VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE

June 2, 2020

Minutes

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

BOARD MEMBERS PRESENT

April Abelman (ALEXANDRIA) Jason Kornegay (HAMPTON)

Jennifer Giordano (BEDMINSTER) Kevin Gilman (HUNTERDON POLYTECH)

Dr. Greg Farley (BETHLEHEM)

Donna Herbel (KINGWOOD)

Jennifer Kaltenbach (CLINTON TWP)

Jason Kornegay (LEBANON TWP)

Mary Lyons (DELAWARE)

Charles Miller (E AMWELL)

Nicholas Diaz (FRANKLIN-HUNTERDON)

Teresa Kane (MILFORD)

Andrea Stein (TEWKSBURY)

Jennifer Sigler (UNION)

ADMINISTRATION PRESENT

Marie B. Gorey (SUPERINTENDENT)

Corinne Steinmetz (SBA/BOARD SECRETARY)

Christina Greaves (PARAPROFESSIONAL COORDINATOR) Heidi Gara (ASST SCHOOL BUSINESS ADMINISTRATOR)

Fran Leddy (ABE COORDINATOR)

III CALL TO ORDER

At 4:20 pm via virtual ZOOM platform Board Secretary, Corinne Steinmetz called the meeting to order

SUPERINTENDENT REPORT

Programs are up and running remotely:

School Services

Adult Ed

Thrive Post age 21 Services

Technology

CoOp Purchasing Remote opening June 18, 2020

Transportation Coordination and Services, Mechanics getting vehicles ready for inspection ad reopening

Reviewing options for reopening Electrostatic cleaning equipment

Lease purchasing

Facilities Closing out classes (HDVSD) following protocols

Facility staff taking care of projects

Summer camp options being assessed

Year end closeout in process

Very proud of staff and their continued flexibility during a high intensity environment Implemented staff outreach/networking in effort to provide support each other

IV BOARD OF DIRECTORS

- A Representative Assembly/Board of Directors
 - 1 Election of Board President

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

Donna Herbel moved, seconded by Mary Lyons 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

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2 Election of Board Vice President

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

Charles Miller moved, seconded by Kevin Gilman 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

- 3 Election Ballot for Board of Directors to be completed and returned to Corinne Steinmetz by June 10, 2020
- B Committee Selection Form to be completed and returned to Corinne Steinmetz by June 10, 2020

V ANNUAL REPORTS

VI REORGANIZATION

Donna Herbel moved, seconded by Kevin Gilman to approve reorganization items as recommended by Superintendent, Marie Gorey for July 1, 2020 through June 30, 2021, to:

A APPROVAL OF POLICIES

approve the HCESC Policy Manual, 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 \$170.00/hour
- 3 McManimon, Scotland & Baumann, LLC as legal counsel for purchase sale agreement/lease matters, at the following rates:

Attorney Fee \$215 per hour Paralegal \$135 per hour

Facility Lease \$15,000 plus \$1 per \$1,000 issued

- 4 New Jersey Schools Insurance Group Personnel Hotline, at no cost
- 5 New Jersey Schools Insurance Group Bullying Hotline, at no cost

C <u>DEPOSITORY / SIGNATURES</u>

- 1 appoint TD Bank as the official depository of the Commission
- 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 <u>INSURANCE</u>

- 1 appoint Richland-Knowles Agency as the Commission's insurance broker for general liability, property and automobile insurance
- 2 appoint Brown and Brown as the Commission's insurance broker for health benefits
- 3 appoint Marsh USA Co. as the Commission's bonding agent for school transportation contracts, at a rate of \$10.00 per \$1,000.00 for bonds

F AUDIT

1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$25,375.00 (1.7% 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

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H CONSTRUCTION

1 appoint USA Architects as architect of record

I APPOINTMENTS

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

J <u>PURCHASING</u>

- 1 appoint Corinne Steinmetz 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 \$40,000.00 Quote Threshold \$6,000.00

3 approve procurement of Goods and Services through State Contract, as follows:

<u>VENDOR</u>	<u>UP TO AMOUNT</u>	<u>UP TO AMOUNT</u>	<u>ITEMS</u>
	<u>2019-2020</u>	<u>2020-2021</u>	
Custom Bandag	\$35,000.00	\$35,000.00	Tires and Tubes
Dell	\$25,000.00	\$25,000.00	Equipment
Verizon Wireless	\$7,500.00	\$7,500.00	Cell Phones
Lowes	\$7,500.00	\$7,500.00	Supplies
Home Depot	\$15,000.00	\$15,000.00	Supplies

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.

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5 waive bidding requirements for vehicle repair service from Rannix Corporation, DBA Truck Body East, and J&D Autobody, approved vendors, for claims filed through New Jersey Schools Insurance Group

6 PAY TO PLAY AUTHORIZATION

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 an 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 <u>VETERINARIAN</u>

appoint Equiheart Veterinary Services for animal healthcare

N SCHOOL

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

Teachers: Danielson Model Principals: NJPEPL Observation Instrument

O SCHEDULE

approve 2020-21 Board Meeting Dates, to be held at 4:15 pm, as follows:

MEETING	DATE	LOCATION	
Board of Directors	Tuesday, June 30, 2020	Flemington	(Last Tuesday)
Board of Directors	Tuesday, August 25, 2020	Flemington	(4th Tuesday)
Board of Directors	Tuesday, October 6, 2020	Flemington	
Board of Directors	Tuesday, November 10, 2020	Flemington	(2nd Tuesday)
Board of Directors	Tuesday, December 1, 2020	Flemington	
Board of Directors	Tuesday, January 5, 2021	Flemington	
Board of Directors	Tuesday, February 2, 2021	Flemington	
Representative Assembly	Tuesday, March 2, 2021	Califon	Budget Approval
Board of Directors	Tuesday, April 13, 2021	Flemington	(2nd Tuesday)
Board of Directors	Tuesday, May 4, 2021	Flemington	
Representative Assembly	Tuesday, June 1, 2021	Califon	Reorganization
Board of Directors	Tuesday, June 29, 2021	Flemington	(Last Tuesday)

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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 to 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

VII CITIZENS ADDRESS THE BOARD OF DIRECTORS

VIII APPROVAL OF MINUTES

A Kevin Gilman moved, seconded by Jennifer Kaltenbach to approve Board of Directors the Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board of Directors Minutes May 5, 2020, as submitted by Board Order Minutes May 5, 2020, as submitted by Board Order Minutes May 5, 2020, as submitted by Board Order Minutes May 5, 2020, as submitted by Board Order Minutes May 5, 2020, as submitted by Board Order Minutes May 5, 2020, as submitted by Board Order Minutes May 5, 2020, as submitted Minutes Minut

MOTION PASSED UNANIMOUSLY

IX FINANCIAL REPORTS

A Mary Lyons moved, seconded by Kevin Gilman to approve the line item transfers and budget appropriations for the period of May 1-30, 2020 (Adj # 239-253)

\$1.10E.006.40 Dovroll

MOTION PASSED UNANIMOUSLY

1 May 2020

X LIST OF BILLS

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

MOTION	PASSED UNANIMOUSLY	\$3,023,232.24	TOTAL
5	May 5, 2020 Added List of Bills	\$15,615.02	Computer Generated
4	June 2, 2020 List of Bills		Computer Generated
3	May 15, 2020		Consultants
2	May 2020	\$1,346,925.78	Hand checks
1	May 2020	\$1,195,886.49	Payroll

XI CORRESPONDENCE / COMMUNICATION

- A June 2020 Co-op Newsletter
- B County Approval Letter for Employment Contract/Employment Contract Addendum for Corinne Steinmetz, School Business Administrator

XII 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

XIII POLICY No Action Items

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XIV SUPERINTENDENT'S REPORT

Kevin Gilman moved, seconded by Dr. Greg Farley action items XIV A & B to:

A ADMINISTRATION

- authorize the Affirmative Action Officers, in conjunction with the Affirmative Action team, to conduct a needs assessment, to develop a Comprehensive Equity Plan, unless already developed, to implement the plan over a three year period and/or submit an annual progress report in the Quality Assurance Annual Report.
- 2 approve insurance renewal with New Jersey School Boards Association Insurance Group for 2020-21 school year at an annual amount of \$391,828, a decrease of \$37,196 (8.6%) compared to 2019-20 actual. Rate will be adjusted accordingly with additions and deletions to the policy coverage.

B SCHOOLS

1 approve the Doctor's Standing Order, as written and approved by the Hunterdon County Educational Services Commission school physician, Premier Family Medicine

MOTIONS PASSED UNANIMOUSLY

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

Mary Lyons moved, seconded by Jennifer Kaltenbach to approve action items XIV E & H to:

E ADULT BASIC EDUCATION

- apply for Work First New Jersey Job Search, Job Readiness, Supported Work and Community Work Experience for Hunterdon County and Somerset County, in the amount of \$492,369, starting July 1, 2020 through 6/30/21, with option four (4) additional one (1) year renewals.
- apply for Workforce Learning Link for Hunterdon County and Somerset County in the amount of \$65,000, starting July 1, 2020 through 6/30/2021, with option four (4) additional one (1) year renewals

F PARAPROFESSIONALS No Action Items

G LEASE PURCHASING No Action Items

H PURCHASING

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

<u>DISTRICT</u>
629 Maywood Board of Education

630 Long Beach, Township of

Mountainside Board of Education
Atlantic Highlands, Borough of

- authorize Administration to award the Mechanical & Electronic Door Locking Systems, Doors & Related Products bid #203
- 3 authorized Administration to award the Indoor/Outdoor Signs & Graphics bid #HCESC-Ser-20-05r
- 4 renew the Multi-Purpose Transportation Vehicles bid #HCESC-Trans-19-11, effective June 26, 2020 through June 25, 2021 with no changes
- 5 renew the Comprehensive Safety & Security System bid #HCESC-Tech-17-01, effective July 21, 2020 through July 20, 2021 with no changes
- 6 renew the Chromebook Refurbishment Parts & Accessories bid #HCESC-19-10, effective July 1, 2020 through June 30, 2021 with no changes
- 7 authorize Administration to award the Food Service Supplies & Equipment bid #HCESC-Cat-20-09
- 8 authorize Administration to award the Appliance Repair, Maintenance & Installation Services bid #HCESC-Ser-20-10

MOTIONS PASSED UNANIMOUSLY

I DEPARTMENT OF SCHOOL SERVICES No Action Items

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J TRANSPORTATION

No Action Items

Kevin Gilman moved, seconded by Donna Herbel to approve action items XIV K, L & M to:

K PERSONNEL

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

- 1 approve employment contract for Corinne Steinmetz, School Business Administrator, with an annual salary of \$134,824.61 effective July 1, 2020 through June 30, 2021, as approved by the Interim Executive County Superintendent
- 2 approve employment contract addendum for Corinne Steinmetz, School Business Administrator, with an annual amount of \$30,000.00 effective July 1, 2020 through June 30, 2021, for shared services with HCVSD as approved by the Interim Executive County Superintendent

3 Leaves of Absence*

<u>Name</u>	Position	Location	Reason	Effective On or About
Andrea Lorenzi	P/T Teachers Assistant	Clinton Public School	NJ Cares Act	5/13/2020

*pending completion of required paperwork

L PROFESSIONAL DEVELOPMENT

1 approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

Position	Workshop	Date	Cost
Business Administrator	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100
Assistant Business Administrator	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100
Administrative Assistant	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100
Payroll Administrator	Audit Preparation/GASB84 (Webinars)	5/18/20; 5/20/20; 5/27/20	\$100

M BENEFIT RENEWAL

1 approve Medical and Prescription Benefit plans for the 2020-2021 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect up to 7% increase over 2019-2020 rates, and with an employee contribution rate of 1.5% of salary or a percentage of premium as per statute, whichever is higher:

Employees eligible on or before June 30, 2013		
	Horizon Omnia Monthly Premium paid by HCESC	
Single	\$882.18	
Parent/Children	\$1,465.19	
Employee/Spouse	\$1,942.91	
Family	\$2,625.55	

Employees eligible July 1, 2013 or after

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		Horizon Omnia Monthly Premium paid by HCESC
Single		\$882.18
Parent/Children		\$1,027.93
Employee/Spouse		\$1,147.36
Family		\$1,318.02

2 approve the following optional benefit plan available to employees at their own expense beyond costs above:

Horizon HDHP Horizon POS Horizon DA

3 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits in an annual amount of \$500 (prorated) upon required proof of coverage. Payout will be made through payroll, paid to employee in equal installments each pay.

MOTIONS PASSED UNANIMOUSLY

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XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Kevin Gilman moved, seconded by Donna Herbel to adjourn the meeting at 5:12 pm **MOTIONS PASSED UNANIMOUSLY**

Respectfully submitted by:



Corinne Steinmetz

School Business Administrator / Board Secretary