

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING
VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE
May 4, 2021
MINUTES**

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

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 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

MEMBERS PRESENT

Charles Miller, President (EAST AMWELL)
Jennifer Giordano (BEDMINSTER)
Mary Lyons (DELAWARE TWP)
Gerald Bowers (DEL VAL)
Kari McGann (FLEMINGTON-RARITAN)

Rainie Roncoroni (BETHLEHEM)
Kevin Gilman (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Andrew Russano (KINGWOOD-ALT)
Teresa Kane (MILFORD BOROUGH)

ADMINISTRATION PRESENT

Marie B. Gorey (SUPERINTENDENT)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)
Fran Leddy (ABE COORDINATOR)

Corinne Steinmetz (SCHOOL BUSINESS ADMINISTRATOR)
Heidi Gara (ASST SCHOOL BUSINESS ADMINISTRATOR)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:18 pm

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF MINUTES

A Gerald Bowers moved, seconded by Rainie Roncoroni to ratify action items approved by Executive Committee on April 13, 2021, as submitted by Board Secretary
MOTION APPROVED, with Kevin Gilman and Kari McGann abstaining

VI FINANCIAL REPORTS

Kevin Gilman moved, seconded by Andrew Russano to

A approve the unaudited April 2021 Board Secretary Report

B approve the line item transfers and budget appropriations for the period of April 1 -30, 2021 (Adj #150-179)

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

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

1	April 2021	\$117,661.92	Hand checks
2	April 2021	\$1,116,606.52	Payroll
3	May 4, 2021 List of Bills	\$1,054,595.99	Computer Generated
		<u>\$2,288,864.43</u>	TOTAL

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

A Superintendent Approval Letter - for Corinne Steinmetz

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

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X POLICY No Action Items

XI SUPERINTENDENT APPOINTMENT RESOLUTION

Kevin Gilman moved, seconded by Rainie Roncoroni to approve Superintendent of Schools effective July 1, 2021 through June 30, 2023:

WHEREAS, the Board has selected Corinne Steinmetz as the new Superintendent of Schools to begin July 1, 2021; and **WHEREAS**, the Interim Executive County Superintendent has approved the contract negotiated with Ms. Steinmetz. **NOW, THEREFORE, BE IT RESOLVED** that, pursuant to *N.J.S.A. 18A:7-8, 18A:17-15 and N.J.A.C. 6A:23A-3.2 et. seq.*, the Board hereby appoints Ms. Steinmetz to the position of Superintendent and approves an employment agreement with her commencing on July 1, 2021 and continuing through 11:59 P.M. on June 30, 2024, with the following salaries over the term of the contract: During the 2021-2022 school year, \$175,000.00; during the 2022-2023 school year, \$179,375.00, during the 2023-2024 school year \$183,859.00, as set forth in the contract of employment.

MOTION PASSED UNANIMOUSLY

XII SUPERINTENDENT'S REPORT

Marie Gorey, Superintendent reviewed agenda items and 2021-22 Staff Renewals
 Fran Leddy, Director discussed Thrive Program (DDD)
 Next meeting - June 1, 2021 at Hoffmans Campus - Hybrid Meeting (InPerson/Vritual)

A ADMINISTRATION

1 Kevin Gilman moved, seconded by Donna Herbel to approve 2021-2022 12-Month Calendar

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

Kevin Gilman moved, seconded by Donna Herbel to:

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

#	DISTRICT
676	Egg Harbor, Township of
677	Egg Harbor City Board of Education
678	Wildwood, City of
679	Butler, Borough of
680	Wyckoff, Township of
681	Mullica Township Board of Education

2 award the Work Clothing & Footwear bid #HCESC-Cat-21-04, effective May 1, 2021 through May 1, 2023 to the lowest responsible bidders as follows:

Keyport Army Navy	Carhartt-30% Discount, Jerzees-20% Discount, Petra Roc-20% Discount, Dickie-55% Discount, Occunomix-25% Discount 10,000 or Less Stitches (1 to over 100 Pieces) - \$5 each, Each Additional 1,000 Stitches) (1 to over 100 Pieces) - \$1 each Emblem Charge \$2 each, Silkscreen Image-One Color - \$3 each
American Wear	Red Kap-35% Discount 10,000 or Less Stitches-12 Pieces or under-\$6 each, 13-50 Pieces-\$5 each, 51-100 Pieces-\$4 each, Over 100 Pieces-\$3.50 Each Additional 1,000 Stitches - \$.20 each Embroidery Set-up Charge \$25, Silkscreen Image-One Color - \$20, Emblem Charge - \$3 each

3 terminate the Indoor/Outdoor Signs & Graphics bid #HCESC-SER-20-05r as per A5.4 Annual Termination Option effective July 6, 2021

4 authorize Administration to award the Water Testing Services bid #HCESC-Ser-05-R

5 authorize Administration to award the Equipment & Tool Rental bid #HCESC-Cat-21-06

6 authorize Administration to award the Chromebook Refurbishment Parts & Accessories bid #HCESC-Cat-21-07

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I DEPARTMENT OF SCHOOL SERVICES

Mary Lyons moved, seconded by Kevin Gilman to:

- 1 pay professional services at the following rates:

<u>Description</u>	<u>Amount not to Exceed</u>
Evaluation Report	\$260.00 per report
Bilingual Evaluation/Report	\$360.00 per report
CST/Language Evaluation / Report	\$300.00 per report
Required Meeting	\$60.00 per meeting
Report Acceptance	\$25.00 per acceptance
BCBA Services	\$75.00 per hour
Functional Behavioral Assessment	\$500.00 per report
Gifted & Talented Testing	\$185.00 per test
Case Management	\$220.00 per child

- 2 contract for professional services July 1, 2021 through June 30, 2022 with the following consultants:

Daniel Dryzga, Learning Disabilities Teacher Consultant
 Margaret Herman, Psychologist Consultant
 Maria McHugh, School Social Worker Consultant
 Frank Nascimento, Psychologist Consultant
 Carolyn Regan, Psychologist Consultant
 Ellen Rousseau, Learning Disabilities Teacher Consultant
 Kerri Svec, Learning Disabilities Teacher Consultant and BCBA Consultant

MOTIONS PASSED UNANIMOUSLY

J TRANSPORTATION

Kevin Gilman moved, seconded by Andrew Russano to:

- 1 approve Interlocal Vehicle Sale Agreement with Warren Township BOE, effective April 14, 2021, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Addendum to Lease Agreement for Transportation Facilities located in West Orange, effective July 1, 2021 through June 30, 2022 at same rental amount of \$26,000 per month plus reimbursement of real estate taxes and same terms and conditions
- 3 approve Transportation Routes with West Orange BOE, as listed:

Contracted Routes				March 3, 2021 - June 30, 2021	
Route#	Destination	Sending District	Contractor	Per Hour	
Jcc-k	Kelly	West Orange	HCESC	\$77.22	
Jcc-sc	St. Cloud	West Orange	HCESC	\$77.22	
Jcc-g	Gregory	West Orange	HCESC	\$77.22	
Jcc-mtp	Mt. Pleasant	West Orange	HCESC	\$77.22	
WOHS	Kyle Rivers	West Orange	HCESC	\$77.22	

- 4 approve Special Education Transportation Routes, as listed:

Contracted Routes				April 28, 2021 - June 30, 2021	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2113B	Center School	Hunterdon Central	Cassidy Trans	\$309.00	N/A

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

Contracted Routes				April 19, 2021 June 30, 2021		
Route#	Destination	Sending District	Contractor	Route Per Diem	Adjusted Per Diem Cost	Adjustment Reason
2109	DLC, NP	Readington Twp	Lyft Transport	\$362.00	\$409.12	Mileage Increase

- 6 approve assignment of lease financing of \$286,048.21 to Key Government Finance, Inc. originally awarded to Mercedes-Benz Financial Services USA LLC, at our February 4, 2020 Board of Directors meeting
- 7 award lease financing of \$886,505.05 to BankFunding, LLC, to be assigned to BciCapital, Inc, lowest responsible bid response, at a rate of 1.35% for the purchase of (8) 2022 Thomas Vehicles, approved at the February 2, 2021 Board of Directors Meeting

MOTIONS PASSED UNANIMOUSLY

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K PERSONNEL

Mary Lyons moved, seconded by Donna Herbel to approve the following personnel items, as recommended by the Superintendent:

- 1 appoint Heidi Gara as School Business Administrator, effective July 1, 2021 at an annual salary of \$120,000, pending contract approval by Interim Executive County Superintendent
- 2 approve employment contract addendum for Heidi Gara, School Business Administrator, with an annual amount of \$10,000.00 effective July 1, 2021 through June 30, 2022, for shared services with East Amwell Township School District, pending approval by the Interim Executive County Superintendent
- 3 Approve 2021 - 2022 staff renewals, as presented
- 4 Appointments*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Brenda Sozanski	School Bus Monitor	FRRSD	\$16.00 / Hour	4/19/2021
Jeanette Blazier	Teacher Assistant	FRRSD	\$16.00 / Hour	4/19/2021
Kourtney Cox	Teacher Assistant	FRRSD	\$16.00 / Hour	5/3/2021
Jordan Thomas	Teacher Assistant	Bedminster	\$16.14 / Hour	5/3/2021
Kristina Kroll	Speech and Language Specialist	School Services	\$55.00 / Hour	5/3/2021

**pending completion of required paperwork*

- 5 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Renee Rauch	School Bus Driver	GG	Retirement	4/23/2021
Sharon Kosenski	School Bus Driver	GG	Retirement	6/16/2021
Kelly Worman	Speech Language Specialist	School Services	Resignation	6/21/2021

- 6 Leave of Absences*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Kathleen Moreland	Administrative Assistant/Accounts Payable	Hoffmans Crossing	FMLA - Intermittent	13/2020 to 5/13/2021 Up to 10 Days Paid
Laurie Browne	Administrative Assistant/Business Office Manager	Hoffmans Crossing	FMLA	7/2021 to TBD Up to 60 Days Paid
Laurie Givand	Teacher Assistant	FRRSD	FMLA - Intermittent	1/19/2021 to TBD Up to 10 Days Paid

- 7 Amend the following leave of absence as approved at the Board of Directors' meeting on March 9, 2021

Andrea Cerwinski	Teacher Assistant	Bethlehem	Medical	3/30/2021 to TBD Up to 16.5 Sick Days
To				
Andrea Cerwinski	Teacher Assistant	Bethlehem	Medical	3/30/2021 to 04/18/2021 9 Days Paid

MOTIONS PASSED UNANIMOUSLY

L PROFESSIONAL DEVELOPMENT

- 1 Jennifer Giordano moved, seconded by Donna Herbel 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>
Assistant BA	Review of Green Purchasing & NJ Start Program	4/22/21	\$50.00
Payroll Administrator	Preparing for the Audit	5/18/21	\$50.00

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M BENEFITS

1 Mary Lyons moved, seconded by Andrew Russano to approve Medical and Prescription Benefit plans for the 2021-2022 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect a 3% increase over 2020-2021 rates:

Employees eligible on or before June 30, 2013		
	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE
Single	\$846.84	\$1,152.62
Parent/Children	\$1,509.15	\$2,054.27
Employee/Spouse	\$2,001.19	\$2,724.92
Family	\$2,704.31	\$3,682.30

Employees eligible July 1, 2013 or after		
	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE
Single	\$846.84	\$1,152.62

2 approve employees benefit eligible after July 1, 2013, to buy up at the employees expense, in addition to their contribution as required above, at the following amounts:

	Horizon Omnia Employee Monthly Cost	Horizon EHP Employee Monthly Cost
Parent/Children	\$662.31	\$901.65
Employee/Spouse	\$1,154.35	\$1,572.30
Family	\$1,857.47	\$2,529.68

3 approve the Horizon POS optional benefit plan available to employees at their own expense as follows:

ELIGIBILITY DATE	Horizon POS Buyup Per Month On or Before June 30,2013	Horizon POS Buyup Per Month July 1, 2013 or after
Single	\$84.67	\$84.67
Parent/Children	\$151.43	\$813.74
Employee/Spouse	\$202.94	\$1,357.29
Family	\$274.23	\$2,131.70

4 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits in an annual amount of \$1,000 (prorated) upon required proof of coverage. Payout will be made through payroll, paid to employee in equal installments each pay

MOTION PASSED, with Jennifer Giordano abstaining

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Jennifer Giordano moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:59 pm

Respectfully submitted by:

CSteinmetz

Corinne Steinmetz
 SBA/Board Secretary