

June 6, 2023
**REPRESENTATIVE ASSEMBLY MEETING
MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Representative Assembly was held in the Hunterdon ESC Hoffmans Crossing Campus, 37 Hoffmans Crossing Road, Califon and 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)
Edward Abato (BETHLEHEM)
Seth Cohen (CLINTON-GLEN GARDNER)
Catherine Emory (CLINTON TOWNSHIP)
Nicholas Diaz (FRANKLIN-HUNTERDON)
William Grippo (FRANKLIN-SOMERSET)
Daniel Kerr (HAMPTON)
Gregory Hobaugh (HIGH BRIDGE)

Jason Kornegay (LEBANON TOWNSHIP)
James Muller (HOLLAND)
Susan Duggan (HUNTERDON CENTRAL)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Anthony Suozzo (SOUTH HUNTERDON)
Nicholas Diaz (UNION)
James Charniga (TEWKSBURY)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)
Laurie Browne (BUSINESS OFFICE MANAGER)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Fran Leddy (ADULT PROGRAMS)

III CALL TO ORDER

Superintendent Corinne Steinmetz opened the meeting at 4:21 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V BOARD OF DIRECTORS

A Representative Assembly/Board of Directors

1 Election of Board President

Superintendent, Corinne Steinmetz opened the floor for nominations of Board President

Donna Herbel moved, seconded by William Grippo to nominate Charles Miller as President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board President

MOTION PASSED electing Charles Miller as Board President by Proclamation

2 Election of Board Vice President

Superintendent, Corinne Steinmetz opened the floor for nominations of Board Vice President

Charles Miller moved, seconded by William Grippo to nominate Jason Kornegay as Vice President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board Vice President

MOTION PASSED electing Jason Kornegay as Board Vice President by Proclamation

3 Election Ballot for Board of Directors

B Committee Selection Form

Corinne Steinmetz turned the meeting over to the President Charles Miller

VI ANNUAL REPORTS

A Board Reports

NONE

B Administrative Report

Ms. Steinmetz and C. Miller provided an overview of the Hunterdon County ESC and the composition of Representative Assembly and Board of Directors

VII REORGANIZATION

Todd Bonsall moved, seconded by Donna Herbel to approve the following reorganization motions for July 1, 2023 through June 30, 2024, as recommended by the Superintendent:

A APPROVAL OF POLICIES

adopt all existing Board Policies and Bylaws and Regulations located online at www.hunterdonesc.org (copy available in board office)

B LEGAL COUNSEL

appoint:

- 1 Comegno Law Group as legal counsel, at a rate of \$185.00/hour
- 2 Busch Law Group LLC as legal counsel for Cooperative Pricing Program and Purchasing, at a rate of \$175.00/hour
- 3 New Jersey Schools Insurance Group - Personnel Hotline, at no cost
- 4 New Jersey Schools Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

- 1 appoint TD Bank as the official depository of the Commission

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- 2 approve checks to be signed by two of the following three: Board President, Vice President and Superintendent
- 3 approve the use of electronic facsimile and /or stamped signatures

D ADVERTISEMENT

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times, Trenton Times, Star Ledger, Indeed.com and/or Njschooljobs.com

E INSURANCE

- 1 appoint Richland-Knowles Agency as the Commission's insurance broker for general liability, property and automobile insurance
- 2 appoint Integrity Consulting as the Commission's insurance broker for health benefits
- 3 appoint Marsh USA Co. as the Commission's bonding agent for school transportation contracts

F AUDIT

- 1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$28,125 (3.02% increase)

G PETTY CASH

- 1 authorize petty cash funds for Hunterdon Transportation Office and the HCESC Business and Administrative Office, each to be monitored by the Business Office, and each not to exceed \$100.00 per month for office incidentals
- 2 authorize petty cash funds for THRIVE Program, each to be monitored by the Business Office, and each not to exceed \$250.00 per month for office incidentals

H CONSTRUCTION

- 1 appoint USA Architects as architect of record
- 2 appoint CREW Engineers for Professional Services related to Septic and/or Water Systems

I APPOINTMENTS

- 1 appoint Heidi Gara as Board Secretary
- 2 appoint Heidi Gara as Custodian of Records
- 3 appoint Christina Greaves, David Lutzky and Francine Leddy as Affirmative Action Officers
- 4 appoint Corinne Steinmetz as ADA Compliance Officer
- 5 appoint Heidi Gara as Public Agency Compliance Officer
- 6 appoint Ryan Tucker as Integrated Pest Management Coordinator
- 7 appoint Edwin Ashton as Hazardous Communications Coordinator
- 8 appoint Edwin Ashton as AHERA Coordinator
- 9 appoint Ryan Tucker as Right to Know Contact Person
- 10 appoint Edwin Ashton as Indoor Air Quality Designee
- 11 appoint Heidi Gara as Safety & Health Designee
- 12 appoint Dennis Schiller as Attendance Officer
- 13 appoint Dennis Schiller as Anti-Bullying Specialist for the ESC Academy
- 14 appoint David Lutzky as District Anti-Bullying Coordinator
- 15 appoint Sarah Chittenden as District Homeless Education Liaison
- 16 appoint Dennis Schiller as District State Testing Coordinator
- 17 appoint Dennis Schiller as Title IX Coordinator
- 18 appoint Dennis Schiller as Section 504 Officer
- 19 appoint Corinne Steinmetz as School Safety Specialist
- 20 appoint Scott Richter as Licensed Water Operator for Hoffmans Crossing Campus

J PURCHASING

- 1 appoint Heidi Gara as Qualified Purchasing Agent
- 2 authorize award of contracts according to Public Contracting Law (N.J.S.A. 18A:18A-1) as follows:

| | |
|-----------------|-------------|
| Bid Threshold | \$44,000.00 |
| Quote Threshold | \$6,600.00 |
- 3 approve procurement of Goods and Services through State Contract, as follows:

| <u>VENDOR</u> | <u>CONTRACT</u> | <u>UP TO AMOUNT</u> | <u>ITEMS</u> |
|-------------------------|-----------------|---------------------|---------------------------------|
| | <u>TYPE</u> | <u>2023-2024</u> | |
| Custom Bandag | STATE | \$50,000.00 | Tires and Tubes |
| Dell | STATE | \$50,000.00 | Technology Equipment |
| Fastenal | STATE | \$9,000.00 | Maintenance Supplies |
| Home Depot | STATE | \$10,000.00 | Maintenance Supplies |
| Lowe's | STATE | \$3,000.00 | Maintenance Supplies |
| Suburban Propane | STATE | \$20,000.00 | Heating Fuel at Hoffmans Campus |
| Unisys Corporation | STATE | \$50,000.00 | IT Amazon Workspace & Services |
| Verizon Wireless | STATE | \$15,000.00 | Cell Phones |
| Saturn Business Systems | STATE | \$10,000.00 | Technology Equipment |

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- | 3 | <p>Grainger STATE \$5,000.00 Maintenance Supplies</p> <p>approve procurement of Goods and Services through Cooperative Bids, as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>VENDOR</u></th> <th style="text-align: left;"><u>CONTRACT
TYPE</u></th> <th style="text-align: right;"><u>UP TO AMOUNT
2023-2024</u></th> <th style="text-align: left;"><u>ITEMS</u></th> </tr> </thead> <tbody> <tr><td>Academy Furniture & Supplies</td><td>Co-Op</td><td style="text-align: right;">\$250,000.00</td><td>Furniture</td></tr> <tr><td>Griffith-Allied Trucking</td><td>Co-Op</td><td style="text-align: right;">\$350,000.00</td><td>Gasoline, Diesel, #2 Fuel Oil</td></tr> <tr><td>At Bucks Cty, LLC (formerly BCI & Bucks Cty International)</td><td>Co-Op</td><td style="text-align: right;">\$20,000.00</td><td>Bus Parts</td></tr> <tr><td>B&H Foto & Electronics</td><td>Co-Op</td><td style="text-align: right;">\$500,000.00</td><td>Technology Equipment</td></tr> <tr><td>BCI Truck</td><td>Co-Op</td><td style="text-align: right;">\$5,000.00</td><td>Bus Parts</td></tr> <tr><td>Bio-Shine, Inc</td><td>Co-Op</td><td style="text-align: right;">\$65,000.00</td><td>Custodial/Maintenance Supplies</td></tr> <tr><td>Camcor, Inc</td><td>Co-Op</td><td style="text-align: right;">\$25,000.00</td><td>Technology Equipment</td></tr> <tr><td>Cascade School Supplies</td><td>Co-Op</td><td style="text-align: right;">\$1,500.00</td><td>General Office Supplies</td></tr> <tr><td>Casey's Executive Interiors</td><td>Co-Op</td><td style="text-align: right;">\$30,000.00</td><td>School Furniture</td></tr> <tr><td>Clinton Learning Solutions</td><td>Co-Op</td><td style="text-align: right;">\$50,000.00</td><td>Technology Equipment</td></tr> <tr><td>Custom Bandag</td><td>Co-Op</td><td style="text-align: right;">\$40,000.00</td><td>Tires</td></tr> <tr><td>EPlus Technology</td><td>Co-Op</td><td style="text-align: right;">\$80,000.00</td><td>Technology Equipment</td></tr> <tr><td>Flaghouse, Inc</td><td>Co-Op</td><td style="text-align: right;">\$15,000.00</td><td>Athletic & PE Supplies/Equipment</td></tr> <tr><td>Garden State Laboratories</td><td>Co-Op</td><td style="text-align: right;">\$10,000.00</td><td>Water Testing</td></tr> <tr><td>Generation Services, Inc</td><td>Co-Op</td><td style="text-align: right;">\$10,000.00</td><td>Electrical Services</td></tr> <tr><td>Global Equipment Company</td><td>Co-Op</td><td style="text-align: right;">\$15,000.00</td><td>Outdoor Furniture</td></tr> <tr><td>GovConnection, Inc</td><td>Co-Op</td><td style="text-align: right;">\$100,000.00</td><td>Technology Equipment</td></tr> <tr><td>HA DeHart & Sons, Inc</td><td>Co-Op</td><td style="text-align: right;">\$60,000.00</td><td>Bus Parts & Repairs</td></tr> <tr><td>Global/Hertz Furniture Systems</td><td>Co-Op</td><td style="text-align: right;">\$25,000.00</td><td>Furniture</td></tr> <tr><td>Hillyard</td><td>Co-Op</td><td style="text-align: right;">\$5,000.00</td><td>Custodial/Maintenance Supplies</td></tr> <tr><td>Hogan Security Group</td><td>Co-Op</td><td style="text-align: right;">\$32,000.00</td><td>Door Locking Systems</td></tr> <tr><td>Integrated MicroSystems</td><td>Co-Op</td><td style="text-align: right;">\$250,000.00</td><td>Technology Equipment</td></tr> <tr><td>Keyboard Consultants, 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Jersey Door Works</td><td>Co-Op</td><td style="text-align: right;">\$3,000.00</td><td>Garage Door Repairs</td></tr> <tr><td>Technotime Business Solutions</td><td>Co-Op</td><td style="text-align: right;">\$25,000.00</td><td>Furniture</td></tr> <tr><td>PureSan Holdings</td><td>Co-Op</td><td style="text-align: right;">\$25,000.00</td><td>Custodial/Maintenance Supplies</td></tr> <tr><td>School Health</td><td>Co-Op</td><td style="text-align: right;">\$10,000.00</td><td>Health Supplies</td></tr> <tr><td>School Specialty</td><td>Co-Op</td><td style="text-align: right;">\$25,000.00</td><td>School/Science/Custodial Supplies/Furniture</td></tr> <tr><td>Sonitrol Security Systems of Central NJ</td><td>Co-Op</td><td style="text-align: right;">\$55,000.00</td><td>Security Systems</td></tr> <tr><td>Staples Advantage</td><td>Co-Op</td><td style="text-align: right;">\$80,000.00</td><td>Office Supplies</td></tr> <tr><td>Tanner North Jersey</td><td>Co-Op</td><td style="text-align: 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2023-2024</u> | <u>ITEMS</u> | Academy Furniture & Supplies | Co-Op | \$250,000.00 | Furniture | Griffith-Allied Trucking | Co-Op | \$350,000.00 | Gasoline, Diesel, #2 Fuel Oil | At Bucks Cty, LLC (formerly BCI & Bucks Cty International) | Co-Op | \$20,000.00 | Bus Parts | B&H Foto & Electronics | Co-Op | \$500,000.00 | Technology Equipment | BCI Truck | Co-Op | \$5,000.00 | Bus Parts | Bio-Shine, Inc | Co-Op | \$65,000.00 | Custodial/Maintenance Supplies | Camcor, Inc | Co-Op | \$25,000.00 | Technology Equipment | Cascade School Supplies | Co-Op | \$1,500.00 | General Office Supplies | Casey's Executive Interiors | Co-Op | \$30,000.00 | School Furniture | Clinton Learning Solutions | Co-Op | \$50,000.00 | Technology Equipment | Custom Bandag | Co-Op | \$40,000.00 | Tires | EPlus Technology | Co-Op | \$80,000.00 | Technology Equipment | Flaghouse, Inc | Co-Op | \$15,000.00 | Athletic & PE Supplies/Equipment | Garden State Laboratories | Co-Op | \$10,000.00 | Water Testing | Generation Services, Inc | Co-Op | \$10,000.00 | Electrical Services | Global Equipment Company | Co-Op | \$15,000.00 | Outdoor Furniture | GovConnection, Inc | Co-Op | \$100,000.00 | Technology Equipment | HA DeHart & Sons, Inc | Co-Op | \$60,000.00 | Bus Parts & Repairs | Global/Hertz Furniture Systems | Co-Op | \$25,000.00 | Furniture | Hillyard | Co-Op | \$5,000.00 | Custodial/Maintenance Supplies | Hogan Security Group | Co-Op | \$32,000.00 | Door Locking Systems | Integrated MicroSystems | Co-Op | \$250,000.00 | Technology Equipment | Keyboard Consultants, Inc | Co-Op | \$200,000.00 | Technology Equipment | Kurtz Bros | Co-Op | \$5,000.00 | Art/School Supplies | L&A Tent Rentals | Co-Op | \$100,000.00 | Tent Rentals | Lakeshore Learning Materials | Co-Op | \$7,500.00 | Furniture & Equipment | MAP International | Co-Op | \$15,000.00 | Food Service Supplies/Equipment | McCloskey Mechanical | Co-Op | \$20,000.00 | HVAC/Boiler Services | Murray Paving & Concrete | Co-Op | \$85,000.00 | Paving Services | NPS Public Furniture | Co-Op | \$5,000.00 | Furniture | New Jersey Door Works | Co-Op | \$3,000.00 | Garage Door Repairs | Technotime Business Solutions | Co-Op | \$25,000.00 | Furniture | PureSan Holdings | Co-Op | \$25,000.00 | Custodial/Maintenance Supplies | School Health | Co-Op | \$10,000.00 | Health Supplies | School Specialty | Co-Op | \$25,000.00 | School/Science/Custodial Supplies/Furniture | Sonitrol Security Systems of Central NJ | Co-Op | \$55,000.00 | Security Systems | Staples Advantage | Co-Op | \$80,000.00 | Office Supplies | Tanner North Jersey | Co-Op | \$25,000.00 | Furniture | Tanner North Jersey | Co-Op | \$140,000.00 | Furniture | Tri-Furniture Design | Co-Op | \$200,000.00 | Furniture | Tri-State Folding Partitions | Co-Op | \$10,000.00 | Bifold Doors/Gates.Partitions | Troxell/Bluum Communications | Co-Op | \$125,000.00 | Technology Equipment | Virco, Inc | Co-Op | \$15,000.00 | Furniture | WB Mason | Co-Op | \$15,000.00 | Custodial/Maintenance Supplies |
|--|---|-----------------------------------|---|-----------------------------------|--------------|------------------------------|-------|--------------|-----------|--------------------------|-------|--------------|-------------------------------|--|-------|-------------|-----------|------------------------|-------|--------------|----------------------|-----------|-------|------------|-----------|----------------|-------|-------------|--------------------------------|-------------|-------|-------------|----------------------|-------------------------|-------|------------|-------------------------|-----------------------------|-------|-------------|------------------|----------------------------|-------|-------------|----------------------|---------------|-------|-------------|-------|------------------|-------|-------------|----------------------|----------------|-------|-------------|----------------------------------|---------------------------|-------|-------------|---------------|--------------------------|-------|-------------|---------------------|--------------------------|-------|-------------|-------------------|--------------------|-------|--------------|----------------------|-----------------------|-------|-------------|---------------------|--------------------------------|-------|-------------|-----------|----------|-------|------------|--------------------------------|----------------------|-------|-------------|----------------------|-------------------------|-------|--------------|----------------------|---------------------------|-------|--------------|----------------------|------------|-------|------------|---------------------|------------------|-------|--------------|--------------|------------------------------|-------|------------|-----------------------|-------------------|-------|-------------|---------------------------------|----------------------|-------|-------------|----------------------|--------------------------|-------|-------------|-----------------|----------------------|-------|------------|-----------|-----------------------|-------|------------|---------------------|-------------------------------|-------|-------------|-----------|------------------|-------|-------------|--------------------------------|---------------|-------|-------------|-----------------|------------------|-------|-------------|---|---|-------|-------------|------------------|-------------------|-------|-------------|-----------------|---------------------|-------|-------------|-----------|---------------------|-------|--------------|-----------|----------------------|-------|--------------|-----------|------------------------------|-------|-------------|-------------------------------|------------------------------|-------|--------------|----------------------|------------|-------|-------------|-----------|----------|-------|-------------|--------------------------------|
| <u>VENDOR</u> | <u>CONTRACT TYPE</u> | <u>UP TO AMOUNT 2023-2024</u> | <u>ITEMS</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academy Furniture & Supplies | Co-Op | \$250,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Griffith-Allied Trucking | Co-Op | \$350,000.00 | Gasoline, Diesel, #2 Fuel Oil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| At Bucks Cty, LLC (formerly BCI & Bucks Cty International) | Co-Op | \$20,000.00 | Bus Parts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B&H Foto & Electronics | Co-Op | \$500,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BCI Truck | Co-Op | \$5,000.00 | Bus Parts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bio-Shine, Inc | Co-Op | \$65,000.00 | Custodial/Maintenance Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Camcor, Inc | Co-Op | \$25,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cascade School Supplies | Co-Op | \$1,500.00 | General Office Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Casey's Executive Interiors | Co-Op | \$30,000.00 | School Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clinton Learning Solutions | Co-Op | \$50,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Custom Bandag | Co-Op | \$40,000.00 | Tires | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EPlus Technology | Co-Op | \$80,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flaghouse, Inc | Co-Op | \$15,000.00 | Athletic & PE Supplies/Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Garden State Laboratories | Co-Op | \$10,000.00 | Water Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Generation Services, Inc | Co-Op | \$10,000.00 | Electrical Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Global Equipment Company | Co-Op | \$15,000.00 | Outdoor Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GovConnection, Inc | Co-Op | \$100,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HA DeHart & Sons, Inc | Co-Op | \$60,000.00 | Bus Parts & Repairs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Global/Hertz Furniture Systems | Co-Op | \$25,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hillyard | Co-Op | \$5,000.00 | Custodial/Maintenance Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hogan Security Group | Co-Op | \$32,000.00 | Door Locking Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Integrated MicroSystems | Co-Op | \$250,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Keyboard Consultants, Inc | Co-Op | \$200,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kurtz Bros | Co-Op | \$5,000.00 | Art/School Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L&A Tent Rentals | Co-Op | \$100,000.00 | Tent Rentals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lakeshore Learning Materials | Co-Op | \$7,500.00 | Furniture & Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAP International | Co-Op | \$15,000.00 | Food Service Supplies/Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| McCloskey Mechanical | Co-Op | \$20,000.00 | HVAC/Boiler Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Murray Paving & Concrete | Co-Op | \$85,000.00 | Paving Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NPS Public Furniture | Co-Op | \$5,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Jersey Door Works | Co-Op | \$3,000.00 | Garage Door Repairs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technotime Business Solutions | Co-Op | \$25,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PureSan Holdings | Co-Op | \$25,000.00 | Custodial/Maintenance Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Health | Co-Op | \$10,000.00 | Health Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Specialty | Co-Op | \$25,000.00 | School/Science/Custodial Supplies/Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sonitrol Security Systems of Central NJ | Co-Op | \$55,000.00 | Security Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staples Advantage | Co-Op | \$80,000.00 | Office Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tanner North Jersey | Co-Op | \$25,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tanner North Jersey | Co-Op | \$140,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tri-Furniture Design | Co-Op | \$200,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tri-State Folding Partitions | Co-Op | \$10,000.00 | Bifold Doors/Gates.Partitions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Troxell/Bluum Communications | Co-Op | \$125,000.00 | Technology Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Virco, Inc | Co-Op | \$15,000.00 | Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WB Mason | Co-Op | \$15,000.00 | Custodial/Maintenance Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
- 4 Pursuant to PL 2015, Chapter 47, the Hunterdon County Educational Services Commission Board of Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A;18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.217 et Seq.
- 5 waive bidding requirements for vehicle repair service from Rannix Corporation, DBA Truck Body East, and J&D Auto Body, approved vendors, for claims filed through New Jersey Schools Insurance Group
- 6 approve participation in the Educational Services Commission of New Jersey Cooperative Pricing Program for the 2022-2024 School Year
- 7 approve participation in the Somerset County Cooperative Pricing Program for the 2023-2024 School Year
- 8 PAY TO PLAY AUTHORIZATION

June 6, 2023
**REPRESENTATIVE ASSEMBLY MEETING
MINUTES**

WHEREAS, the Hunterdon County Educational Services Commission has a need to acquire goods and/or services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5, as appropriate; and,

WHEREAS, the qualified purchasing agent has determined that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, the business entity submitted a proposal indicating they will provide the requested goods and/or services at the agreed price; and

WHEREAS, the business entity completed and submitted a Business Entity Disclosure Certification which certifies that the organization and or it's owners of 10% or more has not made any reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005c. 271, s.2); and

WHEREAS, the Business Administrator certifies the Commission will have sufficient funds available to meet its financial obligations as required under N.J.S.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Representative Assembly of the Hunterdon County Educational Services Commission authorizes the Administration to enter into a contract under such circumstances, as required described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

K TRAVEL REIMBURSEMENT

approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of employee's current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines

L HEALTH OFFICE

appoint Premier Family Medicine to represent Hunterdon County Educational Services Commission at an annual fee of \$800.00

M VETERINARIAN

appoint Equiheart Veterinary Services for animal healthcare

N SCHOOL

approve the evaluation models to be used in accordance with AchieveNJ:

| | |
|-------------------------------|--------------|
| Danielson Model | (Teachers) |
| NJPEPL Observation Instrument | (Principals) |

O SCHEDULE

approve 2023-2024 Board Meeting Dates, to be held at 4:15 pm, as follows:

| <u>MEETING</u> | <u>DATE</u> | <u>LOCATION</u> | |
|---------------------|----------------------------|-----------------|-----------------|
| Board of Directors | Tuesday, June 27, 2023 | Flemington | (Last Tuesday) |
| Board of Directors | Tuesday, August 29, 2023 | Flemington | (Last Tuesday) |
| Board of Directors | Tuesday, October 3, 2023 | Flemington | |
| Board of Directors | Tuesday, November 14, 2023 | Flemington | (2nd Tuesday) |
| Board of Directors | Tuesday, December 5, 2023 | Flemington | |
| Board of Directors | Tuesday, January 2, 2024 | Flemington | |
| Board of Directors | Tuesday, February 6, 2024 | Flemington | |
| Representative Asse | Tuesday, March 5, 2024 | Califon | Budget Approval |
| Board of Directors | Tuesday, April 9, 2024 | Flemington | (2nd Tuesday) |
| Board of Directors | Tuesday, May 7, 2024 | Flemington | |
| Representative Asse | Tuesday, June 4, 2024 | Califon | Reorganization |
| Board of Directors | Tuesday, June 25, 2024 | Flemington | (Last Tuesday) |

P PARLIAMENTARY AUTHORITY

approve Robert's Rules of Order, Newly Revised, to govern the Board in its deliberations and acts in all cases in which it is not inconsistent with the statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws

Q ADMINISTRATION

- 1 authorize Superintendent to hire as needed, prior to Board approval at the next meeting
- 2 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting
- 3 authorize the Superintendent to award bid results, prior to Board approval at the next meeting

MOTIONS PASSED UNANIMOUSLY

Seth Cohen moved, seconded by Todd Bonsall to return to Regular Representative Assembly meeting

MOTION PASSED UNANIMOUSLY

V APPROVAL OF AGENDA/MINUTES

- A Edward Abato moved, seconded by Todd Bonsall to adopt the agenda

MOTION PASSED UNANIMOUSLY

- B Edward Abato moved, seconded by Todd Bonsall to approve the Board of Directors Minutes May 9, 2023 as submitted by Board Secretary

MOTION PASSED UNANIMOUSLY

June 6, 2023
**REPRESENTATIVE ASSEMBLY MEETING
MINUTES**

- C Edward Abato moved, seconded by Todd Bonsall to approve the Executive Minutes May 9, 2023 as submitted by Board Secretary
MOTION PASSED UNANIMOUSLY

VIII FINANCIAL REPORTS

- A Jason Kornegay moved, seconded by Edward Abato to approve the line item transfers and budget appropriations for the period of May 1-31, 2023 (Adj #226-240)
MOTION PASSED UNANIMOUSLY

IX LIST OF BILLS

- A Jason Kornegay moved, seconded by Todd Bonsall to approve the following List of Bills:
- | | | | |
|---|----------------------------|-----------------------|---------------------------|
| 1 | May 2023 | \$986,022.61 | Payroll |
| 2 | May 2023 | \$139,565.39 | Handchecks |
| 3 | May 2023 | \$0.00 | Handchecks - EANS |
| 4 | May 15, 2023 List of Bills | \$17,609.67 | Consultant Payroll |
| 5 | June 6, 2023 List of Bills | \$928,164.86 | Computer Generated |
| 6 | June 6, 2023 List of Bills | \$344,124.68 | Computer Generated - EANS |
| | | \$2,415,487.21 | TOTAL |

MOTIONS PASSED UNANIMOUSLY

X CORRESPONDENCE / COMMUNICATION

- A Appreciation Letter from Juan Torres, Interim Executive County Superintendent regarding the Governor's Educator of the Year Program

XI 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 | |

XII POLICY

No Action Items

XIII SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. She discussed personnel recommendations, providing information on non-certificated staff renewals and the elimination of the Bookkeeper position. Every program is comprised of key personnel who are either currently or will be eligible for retirement within a year. Several staff recommendations are directly related to ensuring a successful transition plan

Edward Abato moved, seconded by Todd Bonsall to approve action items to:

A ADMINISTRATION

- 1 approve the Shared Services Agreement, for the period July 1, 2023 to June 30, 2024, for subcontracted business administrator services with High Bridge Borough School District Board of Education in accordance with the Uniformed Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., and NJSA 18A:17-14.1 at an annual rate of \$91,800, as approved by the Interim Executive County Superintendent
- 2 accept donation of Military United States Flag from Robert and Judy Bridgman in memory of Veteran Clifford Bridgman

B EANS No Action Items

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION / THRIVE

- 1 extend lease agreement with Bartles Corner Business Park, LLC for the use of facilities at 8 Bartles Corner Road Flemington at a rate of \$6,500 per month, effective July 1, 2023 through September 30, 2023
- 2 authorize the submission of the application for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of, \$384,276, starting on July 1, 2023 and ending on June 30, 2024, and accept the award upon the subsequent approval
- 3 approve Greater Raritan Work Force Development Board Literacy Grant for ESL Classes in Somerset County Public Libraries in the amount of \$50,818.00, effective July 1, 2023 through June 30, 2024
- 4 approve the Memorandum of Understanding with Good Shepherd Lutheran Church for the period of September 11, 2023 through May 31, 2024, at no cost
- 5 approve the Memorandum of Understanding with Christian Center of Somerset for the period of September 11, 2023 through May 31, 2024, at a monthly cost of \$400
- 6 approve the Memorandum of Understanding with Bound Brook Library of the Somerset County Library System for the period of September 11, 2023 through May 31, 2024, at no cost

F PARAPROFESSIONALS No Action Items

June 6, 2023
**REPRESENTATIVE ASSEMBLY MEETING
 MINUTES**

G LEASE PURCHASING

No Action Items

H PURCHASING

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

| # | DISTRICT |
|-----|--|
| 808 | South Hackensack Board of Education |
| 809 | University Academy Charter High School |
| 810 | Manalapan, Township of |
| 811 | Carlstadt Sewerage Authority |
| 812 | Jackson, Township of |
| 813 | Closter, Borough of |
| 814 | Woodcliff Lake Board of Education |

I DEPARTMENT OF SCHOOL SERVICES

- 1 pay professional services at the following rates:

| Description | Amount not to Exceed | |
|----------------------------------|----------------------|------------------------|
| | Public School | Non-Public School |
| Evaluation Report | \$265.00 | \$220.00 per report |
| Bilingual Evaluation/Report | \$364.00 | \$308.00 per report |
| CST/Language Evaluation / Report | \$300.00 | N/A per report |
| Required Meeting | \$65.00 | \$50.00 per meeting |
| Report Acceptance | \$30.00 | \$25.00 per acceptance |
| BCBA Services | \$90.00 | N/A per hour |
| Functional Behavioral Assessment | \$800.00 | N/A per report |
| Gifted & Talented Testing | \$185.00 | N/A per test |
| Case Management | \$220.00 | \$200.00 per child |

J TRANSPORTATION

- 1 provide Emmanuel Turner training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00
- 2 provide a bus, with trainer, to Rochelle Sawyers for CDL Road Test, at a cost of \$400.00
- 3 approve Shared Services Agreement, with Delaware Valley Regional High School, for the provision of vehicle maintenance/inspection and fueling services, at \$85 per hour plus materials at cost, effective July 1, 2023 through June 30, 2024
- 4 approve Special Education Transportation Quoted Routes, as listed:

| 90 Days or Threshold; whichever comes first | | | | May 1, 2023 - June 30, 2023 | |
|---|-----------------|-------------------------|-------------------|-----------------------------|---------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem | Aide Per Diem |
| Q2379 | Hampton Academy | Hunterdon Central | Saint Mary's | \$346.00 | N/A |
| Q2380 | Voorhees | North/Voorhees Regional | Saint Abraham LLC | \$329.00 | N/A |

- 5 amend the following resolution, approved at the October 4, 2022 Board of Directors meeting:
 *approve Special Education Transportation Renewal Routes, as listed :

| September 1, 2022 - June 30, 2023 | | | | | |
|-----------------------------------|----------------|-------------------|------------|----------------|---------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem | Aide Per Diem |
| 2011 | Somerset Votec | Hunterdon Central | DVR | \$353.63 | N/A |

TO:

- *approve Transportation Renewal Routes, as listed :

| September 1, 2022 - June 30, 2023 | | | | | |
|-----------------------------------|----------------|-------------------|------------|----------------|---------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem | Aide Per Diem |
| 2111 | Somerset Votec | Hunterdon Central | DVR | \$353.63 | N/A |

- 6 approve Transportation Bid Routes, as listed :

| September 1, 2022 - June 30, 2023 | | | | | |
|-----------------------------------|----------------|------------------|------------|----------------|---------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem | Aide Per Diem |
| 1829 | Somerset Votec | North Hunterdon | DVR | \$226.45 | N/A |

K PERSONNEL

approve the following personnel items, as recommended by the Superintendent:

- 1 eliminate the position of Bookkeeper

June 6, 2023
**REPRESENTATIVE ASSEMBLY MEETING
MINUTES**

- 2 approve employment of Karolina Cywa for 2023-2024, as approved by the Interim Executive County Superintendent, as follows:

| <u>Position</u> | <u>Salary</u> |
|--------------------------------|---------------|
| Payroll Administrator Contract | \$70,000 |
| BA Service Provider Addendum | \$15,000 |

- 3 approve non-certificated staff for the 2023-24 school year, as per attached:
- 4 approve driver & monitor retention bonus of \$1,000.00 to be paid June 30, 2023, to drivers and monitors working a minimum of 5 hours per school day, with the signing of 2023-2024 employment contract
- 5 approve stipend for JoAnn Budnick, Health Occupations Students of America Advisor for Hunterdon Vocational, for the 2022-2023 school year, in the amount of \$1,792.98
- 6 **Change in Appointments* - NONE**

7 **Appointments***

| <u>Name</u> | <u>Position</u> | <u>Department</u> | <u>Rate/Salary</u> | <u>Effective On or About</u> |
|-------------------|------------------------------------|-------------------|----------------------|------------------------------|
| Luc Marseille | School Bus Driver | Transportation | \$25.00 / Hour | May 15, 2023 |
| Natalie Guarino | Teacher | School Services | \$39.00 / Hour | June 1, 2023 |
| Katherine Hawkins | Substitute Instructional Assistant | THRIVE | \$20.00 / Hour | June 1, 2023 |
| Anastasia Jones | Substitute Instructional Assistant | THRIVE | \$20.00 / Hour | June 1, 2023 |
| Adrienne Jackson | Administrative Assistant | Adult Programs an | \$39,000.00 / Annual | July 1, 2023 |

**pending completion of required paperwork*

8 **Resignations / Retirements / Terminations**

| <u>Name</u> | <u>Position</u> | <u>Department</u> | <u>Reason</u> | <u>Effective On or About</u> |
|----------------------|------------------------------|-------------------|---------------|------------------------------|
| Richard Cotter | Substitute School Bus Driver | Transportation | Resignation | 01/03/2023 |
| Jaclyn Lee | Teacher Assistant | School Services | Resignation | June 2, 2023 |
| Sherry Scott | Teacher Assistant | School Services | Resignation | June 2, 2023 |
| Carsyn Kubinak | Teacher Assistant | School Services | Resignation | June 30, 2023 |
| Jacqueline Martoccia | Teacher | School Services | Resignation | June 30, 2023 |

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> |
|-----------------|---|-------------|-------------|
| Superintendent | TITLE IX - Legal Requirements and Applicability to School Districts in NJ | 5/25/2023 | \$125 |

MOTIONS PASSED UNANIMOUSLY

XIV UNFINISHED BUSINESS

XV NEW BUSINESS

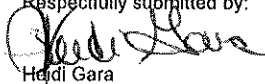
XVI CITIZENS ADDRESS THE BOARD

Christina Greaves, Personnel Coordinator, provided an overview of staffing. Fran Leddy provided an overview of the Adult Education, WorkFirst NJ and THRIVE programs

XVII ADJOURNMENT

Jason Kornegay moved, seconded by Gregory Haubaugh to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:10 pm.

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary