

March 8, 2022

. March 8, 2022
REPRESENTATIVE ASSEMBLY MEETING
Minutes

I OPEN PUBLIC MEETING STATEMENT

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Hoffmans Crossing Campus Administration Building, 37 Hoffmans Crossing Road, Califon and virtually through Zoom electronic platform

II ROLL CALL

MEMBERS PRESENT

Charles Miller, President (EAST AMWELL)
Rainie Roncoroni (BETHLEHEM)
Seth Cohen (CLINTON-GLEN GARDNER)
Jennifer Kaltenbach (CLINTON TOWNSHIP)
Nicholas Diaz (FRANKLIN-H)
Adam Blackburn (FRENCHTOWN)
Gregory Hobaugh (HIGH BRIDGE)
James Muller (HOLLAND)

Bruce Arcurio (LEBANON BOROUGH)
Jason Komegay, Vice President (LEBANON TWP)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD BOROUGH)
Anthony Suozzo (SOUTH HUNTERDON)
Andrea Stein (TEWKSBURY TOWNSHIP)
Nicholas Diaz (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)
Dennis Schiller (SCHOOL SERVICES)
Yasmin Findeis (PARAPROFESSIONAL)
Ryan Tucker (FACILITIES)
Dennis Balodis (FINANCIAL ADVISORY)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Laurie Browne (BUSINESS OFFICE MANAGER)
Nancy Szymanski (TRANSPORTATION)
Edwin Ashton (FACILITIES/TECHNOLOGY)
Scott Cahill (TRANSPORTATION)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:25 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

Ms. Steinmetz presented the proposed 2022-2023 Budget

V APPROVAL OF AGENDA/MINUTES

- A Charles Miller moved, seconded by Andrea Stein to adopt the agenda
Motion Passed Unanimously
- B Teresa Kane moved, seconded by Andrea Stein to approve the Board of Directors Minutes February 1, 2022 as submitted by Board Secretary
Motion Passed Unanimously

VI FINANCIAL REPORTS

Todd Bonsall moved, seconded by Rainie Roncoroni to:

- A approve the UNAUDITED January 2022 Board Secretary Report
- B approve the UNAUDITED February 2022 Board Secretary Report
- C approve the line item transfers and budget appropriations for the period of January 1-31, 2022 (Adj # 278-300)
- D approve the line item transfers and budget appropriations for the period of February 1-28, 2022 (Adj # 301-307)

VII LIST OF BILLS

A Todd Bonsall moved, seconded by Teresa Kane to:

| | | |
|---|-----------------------------|---------------------------------------|
| 1 | February 2022 | \$573,650.87 Hand checks |
| 2 | February 15, 2022 | \$5,495.00 Consultant Payroll |
| 3 | February 2022 | \$1,031,592.41 Payroll |
| 4 | March 8, 2022 List of Bills | \$890,737.86 Computer Generated |
| 5 | March 8, 2022 List of Bills | \$14,264.20 Computer Generated - EANS |
| | | \$2,515,740.34 TOTAL |

Motion Passed Unanimously

VIII CORRESPONDENCE / COMMUNICATION

- A March 2022 Cooperative Purchasing Newsletter

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

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X POLICY

No Action Items

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz noted that members utilizing the Diesel Fuel Bid may experience delays in delivery; vendor is concerned about availability and pricing due to current conditions. The February 22, 2022 bus accident was discussed with the Board. During the budget presentation, Ms. Steinmetz provided an overview of the Board and ESC programs. It was noted that the proposed budget includes a 4% increase, which is driven by provided services; services rates were determined to accommodate employee increases. Ms. Steinmetz discussed the NonPublic EANS program that the HCESC is an approved fiscal agent for; unexpended funds in FY 22 will be carried over to FY23.

A ADMINISTRATION

1 Jason Kornegay moved, seconded by Greg Hobaugh to approve 2022-2023 Budget, as presented:

| | | |
|---------------------|-----------------|------------------------|
| FUND 10 | OPERATING | \$745,000.00 |
| FUND 20 | GRANT PROGRAMS | \$832,000.00 |
| FUND 40 | DEBT SERVICE | \$350,000.00 |
| FUND 60 | ENTERPRISE | \$25,371,000.00 |
| FUND 80 | COUNTY PROGRAMS | \$225,000.00 |
| TOTAL BUDGET | | \$27,523,000.00 |

| | | | |
|---|-----|--|-----|
| Charles Miller, President (EAST AMWELL) | YES | Bruca Arcurio (LEBANON BOROUGH) | YES |
| Rainie Roncoroni (BETHLEHEM) | YES | Jason Kornegay, Vice President (LEBANON TWP) | YES |
| Seth Cohen (CLINTON-GLEN GARDNER) | YES | Todd Bonsall (HUNTERDON VOCATIONAL) | YES |
| Jennifer Kattenbach (CLINTON TOWNSHIP) | YES | Donna Herbel (KINGWOOD) | YES |
| Nicholas Diaz (FRANKLIN-H) | YES | Teresa Kane (MILFORD BOROUGH) | YES |
| Adam Blackburn (FRENCHTOWN) | YES | Anthony Suozzo (SOUTH HUNTERDON) | YES |
| Gregory Hobaugh (HIGH BRIDGE) | YES | Andrea Stein (TEWKSBURY TOWNSHIP) | YES |
| James Muller (HOLLAND) | YES | Nicholas Diaz (UNION) | YES |

Motion Passed Unanimously

Donna Herbel moved, seconded by Adam Blackburn to approve the consent agenda to:

- 2 approve 2022-2023 12 Month Calendar
- 3 approve 2022-2023 10 Month Calendar

B EANS

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 |
|-----|--------------------------------------|
| 732 | Camden Promise Charter School |
| 733 | Mercer County Improvement Authority |
| 734 | Livingston Board of Education |
| 735 | Westwood, Borough of |
| 736 | Edgewater Board of Education |
| 737 | Egg Harbor, City of |
| 738 | Medford, Township of |
| 739 | Wildwood Crest, Borough of |
| 740 | Bernards Township Sewerage Authority |
| 741 | Bridgeton, City of |

- 2 rescind the award to Alan Party & Tent Rental for bid #HCESC-Cat-21-15 awarded at the Board of Directors meeting on February 1, 2022
- 3 authorize Administration to award the Technology Supplies & Equipment bid #HCESC-Cat-22-01

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I DEPARTMENT OF SCHOOL SERVICES

- 1 contract for professional services, March 7, 2022 through June 30, 2022, with the following consultant, pending completion of paperwork:
 Joan Heleine, School Social Worker

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Somerset County Educational Services Commission, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 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 |
| 2201 | Center School | Flem/Raritan, South Hunterdon | Cassidy Trans. | \$307.00 | N/A |

- 3 rescind Special Education Transportation Routes, as listed at the August 24, 2021 Board of Directors Meeting:

| Contracted Routes | | | | August 25, 2021 - August 31, 2022 | |
|-------------------|---------------|-------------------------------|------------|-----------------------------------|---------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem | Aide Per Diem |
| 2201 | Center School | Flem/Raritan, South Hunterdon | DVR | \$220.00 | N/A |

- 4 purchase the following vehicles, through negotiations, from West Milford Board of Education:

| Make/Model | VIN # | Year | Passenger | Amount | Terminal |
|------------|-------------------|------|-----------|----------|--------------|
| Bluebird | 1BAKFCPA1BF279831 | 2011 | 54 | \$18,000 | Glen Gardner |
| Bluebird | 1BAKFCPA1BF279833 | 2011 | 54 | \$18,000 | Glen Gardner |

- 5 purchase the following vehicles, through Bid # Trans 22-08, from Somerset County Educational Services Commission:

| Make/Model | VIN # | Year | Passenger | Amount | Terminal |
|-----------------------|-------------------|------|-----------|---------|--------------|
| Thomas/Freighliner C2 | 4UZABPDD58CY90666 | 2008 | 54 | \$5,000 | Glen Gardner |

K PERSONNEL

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

1 Appointments*

| Name | Position | Location | Rate/Salary | Effective On or About |
|---------------------|------------------------------------|-----------------------------|----------------|-----------------------|
| Gail Strelko | Instructor | Adult Programs and Services | \$36.00 / Hour | February 3, 2022 |
| Kira Schwartz | Teacher Assistant | Clinton Public School | \$16.00 / Hour | February 7, 2022 |
| Robert Edge | School Bus Monitor | Glen Gardner | \$16.00 / Hour | February 10, 2022 |
| Katelyn Schultz | Temporary Substitute Teacher | School Services | \$36.00 / Hour | February 11, 2022 |
| Crystalyn Rodriguez | Substitute Instructional Assistant | Adult Programs and Services | \$20.00 / Hour | February 14, 2022 |
| Stacey Volkman | Teacher Assistant | Clinton Public School | \$16.67 / Hour | February 17, 2022 |
| Anthony Moore | School Bus Driver | West Orange | \$20.50 / Hour | February 23, 2022 |
| Monica Klavunn | Teacher Assistant | FRRSD | \$16.00 / Hour | February 23, 2022 |
| Jamie Ozemko | Teacher Assistant | Lebanon Township School | \$18.62 / Hour | March 1, 2022 |
| Michele Bergen | Teacher Assistant | FRRSD | \$16.00 / Hour | March 14, 2022 |

| Name | Position | Location | Reason | Effective On or About |
|-------------------|-------------------------|-------------------------------|-------------|-----------------------|
| Ebrahim Haddad | Teacher Assistant | School Services | Resignation | June 30, 2021 |
| Noe Casseus | School Bus Driver | West Orange | Resignation | February 4, 2022 |
| Kira Schwartz | Teacher Assistant | Clinton Public School | Resignation | February 9, 2022 |
| Kenya Kaszyk | Teacher Assistant | Hampton Public School | Resignation | February 11, 2022 |
| James Fulmer | School Bus Driver | Glen Gardner | Deceased | February 13, 2022 |
| Catherine Orrei | Teacher Assistant | FRRSD | Resignation | February 14, 2022 |
| Stephanie Bullock | Substitute School Nurse | Department of School Services | Resignation | February 14, 2022 |
| Joseph Greenwood | Teacher Assistant | Warren Technical School | Resignation | February 18, 2022 |
| Brian McLaughlin | Teacher Assistant | Washington Township Schools | Resignation | February 28, 2022 |
| Catherine Piro | Teacher Assistant | FRRSD | Resignation | March 8, 2022 |

3 Leave(s) of Absence(s):

| Name | Position | Location | Reason | Effective On or About |
|-----------------|-------------------|-------------------------------|--------|--|
| Employee # 5079 | Teacher Assistant | Department of School Services | NJFLA | Effective 01/31/2022 Up to 10 Days Paid |

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| | | | | |
|-----------------|-------------------------|-------------------------------|------------|--|
| Employee # 4076 | Instructional Assistant | Adult Programs and Services | FMLA | Effective 02/08/22 Up to 60 Days Paid |
| Employee # 4761 | Teacher | Department of School Services | FMLA/NJFLA | Effective 2/14/22 Up to 10 Days Paid |

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 |
|----------------------------|---------------------------------|--------------------------|--------------------|
| Payroll Administrator | Payroll Administrator Program | 5/17/22 | \$100.00 |
| Business Administrator | 2022 Annual NJASBO Conference | 6/7-6/10/22 | \$275 plus lodging |
| Financial Services Manager | 2022 Annual NJASBO Conference | 6/7-6/10/22 | \$275 plus lodging |
| Technology Technician | Google Workspace Admin Bootcamp | 3/25, 4/1, 4/8 & 4/15/22 | \$175.00 |

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

Hunterdon County ESC staff present at the meeting introduced themselves to the Board and spoke about their program

Charles Miller acknowledged the passing of James Fulmer, a long time employee at the Glen Gardner terminal. On behalf of the Board, he expressed sincere condolences to Mr. Fulmer's family and wished them the best as they move forward.

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Teresa Kane moved, seconded by Rainie Roncoroni to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:12 pm

Respectfully submitted by:



Heidi Gara
SBA/Board Secretary