

December 5, 2023  
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 Comer 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)  
Edward Abato (BETHLEHEM)  
Mary Lyons (DELAWARE)  
Thomas Mc  
Gregory Hobough (HIGH BRIDGE)

Jason Komegay, Vice President (LEBANON TOWNSHIP)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)

**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 4:15 pm; meeting was recessed until quorum could be met. At 4:28 PM, meeting was resumed as an Executive Committee meeting; action items to be ratified at next meeting

**IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**V APPROVAL OF AGENDA/MINUTES**

A Mary Lyons moved, seconded by Edward Abato to adopt the Agenda  
**MOTION PASSED UNANIMOUSLY**

B Mary Lyons moved, seconded by Edward Abato to approve the Board of Directors Minutes October 3, 2023 as submitted by Board Secretary  
**MOTION PASSED UNANIMOUSLY**

Mary Lyons moved, seconded by Edward Abato to approve consent action items, to be ratified at next meeting, to:

**VI FINANCIAL REPORTS**

A approve the UNAUDITED September 2023 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of September 30, 2023 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of September 30, 2023 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B approve the UNAUDITED October 2023 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of October 31, 2023 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of October 31, 2023 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C approve the UNAUDITED November 2023 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of November 30, 2023 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of November 30, 2023 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

D approve the line item transfers and budget appropriations for the period of September 30, 2023 (Adj #070-072)

E approve the line item transfers and budget appropriations for the period of October 1-31, 2023 (Adj #073-101)

F approve the line item transfers and budget appropriations for the period of November 1-30, 2023 (Adj #102-109)

**VII LIST OF BILLS**

A approve the following list of bills:

1	October 13, 2023 List of Bills	\$20,244.67	Consultant Payroll
2	October 2023 Handchecks	\$441,280.69	Handchecks
3	October 2023 Handchecks	\$119,200.28	Handchecks - EANS
4	October 2023 List of Bills	\$1,039,123.47	Payroll
5	November 15, 2023 List of Bills	\$19,409.67	Consultant Payroll
6	November 2023 Handchecks	\$1,505,124.51	Handchecks
7	November 2023 Handchecks	\$16,716.74	Handchecks - EANS
8	November 2023 List of Bills	\$1,030,919.87	Payroll
9	December 5, 2023 List of Bills	\$1,013,848.23	Computer Generated
10	December 5, 2023 List of Bills	\$49,768.05	Computer Generated - EANS
		<u>\$5,255,636.18</u>	<b>TOTAL</b>

**VIII CORRESPONDENCE / COMMUNICATION**

A December 2023 Cooperative Purchasing Newsletter

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**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                |                           |

**X POLICY**

- A The following policy is presented for first reading:
- 4131.1 Tuition Reimbursement
  - 4131.1 Tuition Reimbursement - REDLINED

**XI SUPERINTENDENT'S REPORT**

*Ms. Steinmetz provided an overview of the agenda. She noted that she is pleased that the Cooperative continues to gain new members. There was not a meeting in November, causing agenda to have additional action items. The requested increase in the transportation budget is due to an increased number of contracted transportation agreements, as well as an increase in the cost of routes. Additional revenue to be received to justify increase.*

**A ADMINISTRATION**

- 1 submit 2021-2022 Anti-Bullying School Self-Assessment

**B EANS**

No Action Items

**C HOFFMANS CROSSING**

No Action Items

**D TECHNOLOGY**

No Action Items

**E ADULT BASIC EDUCATION / THRIVE**

- 1 revise lease agreement Addendum with Bartles Comer Business Park, LLC, approved at the October 3, 2023 Board of Directors Meeting: to include a 30 day termination clause due to insufficient funding  
  - from: 30 day termination clause
  - to: 90 day termination clause

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

<u>DONOR</u>	<u>AMOUNT</u>
Krupa Family	\$100.00

- 3 approve the Revised Memorandum of Understanding with Fisherman's Mark for the period of October 1, 2023 through May 31, 2024, previously approved at the June 27, 2023 Board of Directors meeting, at no cost

**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>#</u>	<u>DISTRICT</u>
829	Demarest Public Library
830	Mansfield Township Board of Education (Burlington)
831	Marion P. Thomas Charter School
832	North Bergen Municipal Utilities Authority
833	Sussex County Municipal Utilities Authority
834	Fair Lawn, Borough of
835	Gloucester County Library
836	Brilla New Jersey Charter School
837	Chesterfield Township
838	Estell Manor Board of Education
839	Livingston, Township of
840	Bergenfield, Borough of
841	Somerdale Park Board of Education
842	Burlington Township Board of Education

- 2 award, as authorized at the August 29, 2023 Board of Directors meeting the Commercial Floor Covering & Related Services bid #215, effective November 2, 2023 through November 2, 2024 as follows:

Mathusek Incorporated	Product Pricing/Labor Rates per Attachment. 30% Markup-Action Floor System, Bona Finishes, Laykold, Mondo America, Phoenix Abrasives, Ecore Athletic Products. Price sheets on File in the Board Office
The Gillespie Group	Product Pricing/Labor Rates per Attachment. 25% Markup-Aacer Sport Flooring, Allied Tile, Next Floor 20% Markup-Altro Flooring, Altro Puraguard, Altro Whiterock, Raskin, Toli/CL, 25% Discount-American Blitrite, Proma, Sky Flooring, Tarkett Sports, 20% Discount-Armopoxy, Dal TileLuxure Vinyl, Laticrete, 0%-Protective Industrial Polymers. 30% Markup-Harris Flooring Grp-Krause/Carpet, LVT, SP, Price Sheets on File in the Board Office
RFS Commercial	Product Pricing/Labor Rates per Attachment. 32% Markup-ABM/Stanley Stephens, Fordom Carpet, Traverse LVT, 12% Markup-Ardex, Henry Prod. Adhesives, 28% Markup-Bergvik, Raised Comp Floors, ZT Floor Products, 37% Markup-Cobalt, EcoBenton, Gateway Surfaces, GST Innl, Six Degrees LVT, 35% Markup-Procodo, 15% Discount-R.C. Musson, 10% Discount-Xpex, Price Sheets on File in the Board Office

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Commercial Interiors Direct	Product Pricing/Labor Rates per Attachment. 28% Markup-Adore, Advantage Edge, American Fiber Cushion, American Clean, Amorim, Appalachian, Arrival, Atlantic Pkg, Audacity, AxisCor, Boen, Bolon, Bona Cleaning Supplies, Bruce, Capella, Carolina Mountain, Centaur, Chesapeake, CMP, Congoleum, Crain, D-Cut, Dakota Rustic, Earth Works, Ecore Supplies, Floor Muffler, From the Forest, Futura Ind., Future Foam, Haines Carpet, Interceramic, IVC US, Life Core, LM Flooring, MD Pro (Prova), Mulican, Parador, Pureline, Quick Step, Rickett, Royal Adhesives, SCI, Træxx, USG, Vinyl Trends, 13% Markup-AHF Armstrong, Burke, Mapei, 20% Discount-Alistate, Armor Tuff, Catalina, Durapiso, Ecore Products, EF Contract, Fishman, Flagship, Gerflor, Interface Nora, Junkers, Kamdean, Landmark Interiors, Mats, Inc., Milliken, Mondani, Perfection, Studio Forza 1&2, Studio Flex, Tarkett 10/1/23, 45% Discount-Interface 9/1/23, 30% Markup-Tarkett L10, 25% Markup-Schonox, Price Sheets on File in the Board Office
Hannon Floor Covering	Product Pricing/Labor Rates per Attachment. 20% Discount-Amarco, Mohawk ProREZ, Sherwin Williams, Spectrum, 30% Discount-AVA, Bostik, Ecosurfaces, J&J, Mannington, 30% Markup-Kahrs Luxury Tile, Flexco, 10% Discount-Patriot Timber, Northstar, 25% Markup-TEC (HB Fuller). Price Sheets on File in the Board Office
Direct Flooring	Product Pricing/Labor Rates per Attachment. 20% Discount-Bentley, Capri, DAL/Tile/Ceramic, Hero, UPO, Marazzi, Patchcraft, PF America/Ploy, Relative Space, Robbins (Endurance), Shaw, 30% Markup-Kahrs Hard Wood, Price Sheets on File in the Board Office

- 3 award, as authorized at the August 29, 2023 Board of Directors meeting the Pest Control Services bid #HCESC-Ser-23D, effective November 2, 2023 through November 2, 2024 as follows:  
Alliance Pest Services \$40/Hour - 10% Parts Markup - All Counties
- 4 renew the General School Supplies & Accessories bid #212, effective January 15, 2024 through January 15, 2025 with no changes
- 5 renew the Folding Doors, Partitions & Gates bid #HCESC-Cat/Ser-21-12, effective December 13, 2024 through December 13, 2025 with no changes
- 6 renew the Art/Craft Supplies & Equipment bid #214, effective February 27, 2024 through February 27, 2025 with no changes
- 7 authorize Administration to award the Party Equipment Rental bid #HCESC-Cat-24-01
- 8 authorize Administration to award the Health/Sports Medicine Supplies & Equipment bid #216
- 9 renew the Musical Instruments-Equipment, Supplies, Repair & Conditioning bid #HCESC-Cat/Ser-21-14, effective January 15, 2024 through January 15, 2025 with no changes

**I DEPARTMENT OF SCHOOL SERVICES** No Action Items

**J TRANSPORTATION**

- 1 purchase fuel from Wex/FleetOne, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective October 14, 2023 through October 13, 2024
- 2 purchase fuel from Taylor Oil Company, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective October 14, 2023 through October 13, 2024
- 3 Increase Transportation Budget \$800,000 for contracted services
- 4 provide Federal Entry-Level Class B CDL License, with Endorsements to the following individuals:

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

- 5 Motion to provide Bus and Driver for 'S' endorsement driving test to the following individuals:

NAME	Fee

- 5 provide FMCSA Entry-Level Class B/C CDL License, with Endorsements, for Hunterdon County Parks and Recreation, to the following individuals:

NAME	Endorsement(s)	Fee
Debra Reed	Passenger, School Bus and Air Brake	\$2,125.00

- 6 approve Coordinated Transportation, effective September 1, 2023 through June 30, 2024, for the following:  
Winslow Township Board of Education

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

Not to exceed Bid Threshold		September 1, 2023 - June 30, 2024		
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2440	North Hunterdon	Delaware Valley Regional	\$175.00	N/A
Q2441	Gateway School	Trinity School Transport	\$298.00	\$60.00
Q2442	Copperhill	Joy Transport	\$389.00	N/A
Q2443	JP Case Middle	Pharaoh Transportation	\$244.00	N/A
Q2444	East Mountain School	Trinity School Transport	\$321.00	N/A
Q2445	North Hunterdon	Saint Abraham	\$259.00	N/A
Q2445A	Union Middle/Union Elementary	Saint Abraham	\$170.00	N/A
Q2448	Eden Institute	Trinity School Transport	\$378.00	\$65.00
Q2449	DLC Warren	Murphy Transportation	\$260.00	\$60.00
Q2450	Union Middle/Union Elementary	Cassidy Transportation	\$147.00	N/A

- 8 rescind Special Education Transportation Route approved at the October 23, 2023 Board of Directors Meeting:

Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
0728	Midland	Warren County Special Services	\$167.17	

- 9 approve Special Education Transportation Routes, as listed:

Contracted Routes		October 15, 2023 - June 30, 2024		
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem

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0728	Midland	Warren County Special Services	\$157.13	N/A
2404	Somerset Academy	Good Shepherd Transportation	\$329.00	\$50.00
2409	Rock Brock	Muphy Transportation	\$338.00	\$100.00
2427	Midland	Muphy Transportation	\$323.00	\$75.00
2428	Copperhill	Joy Transport	\$580.00	\$80.00
2429	Cornerstone	Bright Start Transport	\$344.00	N/A
2430	Alegro	Bright Start Transport	\$367.00	\$70.00
2435	Franklin Twp	Saint Abraham	\$329.00	\$60.00
2436	New Beginnings	Trinity School Transport	\$348.00	\$65.00
2437	New Roads	Bright Start Transport	\$356.00	\$70.00
2439	Shepherd Elementary	Cassidy Transportation	\$333.00	N/A

- 10 approve Joint Transportation agreement with North Hunterdon Voorhees Regional Board of Education for the following Routes:

October 16, 2023 - June 30, 2024			
Route #	School	Contractor	Per Diem Cost
V20	Voorhees Hlgh School	Krapf School Bus	\$274.00

- 11 approve Joint Transportation agreement with Lebanon Township Board of Education for the following Routes:

October 16, 2023 - June 30, 2024			
Route #	School	Contractor	Per Diem Cost
LT08	Valley View/Woodglen Schools	Krapf School Bus	\$274.00

- 12 approve Special Education Transportation Mileage Addendum to Route, as listed:

October 1, 2023 - June 30, 2024			
Route#	Destination	Contractor	Rate Increase Per Diem
Q2442	Copperhill	Joy Transport	\$22.80

- 13 approve Special Education Transportation Parental Contracts for the following Routes , as listed:

September 1, 2023 - June 30, 2024			
Route#	Destination	Contractor	Route Per Diem
JS223	Rutgers Day School	Cheri Simoes	\$50.00

**K PERSONNEL**

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

**1 Appointments\***

Name	Position	Department	Rate/Salary	Effective On or About
Cora Hill	Teacher Assistant	School Services	\$18.16 / Hour	10/9/2023
James Hayes	Teacher Assistant	School Services	\$18.45 / Hour	10/16/2023
Shanice Hill	Teacher Assistant	School Services	\$18.00 / Hour	10/18/2023
Jessica Gallaway	Teacher Assistant	School Services	\$18.00 / Hour	10/23/2023
Patricia Stracquadaine	Teacher Assistant	School Services	\$18.00 / Hour	11/13/2023
Hannah Fay	Teacher Assistant	School Services	\$18.00 / Hour	11/17/2023
Marie Martocchia	Teacher Assistant	School Services	\$18.00 / Hour	12/4/2023
Karen Anolik	Teacher	School Services	\$60.00 / Hour	10/23/2023
Deborah Schneider	Teacher	School Services	\$60.00 / Hour	10/30/2023
Maria McHugh	School Social Worker	School Services	\$65.00 / Hour	11/20/2023
Barbara Pierona	Administrative Assistant	Transportation	\$20.00 / Hour	11/1/2023
Mark Gibson	Cooperative Purchasing Manager	Cooperative Purchasing	\$75,000.00 / Annual	11/6/2023
Gretchen Blacone-Groff	Driver Trainer / Sub Driver	Transportation	\$26.00 / Hour	12/1/2023

*\*pending completion of required paperwork*

**2 Re-Appointments\***

Name	Position	Department	Rate/Salary	Effective On or About
Dawn Reich	Teacher Assistant	School Services	\$23.95 / Hour	11/27/2023

**3 Change in Assignment**

Name	Position	Department	Rate/Salary	Effective On or About
Ethleen Sawyerr	Instructor (10 Month)	Adult Programs and Services	\$27,900.00 Prorated	11/15/2023
Christa Brand	Monitor	Transportation	\$17.00 / Hour	9/01/2023
Lisa Pery	Assistant Coordinator	Cooperative Purchasing	\$47,500.00 / Annual Prorated	12/01/2023

**4 Resignation/Retirement**

Name	Position	Department	Reason	Effective On or About
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Julia Sonnenschein	Instructor	Adult Programs and Services	Resignation	11/15/2023
Mark Gibson	Cooperative Purchasing Manager	Cooperative Purchasing	Resignation	11/24/2023
Edward Stoloski	Programs & Services Specialist	School Services	Resignation	12/22/2023
David Henry	Teacher Assistant	School Services	Termination	10/25/2023
Lucy Marchesi	Teacher Assistant	School Services	Resignation	11/13/2023
Laurie Oleniacz	Teacher Assistant	School Services	Resignation	12/18/2023
Gretchen Biancone-Groff	Admin Asst./ Driver Trainer	Transportation	Resignation	11/30/2023
Gianna Crotty	Speech & Language Specialist	Transportation	Resignation	12/22/2023
Barbara Pisani	Substitute School Bus Monitor	Transportation	Resignation	10/19/2023

5 Leaves

Name	Department	Reason	Effective On or About
Employee #5294	School Services	FMLA/NJFLA	On or about 2/02/2023

6 Status Change

Name	Position	Department	Reason	Effective On or About
Hector Figueroa	School Bus Driver	Transportation	Voluntary Work Reduction	12/15/2023

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
Facility Coordinator	Intergrated Pest Management	10/27/2023	\$0.00
School Nurse	BLS Instructor Training	11/08/2023	\$295.00
Superintendent	School Security & Gang Awareness	11/17/2023	\$0.00
Facility Coordinator	School Security & Gang Awareness	11/17/2023	\$0.00
Director of School Services	Navigating Guidance, Requirements and Best Practices for Risk and Threat Assessment Teams	11/17/2023	\$0.00
School Social Worker	Behavioral Threat Assessment and Management Best Practices for a Defensible Process and Special Education Considerations	11/17/2023	\$0.00
Maintenance	Maintaining Water Quality In Distribution System	4/02/2024	\$350.00

MOTION PASSED UNANIMOUSLY

XIV UNFINISHED BUSINESS

XV NEW BUSINESS

XVI CITIZENS ADDRESS THE BOARD

XVII ADJOURNMENT

Mary Lyons moved, seconded by Edward Abato to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:35 pm.

Respectfully submitted by:



Heidi Gara  
SBA/Board Secretary