse	P/T School Bus Monitor	West Orange	Termination	12/18/2019
Guebens Charles	P/T School Bus Driver	West Orange	Resignation	12/20/2019
Jean Anselme	P/T School Bus Driver	West Orange	Resignation	01/03/2020
Mina Bahrami	P/T Instructor 10 Month	Adult Basic Education	Resignation	01/15/2020
Jill Jusick	P/T Teachers Assistant	FRRSD	Resignation	01/24/2020

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>
Payroll Administrator	Pension	02/20/2020	\$100.00

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M BENEFITS

- 1 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at \$8.25 per employee, per month, effective January 1, 2020 through December 31, 2020:

Maximum benefits as follows:

Preventative & Diagnostic, Basic and Major Services	\$1,000 per covered person per calendar year, \$2,500 per family maximum per calendar year
Orthodontia Services	\$1,000 per covered person for lifetime

- 2 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at \$8.25 per employee, per month, effective January 1, 2020 through December 31, 2020

Maximum benefits as follows:

Preventative & Diagnostic	\$500 per covered person per calendar year
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MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Joseph Somers moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting was adjourned at 5:07 pm

Respectfully submitted by:



Corinne Steinmetz
Board Secretary