

VA

**Board of Directors Meeting  
December 4, 2018  
Minutes**

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

**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 that adequate notice has been published in the Hunterdon County Democrat and The Courier News. This notice is also posted in the Board office and a copy has been sent to the county office

**II ROLL CALL**

**BOARD MEMBERS**

Jennifer Giordano (BEDMINSTER)	Kevin Gilman (HUNTERDON POLYTECH)
Seth Cohen (CLINTON BORO/GLEN GARDNER)	Donna Herbel (KINGWOOD)
Charles Miller (E AMWELL) - PRESIDENT	Teresa Kane (MILFORD)
Kari McGann (FLEMINGTON RARITAN REG)	Brett Reina (DEL-VAL REG)
Joseph Somers (HOLLAND)	

**ADMINISTRATION / STAFF PRESENT**

Corinne Steinmetz (SBA/BOARD SECRETARY)	Nisha Murry (PRINCIPAL)
Heidi Gara (ASST SBA)	Fran Leddy (ABE COORDINATOR)
Christina Greaves (PERSONNEL COORDINATOR)	

**III CALL TO ORDER**

At 4:18 pm at the HCESC Adult Basic Education Building at 8 Bartles Corner Road, Flemington, Board President Charles Miller called the meeting to order

Seth Cohen moved, seconded by Joseph Somers to adopt the agenda

**MOTION PASSED UNANIMOUSLY**

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

Christina Greaves updated the board on Teacher Assistant program.  
Fran Leddy provided update on ABE program  
Fran Leddy and Nisha Murray are providing supervisor services at Polytech - Bartles campus

Kevin Gilman moved, seconded by Jennifer Giordano to approve action items V & VI, to:

**V APPROVAL OF MINUTES**

A ratify action items approved at the November 13, 2018 Board of Executive Committee Meeting

**VI FINANCIAL REPORTS**

A approve the line item transfers and budget appropriations for the period of November 2018 (Adj #113-137)  
B approve the unaudited Board Secretary Report for November 2018

**MOTIONS PASSED, with Seth Cohen and Jennifer Giorando abstaining from VA**

**VII LIST OF BILLS**

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

1	November 2018 Payroll	\$1,035,801.65	Payroll
2	November 2018	\$10,005.48	Hand checks
3	December 4, 2018 List of Bills	\$893,654.98	Computer Generated
4	November 2018 Consultant	\$8,400.00	Payroll
		<u>\$1,939,462.11</u>	<b>TOTAL</b>

**MOTION PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE / COMMUNICATION**

- A November 2018 Cooperative Purchasing Newsletter
- B Fall 2018 ABE 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 met 11/28/2018

**X POLICY**

- A Joseph Somers moved, seconded by Kevin Gilman to approve the
  - 1 Policy 4111.2/4211.1 Domestic Violence (Mandatory)
  - 2 Policy 5141.21 Administering Medication (Mandatory)
  - 3 Policy 5145.7 Gender Identity and Expression

**MOTION PASSED UNANIMOUSLY**

**XI SUPERINTENDENT'S REPORT, presented by Charles Miller**

Transportation

Drivers & staff did an amazing job during the recent snow storm that caused students to remain on buses for several hours and some stu

Fleet Tracking system in process of being investigated

Closed on purchase of House and Lockheed property

Barn Renovation financing closing on Friday

Investigating new potential programs

Investigating regenerating county teen arts program

Investigating facility use and availability to districts

Brett Reina left at 4:41 pm

Seth Cohen moved, seconded by Jennifer Giordano to approved Consent Agenda items:

**A ADMINISTRATION**

- 1 approve formal resolution ratifying lease purchase financing of \$650,000 to improve barn facilities authorized at the August 28, 2018 board meeting
- 2 approve following change orders for Renovations to Barn Building (CONST 18-01), as follows:

(ATTACHMENT)

CO#1	Material Change (Switch to Metal Studs)	-\$9,584.00
CO#2	Removal of Sheetrock	\$722.57

**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**

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

#	DISTRICT
525	Toms River Municipal Utilities Authority
526	Middlesex County Stem Charter School
527	The College of NJ
528	Holmdel, Township of
529	Wallkill Valley Regional Board of Education
530	Irvington Board of Education

2 authorize Administration to award the General School Supply bid #192

3 authorize Administration to award the Health/Sports Medicine Supply bid #193

4 authorize Administration to award the Musical Instruments-Equipment, Supplies, Repair & Conditioning bid #HCESC-Cat/Ser-18-03

5 authorize Administration to award the Facility Maintenance Equipment bid #HCESC-Cat/Ser-19-01

6 ratify the following trades, effective November 16, 2018 through November 1, 2019, as authorized at the November 13, 2018 Board of Directors meeting:

Electrical Services #HCESC-SER-12B2

Company	Hourly Rate/ Parts Markup	Counties Awarded
DEC Electrical Contractors, Inc.	\$94.00/15%	Salem, Cumberland, Atlantic & Cape May Counties

Tree Trimming, Pruning & Removal Services #HCESC-SER-12H2

(Low Bidder is determined by the lowest total average of lines 1 through 5)

Rich Tree Service	Counties: Sussex, Warren, Hunterdon, Mercer, Monmouth & Ocean
Stump Removal - 2 Person Crew	\$100.00 Hour
Tree Work - 3 Person Crew	\$225.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$250.00 Hour
Additional Laborer	\$50.00 Hour
Additional Climber	\$65.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$50.00 Hour
Grapple Truck	\$75.00 Hour

Rich Tree Service	Counties: Middlesex, Somerset, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May
Stump Removal - 2 Person Crew	\$115.00 Hour
Tree Work - 3 Person Crew	\$200.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$225.00 Hour
Additional Laborer	\$50.00 Hour
Additional Climber	\$65.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$75.00 Hour
Grapple Truck	\$150.00 Hour

7 approve the following resolution for Change Order #1 related to bid #HCESC-Trans-17-01:

**WHEREAS**, The Hunterdon County Educational Services Commission ("HCESC"), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for 16, 24 & 54 Passenger School Buses to the lowest responsive and responsible bidder, H.A. DeHart & Son ("DeHart") (bid #HCESC-Trans-17-01); and

**WHEREAS**, NJ State law A4110 mandates 24 & 54 Passenger School Buses built or in production as of March 1, 2019, are required to include three-point, lap-and-shoulder seat belts; and

**WHEREAS**, HCESC has received a change order request from DeHart to include the mandatory three-point, lap and shoulder seat belt in the base price as follows; 24 Passenger Bus - an increase of \$3,296 for a new contract amount of \$48,787 per bus; and 54 Passenger Bus - an increase of \$5,500 for a new contract amount of \$79,120 per bus;

WHEREAS, the Superintendent has concluded that approval of this change order request is necessary and reasonable under the circumstances presented;

NOW, THEREFORE, BE IT RESOLVED, that the Hunterdon County Educational Services Commission hereby authorizes the Business Administrator and/or her designee to issue a change order for this project as set forth herein.

- 8 ratify award of Fleet Tracking & Management Systems RFP rebid #HCESC-Trans-18C (formally #HCESC-Trans-18B) to AngelTrax IVS, Inc dba AngelTrax as most responsible and responsive, effective January 7, 2019 through January 6, 2022, as authorized at the June 5, 2018 Board of Directors meeting

<u>Evaluator</u>	<u>IVS, Inc dba AngelTrax</u>	<u>Tyler Technologies</u>	<u>NexTrag</u>	<u>WH Electronics AAT</u>	<u>Argent / Ubicabus</u>
#1	87	NONRESPONSIVE	NONRESPONSIVE	68	NONRESPONSIVE
#2	86	NONRESPONSIVE	NONRESPONSIVE	74	NONRESPONSIVE
#3	90	NONRESPONSIVE	NONRESPONSIVE	96	NONRESPONSIVE
#4	89	NONRESPONSIVE	NONRESPONSIVE	66	76
#5	90	71	66	72	70
Total Points	442	NONRESPONSIVE	NONRESPONSIVE	376	NONRESPONSIVE

**I DEPARTMENT OF SCHOOL SERVICES**

- 1 contract with Bayada Home Health Care, Inc. for basic nursing care for students, effective November 20, 2018, at the following rates:

RN Services      \$60/hr    LPN Services      \$50/hr

**J TRANSPORTATION**

- 1 purchase fuel from Wex/FleetOne, at lowest price available, as needed, per NJSA-18A:18A-5; exception to requirements for advertising, (c) bids have been advertised for Bid #FUEL 2018 on two occasions and no bids have been received on both occasions in response to the advertisements, effective November 28, 2018 through November 27, 2019
- 2 provide Nabine Agesilas training for Class B CDL License with "P" and "S" endorsement, at a rate of \$800.00, effective November 15, 2018
- 3 provide Jecrois Mathurin training for Class B CDL License with "P" and "S" endorsement, at a rate of \$800.00, effective November 21, 2018

**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>
Lauren Suskavcevic	P/T Teacher Assistant	Franklin Township School	\$15.75/ Hour	11/26/2018
Lisa Ciarlante	P/T Teacher Assistant	Clinton Public School	\$15.75/ Hour	11/26/2018
Jean Morency	P/T School Bus Monitor	West Orange	\$14.90/ Hour	11/26/2018
Dominique Neuhauser	P/T Teacher Assistant	FRRSD	\$15.75/ Hour	11/27/2018
Ana Ramirez	P/T School Bus Driver	West Orange	\$20.50/ Hour	12/03/2018
Gretchen Biancone-Groff	Sub School Bus Driver	Glen Gardner	\$22.00/ Hour	12/03/2018

*\*pending completion of required paperwork*

- 2 to rescind the following appointment approved at the November 13, 2018 Board of Directors' Meeting:

Sylance Chery	P/T School Bus Driver	West Orange	\$20.50 / Hour	11/28/2018
---------------	-----------------------	-------------	----------------	------------

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

John Sousa	Network Admin/Systems Support Hoffmans Crossing	Military Leave	3/24/18 - 01/09/19 (Paid)
to			
John Sousa	Network Admin/Systems Support Hoffmans Crossing	Military Leave	3/24/18 - 02/01/19 (Paid)

**3 Leaves of Absence (LOA)\***

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Enith Zilat	P/T School Bus Driver	West Orange	FMLA (intermittent)	11/12/2018 - 12/12/2018 (10 Days Paid)
Barbara Breivik	P/T Teacher Assistant	Lebanon Township	Medical	11/13/2018 - 12/14/2018 (18 Days Paid)
Laurie Fenneman	P/T Teacher Assistant	FRRSD	FMLA (intermittent)	11/21/2018 - 06/30/2018 (10 Days Paid)
Teresa Calabrese	P/T Teacher Assistant	FRRSD	FMLA (intermittent)	11/16/2018 - 06/30/2018 (10 Days Paid)

*\*pending completion of required paperwork*

**5 Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Melissa Tonna	P/T Teacher Assistant	FRRSD	Resignation	10/29/2018
Amritha Bhat	P/T Teacher Assistant	FRRSD	Resignation	11/20/2018
Gretchen Biancone-Groff	Administrative Assistant	Glen Gardner	Resignation	11/30/2018
Molly Noctor	P/T Teacher Assistant	Franklin Township School	Resignation	12/14/2018

**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>
Personnel Coordinator	CPI 4 Day Classroom Renewal	2/19/2019	\$1,489

**MOTIONS PASSED UNANIMOUSLY**

**XII UNFINISHED BUSINESS**

**XIII NEW BUSINESS**

- A Day Habilitation program, presented by Nisha Murray:: Adults 21+. Funded through medicade DDD program. Nisha and Fran have been visiting local programs and gathering a lot of information on the operations of programs. Hoffmans Crossing campus can meet current needs and then some.

HCESC can offer a lot more hands on. Exciting opportunity, locaiton provides a lot of options: gardening, animals, fishing, resources for music therapy and integration of other offerings (rakey, theraputic riding, yoga, dance, kitchen w/ new oven, ymca camp offerings, community programs.

Need exists for disability students to interact with able body community. Need for transition services, residence are having to go out of county, with little choices. Great opportunity for us and them.

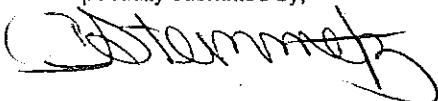
Students are identified under mulitple tracks, most clients are of county disability. Coordinator would be main resouce  
 Nurse on site  
 12 month program  
 Anticipate start , possibly Septebmer 2019 on small scale  
 Medicade applicaiton / funding - provisional certificaiton 3 years with annual reveiw.

**XIV CITIZENS ADDRESS THE BOARD**

**XV ADJOURNMENT**

Seth Cohen moved, seconded by Kevin Gilman to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:58 pm.

Respectfully submitted by,



(

(

(