

April 5, 2022
BOARD OF DIRECTORS MEETING
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 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)
Rainie Roncoroni (BETHLEHEM)
Nicholas Diaz (FRANKLIN-H)
Mary Lyons (DELAWARE)
Gerald Bowers (DELAWARE VALLEY REGIONAL)

William Grippio (FRANKLIN-SOMERSET)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD BOROUGH)
Nicholas Diaz (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)

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

III CALL TO ORDER

President Charles Miller opened the meeting at 4:21 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

- A Todd Bonsall moved, seconded by William Grippio to adopt the agenda
Motion Passed Unanimously
- B Todd Bonsall moved, seconded by William Grippio to approve the Board of Directors Minutes March 8, 2022 as submitted by Board Secretary
Motion Passed Unanimously

VI FINANCIAL REPORTS

Todd Bonsall moved, seconded by Donna Herbel to:

- A approve the UNAUDITED March 2022 Board Secretary Report
- B approve the line item transfers and budget appropriations for the period of March 1-31, 2022 (Adj # 307-332)
Motion Passed Unanimously

VII LIST OF BILLS

- A Donna Herbel moved, seconded by Todd Bonsall to approve the following List of Bills:
 - 1 March 2022 \$982,106.36 Hand checks
 - 2 March 15, 2022 \$11,955.00 Consultant Payroll
 - 3 March 2022 \$1,024,093.35 Payroll
 - 4 April 5, 2022 List of Bills \$911,330.79 Computer Generated
 - 5 April 5, 2022 List of Bills \$193,558.79 Computer Generated - EANS
-
- \$3,123,044.29 TOTAL**

Motion Passed Unanimously

VIII CORRESPONDENCE / COMMUNICATION

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, did not meet

X POLICY

No Action Items

XI SUPERINTENDENT'S REPORT

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Ms. Steinmetz shared photos and discussed the lambs that were recently born at the Hoffmans Crossing Campus in conjunction with the Vocational School Animal Science program. She discussed the status of the THRIVE program. Ms. Steinmetz presented the 2020-2021 Audit; noting that there were no comments or recommendations and that all actions were found to be in compliance. Financially the Commission is moving in the right direction, but we must be cognizant of lean years.

Mary Lyons moved, seconded by Rainie Roncoroni to approve the consent agenda to:

A ADMINISTRATION

- 1 accept the 2020-21 Audit, as presented
- 2 established a maximum travel expenditure amount for the 2022-2023 school year of \$30,000
- 3 establish for the 2022-2023 school year a maximum travel expenditure amount 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); at the NJOMB mileage reimbursement rate, whereas, all staff, as authorized by the Superintendent, is 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 annual maximum travel expenditure amount, as follows:

Technology Department	\$1,000.00
Maintenance Department	\$1,000.00
School Services Department	\$1,000.00

- 4 authorize the School Business Administrator to digitally submit the application for the 2022 ERIC WEST Safety Grant Program for the purpose of facility and security improvements, as described in the application in the amount of \$32,500 to the New Jersey Schools Insurance Group

B EANS

- 1 contract for professional services, April 1, 2022 through June 30, 2022, with the following consultant, pending completion of paperwork:
Alicia Frannicola, Speech & Language Pathologist

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
742	Mainland Regional Board of Education
743	Mercer, County of
744	Voorhees, Township of

- 2 amend the award of the Party Equipment Sales and/or Rental bid #HCESC-Cat-21-15 to L&A Tent Rentals to include all counties
- 3 authorize Administration to award the Outdoor Furniture & Accessories bid #HCESC-Cat-22-04
- 4 award, as authorized at the March 8, 2022 Board of Directors meeting, the Technology Supplies & Equipment bid #HCESC-Cat-22-01, effective April 18, 2022 through April 18, 2024 as follows:

Integrated Micro Systems, Inc.	1%-36% discount off list
GovConnection dba Connection Public Sector Solutions	3.25%-9.25% discount off list. Additional volume discount will be applied on any single purchase of \$20,000 or above
B&H Foto & Electronics Corp.	.5%-75% discount off list. Quotes over \$5k can be re-evaluated for possible additional discounts
PC University Distributors, Inc.	10% discount off all products
Trafera, LLC	5% discount off all products. Trade-in programs available vary based on device and quantity.
Camcor, Inc.	3% discount off all products
Millennium Communications Group	10% discount off Genetec, Axis & 2N, Tripplite, Raytec, Panduit, EtherWan, Winstead, Phillips & Wilson
Garden State Micro, Inc. dba Educate-Me.Net	5% discount off all products
Bluum USA, Inc. (formally Troxell Communications)	1%-70% discount off list
Visual Sound, Inc.	A minimum of 1%-15% off list
ePlus Technology, Inc.	1.25%-15% discount off list. Trade-in programs available and vary from each manufacturer.

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I DEPARTMENT OF SCHOOL SERVICES

No Action Items

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Audobon Public School District, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Interlocal Vehicle Sale Agreement with Township of Ocean Public School District, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 3 approve Interlocal Vehicle Sale Agreement with Hunterdon Central Regional High School, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 4 approve Interlocal Vehicle Sale Agreement with West Windsor Plainsboro School District, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 5 approve Interlocal Vehicle Sale Agreement with Berkeley Heights Public School District, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 6 provide Janet McFarlane training for Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$1,400.00, effective March 16, 2022
- 7 provide a bus with trainer to Sylvain Evra for CDL Road Test, at a cost of \$400.00
- 8 approve Coordinated Transportation, effective July 1, 2021 through August 30, 2022, for the following:
Phillipsburg School District
- 9 approve Coordinated Transportation, effective July 1, 2022 through June 30, 2023, for the following:

Alexandria Township School District	Hunterdon Cty. Dept. Human Services
Barnegat School District	Jackson BOE
Bellehem Township School District	Kingwood Township School
Black Horse Pike School District	Lambertville School
Bloomsbury Township School	Lebanon Borough School
Branchburg Township School District	Lebanon Township School District
Bridgewater Raritan BOE	Manville BOE
Califon School	Milford School
Central Regional School District	North Hunterdon Regional H.S. District
Clinton Borough/Glen Gardner School District	Orange School District
Clinton Township School District	Phillipsburg School District
Delaware Township School	Ramapo Indian Hills Regional High School
Delaware Valley Regional High School	Readington Township School District
Department of Children and Families , OOE	Rockaway Borough School District
East Amwell Township School	Somerset County ESC
East Orange School District	South Hunterdon Regional H.S. District
ESC of Morris	State of N.J. Department of Human Services
Franklin Township School	Sussex County Regional Transportation Cooperative
Frenchtown School	Tewksbury Township School
Hackensack BOE	Toms River Regional Schools
Hamilton Two BOE	Trenton BOE
Hampton School	Union Township School
High Bridge BOE	Warren County Special Services
Holland Twp. School District	Washington Twp. BOE
Hunterdon Central Regional High School	

- 10 approve Special Education Transportation Routes, as listed:

Quoted Routes		September 1, 2021 - June 30, 2022			
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2231T	Cambridge/Newgrange	Flem Raritan /Hunterdon Central	Able Transportation	\$317.44	N/A
2232T	Shepard Prep.	North Hunterdon	Cassidy Transportation	\$277.82	N/A
WCSS	Midland School	North Hunterdon	Warren County Special Services	\$167.17	N/A

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2234T	Franklin Middle School	Hunterdon Central	Delaware Valley Regional	\$216.00	N/A
22216	DLC	North Hunterdon	Somerset ESC	\$224.73	N/A
Q2396	ECLC	North Hunterdon	Somerset ESC	\$331.65	\$55.00
2225B	Joseph Cappella/Mercer Ele.	Clinton Public / Glen Gardner	Good Sheperd	\$525.00	\$60.00

K PERSONNEL

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

- 1 Ratify International Union of Operating Engineers Local 68, 68A, 68B for our West Orange Transportation Drivers & Monitors, effective July 1, 2021 through June 30, 2024, as per Memorandum of Agreement approved at our February 1, 2022 Board Meeting.
- 2 Ratify 2021-2022 West Orange Drivers and Monitors rates as per negotiated agreement
- 3 Reassign Anthony Watkoskey from School Bus Monitor to Substitute School Bus Monitor, effective March 18, 2022

4 Appointments*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
David Henry	Teacher Assistant	Clinton Public School	\$16.00 / Hour	March 9, 2022
Elizabeth Francis-Knapp	Teacher Assistant	Clinton Public School	\$16.00 / Hour	March 21, 2022
Tara Jakubowski	Teacher	School Services	\$60.00 / Hour	March 23, 2022
Melissa Garcia	Teacher Assistant	FRRSD	\$16.00 / Hour	March 28, 2022
Kelsey McDonald	Teacher Assistant	Holland Township School	\$16.00 / Hour	March 28, 2022
Tammy Housel	Teacher Assistant	Holland Township School	\$16.00 / Hour	March 30, 2022
Amanda Casalins	Teacher Assistant	Clinton Public School	\$16.00 / Hour	March 30, 2022
Daniel Izzo	Teacher Assistant	FRRSD	\$16.00 / Hour	March 31, 2022
Andrew Serrapica	Mechanic	Glen Gardner	\$58,000 / Annual	April 25, 2022
Gary Krause	Mechanic	Glen Gardner	\$58,000 / Annual	April 25, 2022

5 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Megan Pionkowski	Teacher Assistant	Lebanon Township	Resignation	April 4, 2022
James Healer	Mechanic	Glen Gardner	Retirement	July 1, 2022

6 Leave(s) of Absence(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Employee #5198			FMLA	March 14, 2022 to March 5, 2022 4 days paid
Employee #4580			FMLA	March 14, 2022 to April 1, 2022 9 Days Paid
Employee #4491			FMLA-Intermittent	April 1, 2022 Up to 10 days paid

- 7 Pay Alan Conover stipend of \$110.00 per day to chaperone for Hunterdon County Vocational School Districts FFA May 2 - May 6, 2022

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>
Manager Adult Programs	2022 NJALL Conf	5/18-5/21/22	\$50.00
Adult/Thrive Instructor	2022 NJALL Conf	5/18-5/21/22	\$50.00
Adult/Thrive Instructor	2022 NJALL Conf	5/18-5/21/22	\$50.00
Adult/Thrive Instructor	2022 NJALL Conf	5/18-5/21/22	\$50.00

MOTIONS PASSED UNANIMOUSLY

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XII UNFINISHED BUSINESS

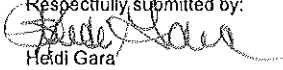
XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

William Grippo moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:06 pm.

Respectfully submitted by:



Hedi Gara

SBA/Board Secretary