

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
 BOARD OF DIRECTORS MEETING
 VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE
 January 12, 2021
 MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held virtually through electronic platform

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 adequate notice has been published in the The Courier News. This notice is also posted on the HCESC website and a copy has been sent to the county office.

II ROLL CALL

BOARD MEMBERS PRESENT

Charles Miller, President	EAST AMWELL TOWNSHIP	Kevin Gilman	HUNTERDON COUNTY VOCATIONAL SCHOOL
Jennifer Giordano	BEDMINSTER (Somerset County)	Donna Herbel	KINGWOOD TOWNSHIP
Dr. Gregory Farley	BETHLEHEM	Teresa Kane	MILFORD BOROUGH
Mary Lyons	DELAWARE TOWNSHIP	Jennifer Sigler	UNION TOWNSHIP
Kari McGann	FLEMINGTON / RARITAN REGIONAL		

ADMINISTRATION / STAFF PRESENT

Marie B. Gorey (SUPERINTENDENT)	Corinne Steinmetz (SCHOOL BUSINESS ADMINISTRATOR)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)	Heidi Gara (ASST SCHOOL BUSINESS ADMINISTRATOR)
Yasmin Findeis (PARA PROFESSIONAL COORDINATOR)	Joseph Greenwood (PARAPROFESSIONAL)
Teresa Calabrese (PARAPROFESSIONAL)	Ana Headley (PARAPROFESSIONAL)

III CALL TO ORDER

4:18 pm - President Charles Miller opened the meeting

Charles Miller moved, seconded by Donna Herbel to approve the agenda

MOTION APPROVED UNANIMOUSLY

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Recognition of educational service professionals of the year:

Teresa Calabrese, Paraprofessional	FRRSD - Desmares
Joseph Greenwood, Paraprofessional	Warren County Vocational School
Ana Headley, Paraprofessional	FRRSD - Copper Hill

4:27 pm - Dr. Gregory Farley arrives

4:42 pm - Yasmin Findeis, Teresa Calabrese, Joseph Greenwood and Ana Headley left

V APPROVAL OF MINUTES

Jennifer Sigler moved, seconded by Donna Herbel to:

- A approve Board of Directors Board Minutes November 10, 2020, as submitted by Board Secretary
- B approve Board of Directors Board Executive Session Minutes November 10, 2020, as submitted by Board Secretary

MOTION PASSED, with Kerri McGann abstaining

VI FINANCIAL REPORTS

Kevin Gilman moved, seconded by Jennifer Sigler to:

- A approve the line item transfers and budget appropriations for the period of November 30, 2020 (Adj # 078-088)
- B approve the unaudited November 2020 Board Secretary Report
- C approve the line item transfers and budget appropriations for the period of December 31, 2020 (Adj # 089-124)

MOTION PASSED UNANIMOUSLY

VII LIST OF BILLS

A Jennifer Sigler moved, seconded by Kevin Gilman to approve the following list of bills:

1	November 2020	\$7,083.56	Hand checks
2	November 2020	\$980,357.95	Payroll
3	December 1, 2020 List of Bills	\$873,566.69	Computer Generated
4	December 15, 2020	\$9,800.00	Consultants
5	December 2020	\$35,700.58	Hand checks
6	December 2020	\$995,159.00	Payroll
7	January 12, 2021 List of Bills	\$842,943.80	Computer Generated
8	January 15, 2021	\$5,425.00	Consultants
		<u>\$3,750,036.58</u>	TOTAL

MOTION PASSED UNANIMOUSLY

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VIII CORRESPONDENCE / COMMUNICATION

- A December 2020 Cooperative Purchasing Newsletter

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, presented by Marie

Proud to recognize staff out in the field. They are very important members of both HCESC and their assigned school community

Interesting times during COVID:

- 380 employees out in other districts; some still not back in person
- 60 employees to date that have needed to quarantine for various reasons
- Vaccines underway
- Incredible cooperation with school districts

Thrive currently virtual - with 2 in person (rotating clients)

West Orange - 21 year agreement will continue despite a necessary significant increase

Adult Literacy action items discussed

Rates recommended to remain flat for 2021-22

15K / Beautiful Beast - June event

Mary Lyons moved, seconded by Kari McGann to approve consent agenda to:

A ADMINISTRATION

- 1 accept donation from Hunterdon County Camera Club of projector, screen and an amplifier/speaker valued at \$500.00
- 2 approve contract with Strunk-Albert Engineering for Professional Mechanical Engineering Services at cost not to exceed \$10,050 for engineering and design services for boiler and water heater replacement for the Main Building (Building A), per N.J.S.A. 18A:18A-5a(1); professional services
- 3 appoint Corinne Steinmetz as Public Agency Compliance Officer [PACO] for 2021
- 4 approve 2021-22 Rates, as attached

B SCHOOLS No Action Items

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION

- 1 approve the Lease Modification Agreement with Bartles Corner Business Park, L.L.C, dated November 18, 2020, to extend terms of existing lease an additional six (6) months, through June 30, 2021, at current cost

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:

#	<u>DISTRICT</u>
656	Paterson, City of
657	Mercer County Community College
658	Monroe Township Board of Education
659	Bellmawr Board of Education
- 2 amend the Physical Security Products bid #HCESC-Cat-20-12 awarded at the October 6, 2020 Board of Directors meeting to Philip M. Casciano Asso., dba PMC Associates to include Avigilon Wireless Lock and Access Control products at a 28% discount off MSRP pricing
- 3 renew the 10 Passenger Full Size Vans bid #HCESC-Trans-19-18, effective January 13, 2021 through January 13, 2022 with a base price of \$29,211 to Ditschman/Flemington Ford Lincoln
- 4 terminate the Science Supplies & Equipment bid #HCESC-Cat-20-02, effective February 11, 2021 per A11.4 Annual Termination Option

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- 5 renew the Musical Instruments, Equipment, Supplies, Repairs & Conditioning bid #HCESC-Cat/Ser-18-03, effective January 14, 2021 through January 14, 2022 with no changes
- 6 to award the General School Supplies & Accessories bid #204, effective January 14, 2021 through January 14, 2022 to the lowest responsible bidder for various items to the following vendors;
 - Kurtz Bros.
 - School Specialty, LLC
- 7 award the Health/Sports Medicine Supplies bid #205, effective January 14, 2021 through January 14, 2022 to the lowest responsible bidder for various items to the following vendors;
 - School Health
 - Performance Health Supply, Inc, dba Medco Supply
- 8 authorize Administration to award the Science Supplies & Equipment bid #HCESC-Cat-21-01
- 9 renew the School & Office Furniture bid #202, effective January 14, 2021 through January 14, 2022 with no changes
- 10 renew the Facility Grounds Equipment bid #HCESC-Cat/Ser-19-03, effective March 1, 2021 through March 1, 2023 with no changes
- 11 renew the Copy Specialty Paper bid #195, effective February 25, 2021 through August 25, 2021 with no changes
- 12 renew the Interactive Technology for Classrooms & Meeting Rooms bid #HCESC-Cat-19-06, effective April 10, 2021 through April 10, 2023 with no changes
- 13 renew the Technology Supplies & Equipment bid #HCESC-Cat-18-02, effective April 17, 2021 through April 17, 2022 with no changes
- 14 renew the LED Lighting Supplies & Equipment bid #HCESC-Cat-19-07, effective April 20, 2021 through April 20, 2023 with no changes

I DEPARTMENT OF SCHOOL SERVICES

- 1 contract for professional services with Ellen Rousseau, Learning Disabilities Teacher Consultant, as a temporary LDTC, effective January 4, 2021, at a rate of \$56.00 per hour.

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Newark Public Schools BOE, effective November 11, 2020, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Interlocal Vehicle Sale Agreement with Elizabeth Public Schools BOE, effective November 11, 2020, 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 Bergen County Special Services BOE, effective November 18, 2020, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 4 approve a 2020-2021 school year clothing allowance of \$250.00 in lieu of mechanic uniforms for James Heater
- 5 approve a 2020-2021 school year clothing allowance of \$250.00 in lieu of mechanic uniforms Robert Em
- 6 amend Special Education Transportation approval with Morris ESC, approved at the October 6, 2020 Executive Committee meeting for the 2020-2021 School Year, as follows:

Route#	Destination	Sending District	Contractor	Route Per Annum
MKVT7	Morris Knolls Votec	Morristown	HCESC	\$57,117.60
TO:				
Route#	Destination	Sending District	Contractor	Route Per Annum
MKVT7	Morris Knolls Votec	Morristown	HCESC	\$58,087.80

- 7 approve Special Education Transportation Routes , as listed:

Quoted Routes:						September 1, 2020 - June 30, 2021	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem		
2123T	Essex Valley HS	NHVRHSD	Cassidy Bus	\$217.00	N/A		
2126T	Celebrate the Children	NHVRHSD	Cassidy Bus	\$309.00	\$112.00		
2127T	High Point	DVRHS	Alyft Transport	\$331.00	\$88.00		
2128T	Titusville Academy	HCERS	Cassidy Bus	\$237.00	N/A		

- 8 approve Joint Transportation Agreement with Denville, as listed:

Contracted Routes:						September 1, 2020- June 30, 2021	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem		
177A,B,C	Denville Elementary	Denville BOE	HCESC	\$483.59	N/A		

- 9 approve Special Education Transportation Contracted Routes, as listed:

Contracted Routes:						January 2021 through June 2021	
Route#	Destination	Sending District	Contractor	Original Route Cost Per Diem	Aide Per Diem		
2120	Wood Glen School	Franklin Twp.	Krapf Bus	\$218.00	N/A		
2121	Cornerstone	Lebanon Twp. Readington	Cassidy Bus	\$296.00	N/A		

- 10 approve Special Education Transportation Addendums to Routes, as listed:

Contracted Routes:						September 1, 2020 June 30, 2021	
Route#	Destination	Sending District	Contractor	Route Per Diem	Adjusted Per Diem Cost		
2103	Hunterdon Prep	Hunterdon Central	Krapf	\$294.00	-\$294.00		

- 11 purchase fuel from the following local supplier, Wex/FleetOne, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective December 23, 2020 through December 22, 2021

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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>
James Fulmer	Mechanic/Fueler	Glen Gardner	\$17.35 / Hour	09/01/2020
Gerhart Meyer	Instructional Assistant	THRIVE	\$34,000/Year (Pro-Rated)	10/17/2020
Karen Allen	Long Term Substitute Teacher	Lebanon Borough	\$253/Per Diem (As Needed)	11/16/2020
Melisa Munoz	Teacher Assistant	FRRSD	\$16.00 / Hour	11/16/2020
Kristal Eisenhauer	Teacher Assistant	Holland Township School	\$16.00 / Hour	11/23/2020
Gail Wingler	Teacher Assistant	Franklin Township School/Clinton Public School	\$16.00 / Hour	11/19/2020
Juliana Scricco	Teacher Assistant	FRRSD	\$16.00 / Hour	12/09/2020
Sara Schisler	Teacher Assistant	Franklin Township School	\$16.00 / Hour	12/14/2020
Gehan Remela	Teacher Assistant	FRRSD	\$16.14 / Hour	01/11/2021
Susan Lauk-Doering	Teacher Assistant	HCVSD	\$16.00 / Hour	01/11/2021
Nancy Morera	Technician Level II	Technology	\$60,000/Year (Pro-Rated)	01/11/2021

**pending completion of required paperwork*

2 Amend the following appointments from October 6, 2020 Board Agenda from \$16.00 / Hour to \$16.14 / Hour

Wafaa Ghobrial	Henry Hill	Rita Deluzio
Anthony Watkoskey	Sonja Mc Daniel Webster	

3 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Cathy McCaughey	Bus Driver	Glen Gardner	Resignation	06/30/2020
Adam Silveira	School Bus Monitor	Glen Gardner	Resignation	07/01/2020
Christie Rhoads	Nurse	School Services	Resignation	09/01/2020
Sara Mislan-Lotter	School Social Worker	School Services	Resignation	09/01/2020
Beth Montemurro	Teacher Assistant	Franklin Township	Resignation	11/20/2020
Jessika Riexinger	Teacher Assistant	FRRSD	Resignation	11/23/2020
Mirtha Changanaqui	Bus Driver	Glen Gardner	Resignation	11/25/2020
Stephen Louis	Bus Driver	West Orange	Resignation	11/25/2020
Hanan Attiyah	Teacher Assistant	FRRSD	Resignation	12/08/2020
Gladys Pajon-Byars	Administrative Assistant	Adult Programs and Services	Resignation	12/31/2020
Anna Leon	Instructional Assistant	Adult Programs and Services	Termination / Elimination of Position	12/31/2020
Lacroix Contant	School Bus Driver	West Orange	Resignation	01/06/2021
Jordan Thomas	Teacher Assistant	Hunterdon County Vocational School District	Resignation	01/08/2021
John Sousa	Network Admin/Systems Support	Technology	Resignation	01/22/2021

4 Furlough for Work First New Jersey from 5 Days per Week (1.0) to 3 Days Per Week:

Marina Bartelli	Instructional Assistant	Adult Programs and Services	01/01/2021-03/31/2021
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5 Leave of Absences*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Francine Leddy	Supervisor	Adult Programs and Services	FMLA	01/04/2021 Intermittently
Margaret Riexinger	Teacher Assistant	FRSSD	FMLA	2/1/2021 - TBD Up to 51 Days Paid

6 Amend the following Leave of Absences approved at the November 10, 2020 Board Meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Ana Flynn	School Nurse	School Services	FMLA	10/07/2020 to TBD Up to 52.5 Days Paid
To				
Ana Flynn	School Nurse	School Services	FMLA	10/07/2020 to 11/11/2020 26 Days Paid
Trish Bertoldo	Teacher Assistant	Holland Township	Medical Leave	10/26/2020 to TBD Up to 18.5 Days Paid
To				
Trish Bertoldo	Teacher Assistant	Holland Township	Medical Leave	10/26/2020 to 11/25/2020 20 Days Paid

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- 7 Amend the following Leave of Absences approved at the October 6, 2020 Board Meeting
- | | | | | |
|--------------|-------------------|--------------|------|--|
| James Fulmer | School Bus Driver | Glen Gardner | FMLA | 09/10/2020 to 12/03/2020
58 Days Paid |
| | To | | | |
| James Fulmer | School Bus Driver | Glen Gardner | FMLA | 9/9/2020 to 11/16/2020
43.5 Days Paid |

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.

Position	Workshop	Date	Cost
Business Administrator	Practices in Budgeting	2/2/21	\$50.00
Facilities Coordinator	Practical Measures	2/2/21	\$250.00

M BENEFITS

- 1 approve NJEHP, medical and prescription plan, effective January 1, 2021, at the following monthly rates:
- | | |
|--------------|------------|
| Single | \$1,119.05 |
| 2 Adults | \$2,645.55 |
| Family | \$3,575.05 |
| Parent/Child | \$1,994.43 |
- 2 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, 2021 through December 31, 2021:
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 |
- 3 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, 2021 through December 31, 2021
Maximum benefits as follows:
- | | |
|---------------------------|--|
| Preventative & Diagnostic | \$500 per covered person per calendar year |
|---------------------------|--|

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

Teresa Kane informed the Board that she stepped down as President from Hampton Board, she will continue on their Board as Vice President

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Donna Herbel moved, seconded by Jennifer Sigler to adjourn the meeting. Since there was no further items to discuss, the meeting adjourned at 4:56 pm

Respectfully submitted by:

CSteinmetz

Corinne Steinmetz
SBA/Board Secretary