

December 7, 2021
EXECUTIVE COMMITTEE 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)

Jennifer Giordano (BEDMINSTER)

Rainie Roncoroni (BETHLEHEM)

Gerald Bowers (DELAWARE VALLEY REGIONAL)

William Grippo (FRANKLIN-SOMERSET)

Donna Herbel (KINGWOOD)

Jason Kornegay (LEBANON TWP)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)

Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:21 pm as ab Executive Committee Meeting due to lack of quorum. Action items will be ratified at next meeting

Donna Herbel moved, seconded by Jennifer Giordano to adopt the agenda

Vote, Yes: Unanimous

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF MINUTES

A Donna Herbel moved, seconded by Jennifer Giordano to approve Board of Directors Board Minutes November 9, 2021 as submitted by Board Secretary

MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Gerald Bowers moved, seconded by Donna Herbel to:

A approve the line item transfers and budget appropriations for the period of November 1-30, 2021 (Adj # 91-99)

B approve the unaudited November 2021 Board Secretary Report

MOTION PASSED UNANIMOUSLY

VII LIST OF BILLS

A Gerald Bowers moved, seconded by Donna Herbel to approve the following list of bills:

| | | | |
|---|--------------------------------|-----------------------|--------------------|
| 1 | November 2021 | \$90,092.99 | Hand checks |
| 2 | November 15, 2021 | \$5,115.00 | Consultant Payroll |
| 3 | November 30, 2021 | \$1,009,778.86 | Payroll |
| 4 | December 7, 2021 List of Bills | \$969,415.79 | Computer Generated |
| | | <u>\$2,074,402.64</u> | TOTAL |

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

A December 2021 Cooperative Purchasing Newsletter

B Education Support Professional of the Year: Jeanne Whalen for FRRSD Robert Hunter School

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

Ms. Steinmetz discussed Commission rate evaluation for 2022-2023; reaching to to districts to discuss some programs. Hoffmans Crossing campus will be participating in a lambing project with the HCVSD Animal Science students. Ms. Steinmetz discussed HCESC acting as Fiscal Agent for Non Public Schools EANS funding.

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Jason Kornegay moved, seconded by William Grippo to approve consent agenda to:

A ADMINISTRATION

- 1 accept School Security Grant funding in the amount of \$20,000 (Grant #20E00195), in accordance with Notification of Grant Award and approved FY2020 School Security Grant Application
- 2 authorize the Superintendent and School Business Administrator to submit and accept the grant award of \$110.00, from the New Jersey Schools Development Authority (SDA) and the Department of Education (DOE), for emergent and maintenance projects associated with students' return to in-person education

B SCHOOLS 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 |
|-----|-------------------------------------------------|
| 719 | Passaic County Vocational School |
| 720 | Warren County Mosquito Extermination Commission |
| 721 | Brooklawn Board of Education |
| 722 | Flemington, Borough of |
| 723 | Bedminster, Township of |
| 724 | Philips Academy Charter School of Paterson |
| 725 | Fairview Board of Education |

- 2 amend the Appliance Repair, Maintenance & Installation Services bid #HCESC-Ser-21-1 award to bid #HCESC-Ser-21-11
- 3 renew the General School Supply bid #204, effective January 14, 2022 through January 14, 2023 with no changes
- 4 award the Folding Doors, Partitions & Gates Repair & Replacement bid #HCESC-Cat/Ser-21-12 effective December 13, 2021 through December 13, 2023 to H. A. DeHart as follows:

| |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| New Jersey Door Works LLC - Gates - Foreman-\$225/Hour, Installer-\$200/Hour, 35% Materials Markup, All Counties |
| Tri-State Folding Partitions Inc. - Folding Doors & Partitions - Foreman-\$95/Hour, Installer-\$95/Hour, 10% Materials Markup, All Counties |

- 5 renew the School & Office Furniture bid #202, effective January 14, 2022 through January 14, 2023 with no changes
- 6 award, as authorized at the November 9, 2021 Board of Directors meeting the Type A, B & C School Vehicles bid #HCESC-Veh-21-10 to HA Dehart & Sons, effective December 3, 2021 through December 3, 2022 as follows:

| | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 Passenger | Option #1 Base Price- \$53,895, Option #2 Base Price -\$53,895, 39% off OEM Options, 20% Mark-up on Aftermarket Options, Volume Discounts: \$100 per Unit over 1 Unit. |
| 24 Passenger | Option #1 Base Price- \$58,727, Option #2 Base Price- \$58,727, 39% off OEM Options, 20% Mark-up on Aftermarket Options, Volume Discounts: \$100 per Unit over 1 Unit. |
| 54 Passenger | Option #1 Base Price- \$96,790, Option #2 Base Price- \$97,790, 20% off OEM Options, 20% Mark-up on Aftermarket Options, Volume Discounts: \$100 per Unit over 1 Unit. |

- 7 renew the Athletic & PE Supplies & Equipment bid #HCESC-Cat-20-03, effective February 11, 2022 through February 11, 2024 with no changes
- 8 authorize Administration to award the Musical Instruments-Equipment, Supplies, Repair & Conditioning bid #HCESC-Cat/Ser-21-14

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

- 1 amend the Parental Contract for Transportation Route, approved at the October 5, 2021 Board of Director's Meeting, as follows:

from:

| August 25, 2021 to August 30, 2022 | | | | |
|------------------------------------|--------------------|-----------------------------|----------------|-----------------|
| Route# | Destination | Sending District | Contractor | Route Per Annum |
| DD2122 | Joseph F. Cappello | Clinton Public/Glen Gardner | Angela Djabeng | \$18,000.00 |

to:

| August 25, 2021 to August 30, 2022 | | | | |
|------------------------------------|--------------------|-----------------------------|---------------|-----------------|
| Route# | Destination | Sending District | Contractor | Route Per Annum |
| DD2122 | Joseph F. Cappello | Clinton Public/Glen Gardner | Angela Amoako | \$18,000.00 |

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- 2 approve Parental Contracts for Transportation Routes for the 2021-2022 School Year, at the following annual rates:

| | | | | October 20, 2021 to June 30, 2022 |
|--------|-------------|----------------------------|-------------------|-----------------------------------|
| Route# | Destination | Sending District | Contractor | Route Per Annum |
| NP2122 | ECLC | North Hunterdon - Voorhees | Margaret Panageas | \$15,100.00 |

- 3 approve 4:30 Late Runs at West Orange, November 29, 2021 to June 31, 2022 , at a cost of \$145.62 per diem
- 4 authorize the purchase of transportation replacement vehicles for our Glen Gardner Transportation Depot, as described below:

| Qty | Description | Vendor | Price | Total | BID # |
|-----|---------------------------------|----------------------|--------------|--------------|-----------------|
| 5 | 2023 Thomas C2 54 Passenger Bus | H.A. DeHart Son, Inc | \$120,384.00 | \$601,920.00 | HCESC-VEH-21-10 |

- 5 authorize administration to obtain lease purchase financing for the purchase of (5) 2023 Thomas 54 Passenger vehicles at an amount of \$601,920.00

K PERSONNEL

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

- 1 Amend contract for Dennis Balodis, Lease Purchasing Financial Advisor as follows: 1/1/2022 to 6/30/2022 at a rate of \$50,272.21

| | <u>AMOUNT</u> | <u>EFFECTIVE DATES</u> |
|-------|---------------|------------------------|
| from: | \$50,272.21 | 7/1/2021 - 12/31/2021 |
| to: | \$100,544.42 | 7/1/2021 - 6/30/2022 |

- 2 Change in Assignment for Debora Voria, Adult Programs and Services Instructor to Adult Literacy Programs Assistant Coordinator, effective 1/1/2022, at a annual salary of \$50,000.00, (pro-rated for start date)
- 3 Stipend for Joyce Hemphill for Administrative Assistant Duties and standardized testing on-site at Franklin Middle School, \$20.00 / Hour for a maximum of 40 hours

- 4 Appointments*

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Rate/Salary</u> | <u>Effective On or About</u> |
|----------------------|-------------------------|-------------------------------|--------------------|------------------------------|
| Richard Cotter | School Bus Driver | Glen Gardner | \$24.05 / Hour | 11/1/2021 |
| Christy Pellegrino | Teacher Assistant | FRRSD | \$16.00 / Hour | 11/29/2021 |
| Clare Bubb | Teacher Assistant | Clinton Public School | \$16.00 / Hour | 12/1/2021 |
| Diana Stinson | Teacher Assistant | Lebanon Township | \$16.00 / Hour | 12/1/2021 |
| Jacqueline Martoccia | Teacher Assistant | Department of School Services | \$33.00 / Hour | 12/2/2021 |
| Mary Lotis Manlegro | Instructional Assistant | Adult Programs and Services | \$16.00 / Hour | 12/6/2021 |
| Kaitlyn Mannon | Substitute School Nurse | Department of School Services | \$33.00 / Hour | 12/6/2021 |

- 5 Resignations / Retirements / Terminations

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Reason</u> | <u>Effective On or About</u> |
|-------------------|--------------------|-----------------------------|---------------|------------------------------|
| Richard Cotter | School Bus Monitor | Glen Gardner | Resignation | 10/29/2021 |
| Darius Figgs | School Bus Monitor | Glen Gardner | Resignation | 11/19/2021 |
| Jackie Zajac | Teacher Assistant | Lebanon Township | Resignation | 12/3/2021 |
| Ghazala Abbas | Teacher Assistant | Bedminster | Resignation | 12/8/2021 |
| Sandra Peltesch | Instructor | Adult Programs and Services | Resignation | 12/13/2021 |
| Daniel Patton | Teacher Assistant | Lebanon Township | Retirement | 12/23/2021 |
| Theresa Calabrese | Teacher Assistant | FRRSD | Retirement | 6/30/2022 |

- 6 Leave(s) of Absence(s):

| <u>Name</u> | <u>Reason</u> | <u>Effective On or About</u> |
|----------------|---------------|-------------------------------|
| Employee #4878 | FMLA/NJFLA | 11/29/2021 to 48 Days Paid |

L PROFESSIONAL DEVELOPMENT No Action Items

- 1 Motion to 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 |
|--------------------------------|----------|------|------|
| XII UNFINISHED BUSINESS | NONE | | |
| XIII NEW BUSINESS | NONE | | |
| XIV CITIZENS ADDRESS THE BOARD | NONE | | |

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XV ADJOURNMENT

Donna Herbel moved, seconded by Jennifer Giordano to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:40 pm

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary