

January 9, 2024
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

Charles Miller, President (EAST AMWELL)
Gabriel Wickizer (BEDMINSTER)
Seth Cohen (CLINTON GLEN GARDNER)
Mary Lyons (DELAWARE)
Thomas Loughlin (DELAWARE VALLEY)

William Grippo (FRANKLIN - SOMERSET)
Gregory Hobaugh (HIGH BRIDGE)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD)
Anthony Suozzo (SOUTH HUNTERDON)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:19 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

A William Grippo moved, seconded by Donna Herbel to adopt the Agenda

MOTION PASSED UNANIMOUSLY

B William Grippo moved, seconded by Donna Herbel ratify the Executive Committee Minutes December 5, 2023 as submitted by Board Secretary

MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

A Mary Lyons moved, seconded by William Grippo to approve the line item transfers and budget appropriations for the period of December 1-30, 2023 (Adj #110-128)

MOTION PASSED UNANIMOUSLY

VII LIST OF BILLS

A William Grippo moved, seconded by Mary Lyons to approve the following list of bills:

1	December 2023 Handchecks	\$200,552.07	Handchecks
2	December 2023 Handchecks	\$0.00	Handchecks - EANS
3	December 2023 List of Bills	\$1,221,224.26	Payroll
4	December 15, 2023 List of Bills	\$22,830.67	Consultant Payroll
5	January 5, 2024 List of Bills	\$9,425.00	Consultant Payroll
6	January 9, 2024 List of Bills	\$1,126,590.36	Computer Generated
7	January 9, 2024 List of Bills	\$29,070.07	Computer Generated - EANS
		<u>\$2,609,692.43</u>	TOTAL

MOTIONS 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, 12/5/23

X POLICY

A 1st reading of the following policy:

4131.1 Tuition Reimbursement

4131.1 Tuition Reimbursement - REDLINED

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda and highlighted the proposed rates for 2024-2025. She noted the recommended stipends for Before and After Care at Spruce Run School were for a temporary assignment; she was very grateful for all who eagerly volunteered to help staff the temporary program until the Bucks County YMCA could receive site approval. Several ParaProfessionals have also be covering; service is related to Preschool expansion program for Clinton Township School District.

A ADMINISTRATION

3 William Grippo moved, seconded by Anthony Suozzo to approve 2024-2025 Rates
MOTION PASSED, with T. Loughlin ABSTAINING

Gabriel Wickizer moved, seconded by Gregory Hobaugh to approve action items XI A, B, H, J-M, as a slate, to:

- 1 approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2023-2024 School Year
- 2 appoint Heidi Gara as Public Agency Compliance Officer [PACO] for 2024
- 4 amend the following resolution, approved at the June 6, 2023 Representative Assembly meeting:

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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

TO:

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times, Trenton Times, Star Ledger, Indeed.com, Njschooljobs.com and/or Yourmembership.com

5 approve the following resolution:

Whereas the Administration desires to cancel outstanding Payroll checks totalling \$646.30 as of June 30, 2023;

Whereas, the Commission has made multiple attempts to contact payees of requested checks to be cancelled;

Where as, the payees contacted on multiple occasions have not responded;

Therefore Be It Resolved, the Board of Directors authorizes the Administration to cancel the attached list of outstanding payroll checks and transfer the funds to the operating bank account

B EANS

1 Whereas, 18A:18A-5.Exceptions to requirement for advertising. Any contract, the amount of which exceeds the bid threshold, shall be negotiated and awarded by the board of education by resolution at a public meeting without public advertising for bids and bidding therefor if:

a. The subject matter thereof consists of:

(5) Library and educational goods and services; and/or

(19) The provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or acquire or update non-proprietary software;

Therefore, be it resolved that Hunterdon County ESC Board of Directors authorizes administration to approve EANS purchase requisition, as follows:

Nonpublic School	Description of Purchase	Vendor	Explanation:
Nachlas Bais Yaakov	Student iPads with Apple Care+ for Schools; Apple Magic Keyboards & Apple Accessories	Apple Inc. Education	Nachlas Bais Yaakov School Memo

C HOFFMANS CROSSING

No Action Items

D TECHNOLOGY

No Action Items

E ADULT BASIC EDUCATION / THRIVE

1 accept donation to build a pavilion for the THRIVE program from the following:

<u>DONOR</u>	<u>AMOUNT</u>
Clemente Family	\$1,000.00
Twisted Ink	\$429.80
Dennis Balodis	\$500.00
Schaeffer Family	\$3,000.00

2 amend the Greater Raritan Workforce Development Board Literacy Grant for ESL Classes in Somerset County Public Libraries from \$50,818.00 to \$50,318.00 effective July 1, 2023 through June 30, 2024, due to reduction in funding

3 amend Title II funds as follows:

Description	Original Budget	Actual Allocation	Effective Date
Title II Allocation	\$428,521.00	\$347,797.00	July 1, 2023 - June 30, 2024
Title II Career Services	\$36,479.00	\$36,479.00	July 1, 2023 - June 30, 2024
TOTAL FEDERAL SHARE	\$465,000.00	\$384,276.00	
Title II State Match Carryover	\$0.00	\$65,918.54	July 1, 2023 - Sept 30, 2023
Title II State Match (NEW)	\$0.00	\$49,238.00	July 1, 2023 - June 30, 2024
TOTAL STATE SHARE	\$0.00	\$115,156.54	
TOTAL BUDGET	\$465,000.00	\$499,432.54	

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>
843	Middlesex County Utilities Authority
844	Palisades Park Public Library
845	Little Silver Board of Education
846	Compass Academy Charter School
847	Cinnaminson, Township of

2 authorize Administration to award the Uniform Rental Services bid #HCESC-Ser-24-04

3 renew the Furniture & Equipment - School & Office Bid #HCESC-Cat-23-01, effective January 23, 2024 through January 23, 2025 with no changes

4 award, as authorized at the December 5, 2023 Executive Committee meeting, the Party Equipment Rental bid #HCESC-Cat-24-01, effective February 4, 2024 through February 4, 2025 with L&A Tent Rentals, per attached price sheets [Attachment](#)

5 award, as authorized at the December 5, 2023 Executive Committee meeting, the Health/Sports Medicine Supplies & Equipment bid #216, effective January 27, 2024 through January 27, 2025 as follows:

School Health Corporation	Product pricing per attachment. 15% Discount on all brands in School Nurse & Sports Medicine Catalogs with exceptions.
Collins Sports Medicine (pending required documents)	Product pricing per attachment. No additional discounts.
Medco Supply	Product pricing per attachment. 20% off Materials & Supplies, 15% off Equipment & Furniture, 12% off Athletic Tape & Athletic Trainer Kits/Bags, 15% off Covid (PPE) Supplies, 25% off Medco owned brands.

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School Nurse Supply, Inc.	Product pricing per attachment. 10% Discount on 2024 School Nurse Supply catalog with exceptions.
BSN Sports, LLC	Product pricing per attachment. No additional discounts.

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

- 1 provide Federal Entry-Level Class B CDL License, with Endorsements to the following individuals:

NAME	Endorsement(s)	Fee
Wentford McKenzie	Passenger, School Bus and Air Brake	\$2,000.00
Jonas Jean-Baptiste	Passenger, School Bus and Air Brake	\$2,000.00

- 2 approve Special Education Transportation Quoted Routes, as listed:

December 1, 2023- June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2451	Lakeview	Muphy	\$374.00	\$85.00
Q2452	Titusville Academy	Cassidy	\$277.00	N/A
Q2454	Clinton Township School	Cassidy	\$153.00	\$43.00
Q2455	Montgomery Academy	Cassidy	\$253.00	N/A
Q2456	YMCA	Trinity School Transportation	\$220.00	\$50.00

K PERSONNEL

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

- 1 Stipend for Before/After Care Duties at Spruce Run School:
 - Matthew Lynch - \$500.00
 - Yasmin Findeis - \$250.00
- 2 Transportation - Clinton, Spruce Run Terminal Rate Adjustments and Changes for January 1, 2024
 - a. Rate adjustments as attached
 - b. Driver Starting rate of \$27.10 / Hour
 - c. Driver Trainer Rate to \$27.10 / Hour
 - d. Differential for Transportation Substitute Drivers to \$27.10 / Hour
 - e. Attendance bonus for Drivers of \$50.00 per week for zero absences per week
 - f. Referral Bonus of \$500.00 to employees who refer a School Bus Driver who works for the HCESC for 6 months
 - g. Trip/Charters Rate: First 5 hours paid at hourly rate. Each hour beyond 5 hours will be paid at \$23.00 per hour.

3 **Appointments***

Name	Position	Department	Rate/Salary	Effective On or About
Ronald Marinelli	Temp Bldg & Grounds Mentor	Custodial/Maintenance	\$50.00 / Hour	12/04/2023
Diantha Kise	School Bus Driver Trainer	Transportation	\$27.10/ Hour	10/01/2023
Davidson Beneche	School Bus Driver	Transportation	\$25.00 / Hour	12/18/2023
Ericienne Seide	School Bus Monitor	Transportation	\$16.54 / Hour	01/04/2024
Phyllis Caccavelli	Teacher Assistant	School Services	\$18.00 / Hour	12/18/2023
Antonia Simunek	Teacher Assistant	School Services	\$18.00 / Hour	01/02/2024
Deniza Mehmedovic	Teacher Assistant	School Services	\$18.00 / Hour	01/02/2024
Emma Moustakas	Teacher Assistant	School Services	\$18.00 / Hour	01/08/2024
Kaitlin sharkey	Teacher Assistant	School Services	\$18.00 / Hour	01/11/2024
Ryan Finn	Teacher Assistant	School Services	\$18.00 / Hour	01/22/2024
Lisa Zenatti	Teacher Assistant	School Services	\$18.00 / Hour	01/29/2024

**pending completion of required paperwork*

4 **Resignation/Retirement**

Name	Position	Department	Reason	Effective On
Gwendolyn Patilla	School Bus Monitor	Transportation	Termination	12/13/2023
Hector Figueroa	School Bus Driver	Transportation	Resignation	12/22/2023
Haleigh Cronce	Teacher Assistant	School Services	Resignation	1/02/2024

5 **Status Change / Salary Change**

Name	Position	Department	Reason	Rate/Salary	Effective On
Robert Waldron	Mechanic	Transportation	CDL Obtained	\$60,000.00 / Annual	10/24/2023
Rebecca Buonavolanta	Trip Differential	Transportation	CDL Obtained	\$7.55/ Hour	12/04/2023
Tina Crotty	Speech & Language Specialist	School Services	Rate Adjustment	\$61.00 / Hour	01/01/2024
Gabrielle Pfitzner	Teacher	School Services	Rate Adjustment	\$63.00 / Hour	01/01/2024
Hanna Fay	Substitute Teacher	School Services	Assignment Change	\$20.64 / Hour	01/04/2024

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
Assistant Coordinator - Cooperative Purchasing	Principles of Public Purchasing 1	1/11-2/1/24	\$944.00

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M BENEFITS

- 1 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at \$8.65 per employee, per month, effective January 1, 2024 through December 31, 2025:

Maximum benefits as follows:

Preventive & Diagnostic, Basic and Major Services \$1,000 per covered person per calendar year, \$2,500 per family maximum per calendar year

Orthodontia Services \$1,000 per covered person for lifetime

- 2 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at \$8.65 per employee, per month, effective January 1, 2024 through December 31, 2025

Maximum benefits as follows:

Preventive & Diagnostic \$500 per covered person per calendar year

MOTIONS PASSED UNANIMOUSLY

XIV UNFINISHED BUSINESS

Discussion: Board time, option for Board members to attend as available, keep motions open. Ms. Steinmetz noted that she has been advised against. Time of future meetings will be discussed at Reorganization meeting in June

XV NEW BUSINESS

XVI CITIZENS ADDRESS THE BOARD

XVII ADJOURNMENT

Gabriel Wickizer moved, seconded by William Grippo to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:55 pm.

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary