

**Executive Committee Meeting
November 13, 2018
EXECUTIVE COMMITTEE MINUTES**

A REGULAR meeting of the Hunterdon County Educational services Commission Board of Directors was held in the Hunterdon ESC Adult Basic Education (ABE) Office, 8 Bartles Corner Road (Suite 205) Flemington

I OPEN PUBLIC MEETING STATEMENT

The 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 Hunterdon County Democrat and The Courier News. Notice was also posted in the Board office and a copy has been sent to the county office

II ROLL CALL

BOARD MEMBERS

Jason Kornegay, Vice President (LEBANON TWP)
Dr. Greg Farley (BETHLEHEM)
Jason Kornegay, (CALIFON)
Linda Ubry (DELAWARE)

Joseph Somers (HOLLAND)
Kevin Gilman (HUNTERDON POLYTECH)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III CALL TO ORDER

At 4:15 pm at the HCESC Adult Basic Education Building at 8 Bartles Corner Road, Flemington, Board Vice President Jason Kornegay called an Executive Committee meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS NONE

V APPROVAL OF MINUTES

Kevin Gillman moved, seconded by Joseph Somers to:

- A approve the October 2, 2018 Board of Directors Regular Meeting minutes
- B approve the October 2, 2018 Board of Directors Executive Meeting minutes

MOTIONS PASSED with Linda Ubry and Gregory Farley abstaining

Kevin Gilman moved, seconded by Linda Ubry consent agenda items VI - X to:

VI FINANCIAL REPORTS

- A approve the line item transfers and budget appropriations for the period of October 2018 (Adj #097-112)
- B approve the unaudited Board Secretary Report for October 2018

VII LIST OF BILLS

A approve the following list of bills:

1	October 2018 Payroll	\$1,062,190.23	Payroll
2	October 15, 2018 Consultants	\$9,270.43	Payroll
3	October 2018	\$280,058.83	Hand checks
4	November 13, 2018 List of Bills	\$979,830.18	Computer Generated
5	November 13, 2018 List of Bills ADDED	\$6,945.71	Computer Generated
6	November 15, 2018 Consultants	\$5,946.06	Payroll
		<u>\$2,344,241.44</u>	TOTAL

VIII CORRESPONDENCE / COMMUNICATION

- A November 2018 Teacher Assistant Newsletter

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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

A approve the first reading of the following policies:

- 1 Policy 4111.2/4211.1 Domestic Violence (Mandatory)
- 2 Policy 5141.21 Administering Medication (Mandatory)
- 3 Policy 5145.7 Gender Identity and Expression

XI SUPERINTENDENT'S REPORT

A ADMINISTRATION

- 1 approve disbursements (#1-93) from TD Equipment Finance, Inc. lease #40119894, which has been liquidated
- 2 approve formal resolution ratifying the acquisition of 43 Hoffmans Crossing Road at a purchase price not to exceed \$599,000 approved at our October 2, 2018 board meeting.
- 3 approve formal resolution ratifying lease purchase financing to acquire, improve and finance 43 Hoffmans Crossing Road approved at our October 2, 2018 board meeting. Financing is not to exceed \$675,000.
- 4 increase Fund 60 \$350,000 to for additional transportation services
- 5 establish, for regular district business travel only, an annual school year threshold of \$1,500.00 per employee as described in N. J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); and Franklin Township BOE Minutes – May 22, 2017 14 WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the NJOMB mileage reimbursement rate is a reasonable rate; and WHEREAS, all administrative staff are approved for annual attendance at regularly scheduled professional meetings with no additional cost to the board; THEREFORE BE IT RESOLVED, the Board of Education approves the amounts set forth for regular district business travel and statutorily authorizes travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

B SCHOOLS

- 1 approve the Doctor's Standing Order for the administration of Naloxone (Narcan) to an unconscious person who is suspected of opioid overdose, as written and approved by the Hunterdon County Educational Services Commission school physician, Premier Family Medicine

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION No Action Items

F PARAPROFESSIONALS No Action Items

G LEASE PURCHASING No Action Items

H PURCHASING

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

#	DISTRICT		
516	Boonton Board of Education	521	South River Board of Education
517	Ramapo College of New Jersey	522	Ocean County College
518	Cherry Hill, Township of	523	Lenape Regional Board of Education
519	Red Bank Borough Board of Education	524	Cape May County Special Services
520	Sussex, County of		

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- 2 renew the School & Office Furniture & Accessories bid #183 with Tanner North Jersey & Proacademy Furniture, effective January 13, 2019 through January 12, 2020 with no changes
- 3 ratify the Gasoline, Ultra Low Sulfur Diesel & #2 Fuel Oil bid #HCESC-Fuel-18/19, effective 10/8/18 to 10/7/19, authorized at the October 2, 2018 Board of Directors Meeting
- 4 award the Fencing Repair & Replacement bid #HCESC-Cat/Ser-18-02, effective November 19, 2018 through November 18, 2020 to RIS Construction Corp. at the following rates: Foreman Labor Rate-\$15.00 Hour, Installer Labor Rate-\$40.00 Hour, Wholesale Markup for Materials-30%. 3% Prompt Payment Discount for Sussex, Morris, Somerset, Hudson, Bergen, Passaic, Union, Essex, Middlesex & Monmouth counties
- 5 authorize Administration to award the Fencing Repair & Replacement Services #HCESC-CAT/SER-18-02B rebid of counties not awarded
- 6 ratify the following trades, effective November 2, 2018 through November 1, 2019, as authorized at the October 2, 2018 Board of Directors meeting, as follows:

HVAC #HCESC-SER-12A

<u>Company</u>	<u>Hourly Rate/ Parts Markup</u>	<u>Counties Awarded</u>
McCloskey Mechanical Contractors	\$77.70/17%	Sussex, Morris, Warren, Somerset, Hudson, Hunterdon, Bergen, Passaic, Union, Essex, Middlesex, Mercer, Monmouth, Ocean, Salem, Cumberland, Atlantic & Cape May Counties
John Verderome & Sons, Inc.	\$77.00/17%	Burlington, Camden & Gloucester Counties

Electrical Services #HCESC-SER-12B

<u>Company</u>	<u>Hourly Rate/ Parts Markup</u>	<u>Counties Awarded</u>
Tatbit Co.	\$75.00/0%	Sussex, Morris, Warren, Somerset, Hudson, Hunterdon, Bergen, Passaic, Union, Essex, Middlesex, Mercer, Monmouth, Ocean, Burlington, Camden & Gloucester Counties

Painting Services #HCESC-SER-12E

<u>Company</u>	<u>Hourly Rate/ Parts Markup</u>	<u>Counties Awarded</u>
RIS Construction	\$40.00/50%	Sussex, Morris, Somerset, Hudson, Bergen, Passaic, Union, Essex, Middlesex & Monmouth
GPC, Inc.	\$67.00/10%	Warren, Hunterdon, Mercer, Ocean, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties

General Construction Repairs & Carpentry Services #HCESC-SER-12F

<u>Company</u>	<u>Hourly Rate/ Parts Markup</u>	<u>Counties Awarded</u>
RIS Construction	\$50.00/35%	Sussex, Morris, Somerset, Hudson, Bergen, Passaic, Union, Essex, Middlesex & Monmouth Counties
GPC, Inc.	\$77.73/10%	Warren, Hunterdon, Mercer, Ocean, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties

Pest Control Services #HCESC-SER-12G

<u>Company</u>	<u>Hourly Rate/ Parts Markup</u>	<u>Counties Awarded</u>
Cavanaugh's Exterminating Company, Inc.	\$30.00/25%	All Counties

Tree Trimming, Pruning & Removal Services #HCESC-SER-12H
(Low Bidder is determined by the lowest total average of lines 1 through 5)

<u>Downes Tree Service</u>	<u>Service</u>	<u>Rate</u>	<u>Counties: Bergen & Passaic</u>
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Stump Removal - 2 Person Crew	\$150.00 Hour
Tree Work - 3 Person Crew	\$225.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$225.00 Hour
Additional Laborer	\$50.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$150.00 Hour
Bucket Truck	\$25.00 Hour
Grapple Truck	\$100.00 Hour

Counties: Hudson & Union

Stump Removal - 2 Person Cr	\$190.00 Hour
Tree Work - 3 Person Crew	\$300.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$300.00 Hour
Additional Laborer	\$55.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$50.00 Hour
Grapple Truck	\$125.00 Hour

County: Essex

Stump Removal - 2 Person Crew	\$175.00 Hour
Tree Work - 3 Person Crew	\$250.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$250.00 Hour
Additional Laborer	\$55.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$50.00 Hour
Grapple Truck	\$125.00 Hour

County: Morris

Stump Removal - 2 Person Crew	\$175.00 Hour
Tree Work - 3 Person Crew	\$250.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$250.00 Hour
Additional Laborer	\$55.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$150.00 Hour
Bucket Truck	\$25.00 Hour
Grapple Truck	\$100.00 Hour

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- 7 authorize Administration to award the Tree Trimming, Pruning & Removal Services #HCEC-SER-12H2 rebid of counties not awarded
- 8 authorize Administration to award the Electrical Services #HCEC-Ser-12B2 rebid of counties not awarded
- 9 terminate American Pride, Paper and Plastic, dba Crystalware, contract awarded under Custodial Supplies & Equipment bid #189 for Default, pursuant to A35.1 of the bid specifications.

I DEPARTMENT OF SCHOOL SERVICES

- 1 contract with Maria McHugh, School Social Worker Consultant, at board approved rates, effective November 14, 2018 through June 30, 2019

J TRANSPORTATION

- 1 approve Special education Transportation Routes, as listed:

Glen Gardner

a

Route Addendums				September 1, 2018 - December 31, 2018	
Route #	Destination	Sending District	Contractor	Route Per Diem	Increase Route Per Diem
1902	High Bridge	Holland, Clin. Pub, Hampton, HB	DVR	\$240.00	\$79.00 - Aide
1723	Lakeview	HC, Readington Twp.	Joy Transport	\$421.62	\$87.00 - Mileage
1824	Montgomery	North Hunterdon, Tewksbury Twp.	Joy Transport	\$279.15	\$139.58 - Additional Trips
1936T	ARC Essex	Tewksbury Twp.	Alyft Transport	\$232.00	\$63.00 - Aide
1911	NuView	Clinton Twp.	Cassidy Transport	\$188.00	\$8.24 - Mileage
1708	Somerset Votec	H.C.	Kensington Bus	\$263.18	\$31.27 - Mileage
1920	Center School	Delaware Twp. South Hunterdon	Alyft Transport	\$214.00	\$120.00 - Additional Trips
1930	Copperhill School	Flemington Raritan	Joy Transport	\$350.00	\$175.00 - Additional Trips
1945T	Voorhees HS	North/Voorhees	Cassidy	\$188.00	\$80.00 - Aide

b

Quoted Routes				September 1, 2018 - February 2, 2019	
Route #	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
1945T	Voorhees HS	North/Voorhees	Cassidy	\$188.00	\$80.00

West Orange

c

Renewal Routes - Morris County ESC				September 1, 2018 - June 30, 2019	
Route #	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
CE446	DLC, Warren	Parsippany, Morris	HCEC	\$286.76	2 @ \$75 ea.
CV001	Morris Cty. Tech	Butler, Denville, W. Orange	HCEC	\$368.20	N/A

d

Quoted Routes - Essex County ESC				September 1, 2018 - June 30, 2019	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
JCM02Q	JC Middle School	E. Orange	HCEC	\$174.46	\$65.00
YCSG10Q	George Washington School	Orange	HCEC	\$240.16	\$65.00

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- 2 approve Joint Transportation Agreement with Hunterdon County Vocational School for the 2018-2019 School Year:

Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Diem
ESEA	Hoffmans Crossing	North Hunterdon	HCESC	\$7,200.00	N/A

- 3 approve Joint Transportation Agreement with Delaware Valley Regional HS for the 2018-2019 School Year:

Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Diem
DSE04	East Mountain Day	North Hunterdon	DVR	\$24,205.00	N/A
SVT	Somerset Vo-Tech	North Hunterdon	DVR	\$24,346.00	N/A

- 4 approve Joint Agreement with Delaware Valley Regional HS for School Related Activities to Various Locations; \$72.20 per hour for the first 4 hours than \$44.00 per hour for the 2018 - 2019 School Year

- 5 approve Joint Agreement with Clinton Township for the 2018-2019 School Year for the following:

Route#	Destination	Route Per Annum	Aide Per Annum
CM14	Clinton Twp. Middle School	\$25,653.60	\$8,000.00
CR07	Round Valley School	\$25,653.60	\$8,000.00
CM12	Clinton Twp. Middle School		\$8,000.00
CP07	Patrick McGaheeran School		\$8,000.00

- 6 approve Joint Agreement with Hunterdon County Vocational School for School Related Activities to Various Locations; cost based on location and hours at \$55.00 per hour for the 2018-2019 School Year

- 7 amend the following, approved at the October 2, 2018 Board of Directors Meeting:

approve Joint Transportation Agreement with West Orange BOE for the 2018-2019 School Year for \$3,575,127.74

to

approve Joint Transportation Agreement with West Orange BOE for the 2018-2019 School Year for \$3,608,445.64

- 8 authorize Administration to award Bid # FUEL-2018-02, effective November 28, 2018

- 9 award the sale of School Transportation Vehicles for Bid #19-01, as follows:

WEST ORANGE

#	Year	Passenger	VIN #	Make/Model	Top Offer	Results
19	2006	54	1BAKFCKH66F231092	BlueBird Vision	\$377.00	Jersey One

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>
Caterina Dobak	P/T Teacher Assistant	Lebanon Township	\$15.75 / Hour	10/15/2018
Shireen Khan	P/T ESL Instructor	Adult Basic Education	\$84.00 / Class	10/15/2018
Ruth Arce	P/T Teacher Assistant	Clinton Public School	\$15.75 / Hour	10/29/2018
Lisa Dombrowski	P/T Teacher Assistant	Bethlehem @ Hampton	\$15.75 / Hour	10/29/2018
Esteban Lizana	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/30/2018
Kathleen Colavita	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/30/2018

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Ann Kay	P/T Teacher Assistant	FRRSD	\$15.75 / Hour	10/30/2018
Rachel Devlin	P/T Teacher Assistant	FRRSD	\$16.14 / Hour	10/30/2018
Yelitza Araujo	P/T Teacher Assistant	Holland	\$15.75 / Hour	11/1/2018
Gregory Williams	P/T Teacher Assistant	Hunterdon Preparatory	\$15.75 / Hour	11/05/2018
Sylance Chery	P/T School Bus Driver	West Orange	\$20.50 / Hour	11/05/2018
Eileen Shomo	P/T School Bus Monitor	Lebanon Township	\$20.00 / Hour	11/12/2018
Lauren Sanford	P/T Administrative Assistant	Cooperative Purchasing	\$16.00 / Hour	11/19/2018

**pending completion of required paperwork*

2 to amend the following appointment approved at the October 2, 2018 Board of Directors' Meeting:

Lesley Dignazio	P/T Teacher	School Services	\$55.00 / hour	10/15/2018
to				
Lesley Dignazio	P/T Teacher	School Services	\$56.38 / hour	10/15/2018

3 to amend the following appointment approved at the May 1, 2018 Board of Directors' Meeting:

David Lutzky	Non Public Coordinator	School Services	\$60,617.51	09/01/2018
to				
David Lutzky	SSW/Non Public Coordinator	School Services	\$70,617.51	2018-2019 School Year

4 **Leaves of Absence (LOA)***

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Denice Eberle	P/T Teacher Assistant	Lebanon Township	FMLA (intermittent)	0/2018 - 06/30/2019 (10 Days Paid)
Joe Hall	P/T School Bus Monitor	West Orange	Medical	09/06/2018 - 11/02/2018 (Paid)
Kathleen Moreland	Administrative Assistant/AP	Business Office	Medical	0/26/2018 - 11/07/2018 (6 Days Paid)
Melissa Manks	P/T Teacher Assistant	FRRSD	Personal	10/30/2018 - 01/08/2019 (Unpaid)

**pending completion of required paperwork*

5 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Betty Weaver	P/T School Bus Monitor	West Orange	Resignation	08/30/2018
Veronica Jones-Muhammad	P/T School Bus Driver	West Orange	Resignation	10/22/2018
Kristen Poleski	P/T Teacher Assistant	FRRSD	Resignation	10/26/2018
Colleen Matta	P/T Teacher Assistant	Clinton Glen Gardner	Resignation	10/26/2018
Christopher Smyth	P/T Teacher Assistant	Bethlehem Township	Resignation	10/25/2018- Paid through 11/01/2018

6 to approve the following additional assignment as P/T School Bus Aide at an hourly rate of \$21.12, as needed, for Heather Lewis, P/T Teacher Assistant at FRRSD

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>
Assistant SBA	Capital Projects	12/6/2018	\$100

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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, 2019 through December 31, 2019:
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 contract 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, 2019 through December 31, 2019
Maximum benefits as follows
Preventative & Diagnostic \$500 per covered person per calendar year

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

- A OCT 17 - ESC DAY was a success - 90 staff & students in attendance
- B BARN CONSTRUCTION - PERMIT/ZONING PENDING
- C PROGRAM INITIATIVES: DDD PROGRAM (AGES 18-26), HUNTERDON BEHAVIOR HEALTH - DAY PROGRAM FOR HIGH SCHOOL STUDENTS, CULTURAL HERITAGE COMMISSION - TEEN ARTS FESTIVAL
- D DONNA HERBEL SHARED A SPECIAL THANKSGIVING POEM

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Linda Ubry moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further items to discuss, the meeting was adjourned at 4:24 pm

Respectfully submitted by


Corinne Steinmetz
SBA/Board Secretary