EDUCATIONAL INFORMATION AND RESOURCE CENTER

Board of Directors Meeting
September 13, 2016
4:00 PM

Joint Personnel and Finance Committees – 3:00 PM- Lower Level, Endeavor Room
Policy Committee- 3:00 PM- 3rd Floor, Admin- Room 306

I. REGULAR BUSINESS

A. Call to Order/Flag Salute – Chairperson

B. Open Public Meetings Act Statement

C. Roll Call

D. Communications/Public Presentations

Members of the public are invited to discuss issues with the Board and shall register their intent to speak to the Board with the Executive Director prior to the start of the meeting. Permission for others to speak to the Board may be granted by the presiding officer. Presentations will be limited to five minutes. Personnel issues will not be discussed in open session and require sufficient advance notice to allow the concerned personnel to attend.

Presentation: NONE

E. Approval of the following minutes:

1. Minutes of the Regular Meeting- August 9, 2016. *(Attachment)*
2. Minutes of the Executive Sessions Meeting Minutes- August 9, 2016 *(Attachment)*

F. Accept Director & Foundation Report *(Attachment)*

II. COMMITTEE REPORTS

A. ***Finance Committee***

1. Business Administrator Report (NONE)

2. Approval of the Treasurer and Cash Flow Reports- July 2016. *(Attachment)*

3. Board Monthly Certification- July 2016 *(Attachment)*

4. Approval of the Enterprise and Internal Service Funds Income Statements- July 2016 *(Attachment)*

5. Ratification of the FY 2016 Budget Revisions as Submitted- July 2016. *(Attachment)*

6. Approval of the attached list of individuals as vendors and authorize the business administrator to pay these vendors on a supplemental bill list in accordance with the resolution adopted 10-13-98. *(Attachment)*

7. Ratification and Approval for Payment of the Bill List- August and September 2016. *(Attachment)*

8. Ratification of Submission of the Following Agreements/Proposals /Grant:

   STEM Funders Network Grant

9. Accept the Following Proposals/Grants:

   Evaluation of 21st CCLC Program for:

   Raritan Bay YMCA- $15,000 *(Attachment)*
   Camden County Technical Schools- $15,000 *(Attachment)*
   Freehold Borough Public Schools- $15,000 *(Attachment)*
   Millville Public Schools- $22,900 *(Attachment)*
   Buena Regional School District- $15,000 *(Attachment)*
   Clayton Public Schools- $10,500 *(Attachment)*
   Cumberland Empowerment Zone Corporation- $15,000 *(Attachment)*
   Camden County College- $15,000 *(Attachment)*

10. Sustain ratification of the CAP contracts as attached. NONE

11. Recommend the Board approve the following:

    a) Approval of Purchase Orders over $40,000 as attached. *(Attachment)*

    b) School Services Contracts:

       NONE

       (Fee Schedule- n/a)

    c) Technology Service Contracts:

       NONE

    d) Approval to advertise for bids for the following:

       NONE

12. Recommend the Board approve the following resolution:

    WHEREAS, the Educational Information and Resource Center is the owner of certain surplus property which is no longer needed for public use; and

    WHEREAS, the Directors are desirous of selling said surplus property in an "as is" and "where is" condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the Board of Directors of the Educational Information and Resource Center, as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Board of Directors of the Educational Information and Resource Center.
(2) The sale will be conducted online and the address of the auction site is govdeals.com.
(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
(4) A list of the surplus property to be sold is as follows:
One (1) Triumph All Purpose Cutter, MBM Corp., Ideal #4810
(5) The surplus property as identified shall be sold in an "as-is" and "where is" condition without express or implied warranties.
(6) The Board of Directors of the Educational Information and Resource Center reserve the right to accept or reject any bid submitted.

13. Recommend the Board approve the following resolution:

Whereas, N.J.S.A. 5:34-9.6 permits a contracting unit to procure materials, supplies or equipment for at least 10% less than the State Cooperative price, pursuant to N.J.S.A. 40A:11-5(4) or 18A:18A-5(c), now therefore,
Be it resolved to purchase the following at 10% less than State Contract pricing:
Ribbons Express, Inc.:

PO 1700313 $389.10
PO 1700314 $58.00
PO 1700315 $348.00
PO 1700316 $348.00
PO 1700317 $58.00
PO 1700318 $58.00

14. Recommend the Board approve the following resolution:

Whereas, N.J.S.A. 5:34-9.6 permits a contracting unit to procure materials, supplies or equipment for at least 10% less than the State Cooperative price, pursuant to N.J.S.A. 40A:11-5(4) or 18A:18A-5(c), now therefore,

Be it resolved to purchase the following at 10% less than State Contract pricing:

Netx Information Systems, Inc.:

PO 1700051 Symantec Ed Secure Plus Renewal, $15,713.52- Old Bridge BOE

Synnex Corp – 2016 – 2017:

PO 1700058 Microsoft renewals, $28,080.93- Mt. Laurel School District
PO 1700059 Microsoft renewals, $5,579.22- Pitman High School
PO 1700060 Microsoft renewals, $613.10- Westampton Twp BOE
PO 1700193 Microsoft renewals, $5,823.90- Ventnor City BOE

PO 1700194 Microsoft renewals, $26,436.52- Galloway Twp BOE
PO 1700228 Microsoft renewals $10,859.63- West Deptford Twp School District

Copper River Information Tech. Magazine, newspaper, domain renewal:

PO 1700106 Palo Alto License renewals, $54656.00- EIRC
PO 1700107 Palo Alto License renewals, $2,059.20- Vineland Public Charter School
PO 1700108 Palo Alto License renewals, $11,020.80- Old Bridge BOE

15. Recommend the Board approve the purchase of a golf cart, up to the amount of $9,000, to be used on the Camden County College campus.

B. ***Board Membership Committee***

1. Board Vacancies: NONE

C. ***Planning, Public Relations and Policy Committee***

1. Travel Reimbursement- Recommend the Board approve to revise EIRC's current travel reimbursement policy to follow NJ Department of Treasury guidelines as attached. *(Attachment)*

D. ***Personnel and Staff Development Committee***

1. Approval of the following consultants/contractors:

a) Grants/Marketing:

Ana Lucia Sanchez Hernandez- *Translations (Attachment)*
Susan Huaccamayta- *Translations (Attachment)*
Hali Graber- *Logo/Graphic Design (Attachment)*
New Approach Educational Services, LLC.- *Evaluations* (Louis V. Giunta, Ph. D. C. Ht.) *(Attachment)*

b) Professional Development:

Benjamin Halpern- *Workshop Presenter (Attachment)*
Katherine E. Portela- *Workshop Presenter (Attachment)*

(Fee Schedule- Attachment)

The Professional Development consultants receive a per diem based on the length of workshops and particular work per the attached fee schedule for Professional Development. Resumes for the above personnel are enclosed with the business agenda.

c) Technology:

NONE

2. Personnel Actions:

a) Recommend the Board sustain action to approve an increase in salary for Bethany Andrade- Program Specialist, NJDCF CAP Grant 17BTHS- Home Visiting; from an annual salary of $64,000 to $68,000; effective August 1, 2016. Pay Grade: 44.

b) Recommend the Board sustain action to approve an increase in salary for Ines Lecerf- Program Specialist, NJDCF CAP Grant 17BTHS- Home Visiting; from an annual salary of $45,500 to $49,140; effective August 1, 2016. Pay Grade: 44.

c) Recommend the Board sustain action to approve an increase in salary for Daniela Hellman- Project Launch NJ Coordinator, NJDCF CAP Grant 17BTHS- Home Visiting, Help Me Grow, CBCAP; from an annual salary of $72,000 to $80,000; effective August 1, 2016. Pay Grade: 44.

d) Recommend the Board sustain action to approve an increase in salary for Ericka Dickerson- NJ Early Childhood Comprehensive Systems Coordinator NJDCF CAP Grant 17BTHS- Help Me Grow; from an annual salary of $68,000 to $75,000; effective August 1, 2016. Pay Grade: 44.

e) Recommend the Board sustain action to approve an increase in salary for Nicole Hopkins- Program Assistant, NJDCF CAP Grant 17BTHS- Help Me Grow; from an annual salary of $45,500 to $49,140; effective August 1, 2016. Pay Grade: 40.

f) Recommend the Board approve Gianna Martin as part time Maintenance employee; 30 hours per week, at $12 per hour; effective September 14, 2016. Pay Grade: 35. *(Attachment)*

g) Recommend the Board approve Bisola Babtunde as an unpaid Intern for the Marketing department; 10 hours per week, effective September 14, 2016. Pay Grade: 35. *(Attachment)*

h) Recommend the Board accept the resignation of Sandra Loewe, effective September 30, 2016.

i) Recommend the Board approve the 2016-2017 Federal Work Study Off-Campus Camden County College Contract; which will provide EIRC work to students eligible to participate in the program. *(Attachment)*

III. REPORTS

IV. OLD BUSINESS

V. NEW BUSINESS

A. Board Issues, Concerns and Comments.

B. Executive Session to Discuss Personnel Issues and Legal Matter

VI. ADJOURNMENT

(Reminder: Board meeting is scheduled on Tuesday October 11th, 2016 at 4 p.m. in the Endeavor Room followed by the Annual Staff Recognition dinner)

Please turn off iPad.

ATTACHMENTS:

I. REGULAR BUSINESS

E-1. Minutes of the Regular Meeting, August 9, 2016
E-2. Minutes of the Executive Session Meeting, August 9, 2016
E-3. Director & Foundation Report

II. COMMITTEE REPORTS

Finance Committee:

A-1. Treasurer and Cash Flow Reports- July 2016
A-2. Monthly Certification- July 2016
A-3. Enterprise and Internal Service Funds Statements- July 2016
A-4. Budget Revisions- July 2016
A-5. Small Vendors
A-6. Bill List- August & September 2016
A-7. Raritan Bay YMCA Contract
A-8. Camden County Technical Schools Contract
A-9. Freehold Public Schools Contract
A-10. Millville Public Schools Contract
A-11. Buena Regional School District Contract
A-12. Clayton Public Schools Contract
A-13. Cumberland Empowerment Zone Corporation Contract
A-14. Camden County College Contract
A-15. Purchase Orders over $40,000

Planning, Public Relations and Policy Committee:

C-1. Travel Reimbursement

Personnel and Staff Development Committee:

D-1. Ana Hernandez Resume
D-2. Susan Huaccamayta Resume
D-3. Hali Graber Resume
D-4. New Approach Educational Services, LLC. Contract
D-5. Benjamin Harper Resume
D-6. Katherine Portela Reumse
D-7. Professional Development Fee Schedule
D-8. Gianna Martin Resume
D-9. Bisola Babtunde Resume
D-10. Camden County College Federal Work Study Contract