

VB

October 3, 2023  
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)  
Edward Abato (BETHLEHEM)  
Deb Cuiaberson (DELAWARE VALLEY)  
Kari McGann (FLEMINGTON RARITAN)  
William Grippo (FRANKLIN-SOMERSET)

Gregory Hobaugh (HIGH BRIDGE)  
Todd Bonsall (HUNTERDON VOCATIONAL)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)  
Anthony Suozzo (SOUTH HUNTERDON)

**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 4:17 pm

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

**V. APPROVAL OF AGENDA/MINUTES**

A Todd Bonsall moved, seconded by Edward Abato to adopt the Agenda

**MOTIONS PASSED UNANIMOUSLY**

B Todd Bonsall moved, seconded by Edward Abato to approve the Representative Assembly Minutes August 29, 2023 as submitted by Board Secretary

**MOTIONS PASSED UNANIMOUSLY**

**VI. FINANCIAL REPORTS**

Edward Abato moved, seconded by William Grippo to:

A approve the UNAUDITED August 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 August 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 August 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."

B approve the line item transfers and budget appropriations for the period of June 29-30, 2023 (Adj #304-310)

C approve the line item transfers and budget appropriations for the period of July 31, 2023 (Adj #050-060)

D approve the line item transfers and budget appropriations for the period of August 1-31, 2023 (Adj #061)

E approve the line item transfers and budget appropriations for the period of September 1-29, 2023 (Adj #062-069)

**MOTIONS PASSED UNANIMOUSLY**

**VII. LIST OF BILLS**

A Edward Abato moved, seconded by Anthony Suozzo to approve the following List of Bills:

1	June 30, 2023 List of Bills	\$6,930.67	Consultant Payroll
2	August 25, 2023 Handchecks	\$50.00	Handchecks
3	August 2023 List of Bills	\$451,307.58	Payroll
4	September 15, 2023 List of Bills	\$13,555.67	Consultant Payroll
5	September 2023 List of Bills	\$911,791.09	Payroll
6	September 2023 Handchecks	\$70,925.68	Handchecks
7	September 1 - 28, 2023 Handchecks	\$1,028,026.25	Handchecks - EANS
8	October 3, 2023 List of Bills	\$3,417,693.85	Computer Generated
9	October 3, 2023 List of Bills	\$44,814.54	Computer Generated - EANS
		<u>\$5,945,095.33</u>	<b>TOTAL</b>

**MOTIONS PASSED UNANIMOUSLY**

**VIII. CORRESPONDENCE / COMMUNICATION**

- A Suplee, Clooney & Company, Auditor - required communication
- B Cooperative Purchasing Newsletter - September 2023
- C THRIVE Day Habilitation 3-year Certification Letter

October 3, 2023  
**BOARD OF DIRECTORS MEETING**  
MINUTES

D GRWDB Literacy ABE - English Classes

**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** No Action Items

**XI SUPERINTENDENT'S REPORT**

*Ms. Steinmetz provided an overview of the agenda and discussed the Program and Services Specialist position being approved*

Kari McGann moved, seconded by William Grippo to approve action items XI E, H-K, as a slate, to:

- |                            |                 |
|----------------------------|-----------------|
| <b>A ADMINISTRATION</b>    | No Action Items |
| <b>B EANS</b>              | No Action Items |
| <b>C HOFFMANS CROSSING</b> | No Action Items |
| <b>D TECHNOLOGY</b>        | No Action Items |

**E ADULT BASIC EDUCATION / THRIVE**

- 1 renew lease agreement with Bartles Corner Business Park, LLC for the use of facilities at 8 Bartles Corner Road Flemington, effective October 1, 2023 through September 30, 2026 at the following rate:
 

October 1, 2023 to June 30, 2024	\$6,500.00 per month*
July 1, 2024 to June 30, 2026	\$7,000.00 per month*
*plus reimbursement for janitorial services, currently at	\$106.87 per month
- 2 approve lease agreement Addendum with Bartles Corner Business Park, LLC to include a 30 day termination clause due to insufficient funding

**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>
826	Freehold, Township of
827	Cedar Grove, Township of
828	Hainesport Township Board of Education
- 2 renew the Duct Cleaning Services bid #HCESC-Ser-21E, effective November 2, 2023 through November 2, 2024, with no changes
- 3 authorize Administration to award the Commercial Floor Covering & Related Services bid #215
- 4 extend the Commercial Floor Covering bid #208 for 30 days, effective October 2, 2023 through November 1, 2023 with no changes

**I DEPARTMENT OF SCHOOL SERVICES**

- 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:
Immaculate Conception School	Student iPads with Apple Care+ for Schools	Apple Inc. Education	Immaculate Conception School Memo

**J TRANSPORTATION**

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

<u>NAME</u>	<u>Endorsement(s)</u>	<u>Fee</u>
Ernest Fleurisca	Passenger, School Bus and Air Brake	\$2,000.00
Marie Degrave	Passenger, School Bus and Air Brake	\$2,000.00

October 3, 2023  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**

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

<u>NAME</u>	<u>Fee</u>
Keith Carroll	\$300.00
Marcus Harris-EI	\$300.00
Carlo Joseph	\$300.00

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

<u>NAME</u>	<u>Endorsement(s)</u>	<u>Fee</u>
Patrick Eckard	Passenger, School Bus and Air Brake	\$2,125.00
Tom Sheppard	Passenger, School Bus and Air Brake	\$2,125.00
Laura Bush	Passenger, School Bus and Air Brake	\$2,125.00

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

90 Days or Threshold (\$22,400.00); whichever comes first					September 1, 2023 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Alde Per Diem					
Q2437	New Roads	Trinity School	\$395.00	\$70.00					
Q2439	Shepherd Elementary	Cassidy	\$313.00	N/A					

- 5 approve Joint Transportation agreement with North Hunterdon-Voorhees Regional District and Lebanon Township for the following Routes:

August 23, 2023 - June 30, 2024				
Route #	Destination	Contractor	Per Diem Cost	Per Annum Cost
V20	Voorhees High School	HCESC	\$205.90	\$37,679.70
L08	Valley View/Woodglen Schools	HCESC	\$205.89	\$37,266.09

- 6 approve Joint Agreement with Warren County Special Services:

July 1, 2023 thru June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Alde Per Diem
1636	Lake Drive School	Warren County	\$311.60	
0728	Midland	Warren County	\$167.17	

- 7 approve Joint Transportation agreement with Clinton Township for the following Routes:

August 30, 2023 - June 30, 2024				
Route #	School	Contractor	Per Diem Cost	Per Annum Cost
CM05	Clinton Twp. Middle School	DVR	\$176.78	\$31,820.40
CM06	Clinton Twp. Middle School	DVR	\$176.77	\$31,818.60
CP03	Patrick McGaheeran	DVR	\$176.78	\$31,820.40
CP09	Patrick McGaheeran	DVR	\$198.65	\$35,757.00

- 8 approve agreement with Clinton Township School District for Trip Transportation, at the following rates, plus tolls and parking, garage to garage, for the 2023-2024 school year

1st 3 Hours            \$285  
 Additional Time, after 1st 3 Hour    \$85/hr, billed in quarter hour increments

- 9 approve Special Education Transportation Renewal Routes, as listed:

August 25, 2023 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Alde Per Diem
2015	Horizon School- Pillar)	DVR		\$120.00

- 10 rescind Transportation Routes, approved at the August 29, 2023 Board of Directors Meeting, as listed:

September 1, 2023 - June 30, 2024				
Route#	Destination	Contractor	Route Per Annum	Alde Per Annum
V20	Voorhees High School	GST	\$205.90	\$37,679.70
L08	Valley View/Woodglen Schools	GST	\$205.89	\$37,266.09
2309	Allegro	Cassidy Trans.	\$444.08	\$123.76
2313	Montgomery Academy	Good Sheperd	\$443.10	N/A
2302	Calais	Cassidy Trans.	N/A	\$55.54

October 3, 2023  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**

2420	Future Foundation	Cassidy Trans.	\$279.00	N/A
2406	Franklin Township School	Cassidy Trans.	\$266.00	\$70.00
2416	New Roads	K & D	\$326.00	\$76.00
1820	Warren Glen, Stepping Stone	DVR	N/A	\$104.81
2426	Hampton Academy	St. Abraham	\$308.00	N/A
2013	Lakeview School	Joy Transport	N/A	\$105.63
2014	Copperhill	Joy Transport	N/A	\$69.73
0728	Midland	Warren County	\$160.88	N/A
CM15	Clinton Township Middle School	HCESC	\$34,463.41	\$11,695.83

**K PERSONNEL**

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

- 1 approve the following retention bonus to school bus drivers and monitors, as per contract addendum, pending attorney review:
  - a \$500 to be paid on or before January 30, 2024, to drivers and monitors actively working during the first half of the school year
  - b \$2,000.00 to be paid June 30, 2024, to drivers and monitors actively working as of the end of the school year, upon signing their 2024-2025 employment contract

**2 Appointments\***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Edward Stoloski	Program and Services Specialist	School Services	\$43,000 / Annual (Pro-rated)	10/1/2023
Julie Haynoski	Teacher Assistant	School Services	\$18.00 / Hour	9/18/2023
Cassandra Gonzalez	Teacher Assistant	School Services	\$18.00 / Hour	9/18/2023
Candace Joseph	Teacher Assistant	School Services	\$18.00 / Hour	10/2/2023
Lucy Marchesi	Teacher Assistant	School Services	\$18.00 / Hour	10/3/2023
Marla Baumann	School Bus Monitor	Transportation	\$17.00 / Hour	9/11/2023
Danielle Melitski	Substitute School Nurse	School Services	\$43.05 / Hour	9/29/2023
Diana Trujillo	Instructional Assistant	Adult Programs & Services	\$20.00 / Hour	10/9/2023
Ana Flynn	Day Habilitation Driver	THRIVE	\$26.00 / Per Run	9/29/2023
Ann Marie Gibson	Day Habilitation Driver	THRIVE	\$26.00 / Per Run	9/29/2023

*\*pending completion of required paperwork*

**3 Change In Assignment**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Yasmin Findeis	Business Office Specialist	Business Office	\$70,000/ Annual (Pro-rated)	10/16/2023
Lisa Perry	Admin Asst./Coop Purchasing	Business Office	\$37,500 / Annual (Pro-rated)	10/09/2023
Matthew Lynch	Para Coordinator/Admin. Asst.	School Services	\$45,000/ Annual (Pro-rated)	10/16/2023
Julie Egan	Teacher Assistant	School Services	\$18.00 / Hour	10/04/2023
Iziah Figs	School Bus Monitor	Transportation	\$17.00 / Hour	9/01/2023

**4 Resignation/Retirement**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On</u>
Sarah Molle	Teacher Assistant	School Services	Resignation	6/30/2023
James Hayes	Teacher Assistant	School Services	Resignation	9/15/2023
Michelet Brasier	School Bus Driver	Transportation	Resignation	9/5/2023
Evans Aristil	School Bus Driver	Transportation	Resignation	9/13/2023
Michael Pierce	School Bus Driver	Transportation	Resignation	9/22/2023
Timothy Epps	Custodian - Temporary	Facilities	Non Renewal	7/01/2023
Josephine Pezzolla	Business Office Specialist	Business Office	Termination	9/29/2023

**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.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
-----------------	-----------------	-------------	-------------

**MOTIONS PASSED**, with C. Miller **ABSTAINING** from the appointment of E. Stoloski and E. Abato **ABSTAINING** from the reassignment of M. Lynch

**XIV UNFINISHED BUSINESS**

October 3, 2023  
BOARD OF DIRECTORS MEETING  
MINUTES

**XV NEW BUSINESS**

Fran Leddy, Director of Adult Programs, discussed the \$20,000 reduction in the Work First NJ Program through the Workforce Development Board. The 2023-2024 contract was approved in June 2023, but on August 25, 2023 Ms. Leddy was notified that there would be a \$20,000 reduction in funding for the 2023-2024 program year. The budget has been decreasing over the last several years, without reducing the number of individuals being serviced. The program is actually servicing more individuals due to synchronous learning, which eliminates client transportation issues. The program can not continue to absorb decreases in funding and maintain current level of services. It is important for GRWDB to reallocate funding to front line service providers. Ms. Steinmetz detailed the funding decreases and discussed sending a letter to the GRWDB to reconsider reduction.

**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 4:52 pm

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary