

November 9, 2021
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

MEMBERS PRESENT

Charles Miller, President (EAST AMWELL)
Jennifer Giordano (BEDMINSTER)
Rainie Roncoroni (BETHLEHEM)
Seth Cohen (CLINTON-GLEN GARDNER)
Kari McGann (FLEMINGTON-RARITAN)

William Grippo (FRANKLIN-SOMERSET)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Andrew Russano (KINGWOOD)
Teresa Kane (MILFORD BOROUGH)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Fran Leddy (ABE COORDINATOR)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:17 pm

Andrew Russano moved, seconded by Keri McGann to adopt the agenda

Vote, Yes: Unanimous

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

V APPROVAL OF MINUTES

A Andrew Russan moved, seconded by Keri McGann to approve Board of Directors Board Minutes October 5, 2021 as submitted by Board Secretary

MOTION PASSED WITH TODD BONSAALL ABSTAINING

VI FINANCIAL REPORTS

Jennifer Giordano moved, seconded by Andrew Russano to:

A Motion to approve the line item transfers and budget appropriations for the period of October 1-31, 2021 (Adj # 76-90)

B Motion to approve the unaudited October 2021 Board Secretary Report

MOTION PASSED UNANIMOUSLY

VII LIST OF BILLS

A Jennifer Giordano moved, seconded by Andrew Russano to approve the following list of bills:

1	October 2021	\$112,854.62	Hand checks
2	October 15, 2021	\$2,695.00	Consultant Payroll
3	October 31, 2021	\$1,042,089.17	Payroll
4	November 9, 2021 List of Bills	\$1,171,229.01	Computer Generated
5	November 15, 2021	\$5,115.00	Consultant Payroll
6	July 2020	\$421,229.91	Hand checks Additional
		<u>\$2,755,212.71</u>	TOTAL

VIII CORRESPONDENCE / COMMUNICATION NONE

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

Andrew Russano moved, seconded by Theresa Kane to approve consent agenda to:

X POLICY

A approve the following Policy:

5141.1 Face Coverings (M)

XI SUPERINTENDENT'S REPORT

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Ms. Steinmetz discussed a new initiative for Business Office Services being evaluated, the change in health benefit Broker of Record and the Old Arts building. She shared her gratitude for the maintenance staff for their response to Hurricane IDA at the West Orange terminal

A ADMINISTRATION

- 1 change Broker of Record for Health Benefit Services to Integrity Consulting Group, effective January 1, 2022

B SCHOOLS

No Action Items

C HOFFMANS CROSSING

- 1 authorize Administration to negotiate/sell or dispose of the following list of equipment, no longer needed and/or usable for Commission purposes:

<u>YEAR</u>	<u>VIN #</u>	<u>MAKE/MODEL</u>
1998	1GCEK14R8WE146768	Chevy 4X4 Pickup
1998	1GBHG31R9W1077972	Girardin 16 pass van
N/A	Unknown	Husqvarna RZ4623 Mower
Mid 1960's	Unknown	John Deere Tractor

D TECHNOLOGY

No Action Items

E ADULT BASIC EDUCATION

No Action Items

F PARAPROFESSIONALS

No Action Items

G LEASE PURCHASING

- 1 revise lease purchasing rates for the 2021-22 school year, as follows:

<i>from:</i>	Transaction Amount	CURRENT
	\$100,000 - \$500,000	\$750.00
	\$501,000 – \$750,000	\$1,500.00
	\$751,000 +	\$2,750.00
	Ground Lease Purchase Bids	\$3,250.00

to: 1/2 of 1% of financial transaction amount

H PURCHASING

- 1 accept the following districts as members of the HCESC Purchasing Cooperative:

<u>#</u>	<u>DISTRICT</u>
705	Garwood, Borough of
706	Chesihurst Board of Education
707	Roselle Park Board of Education
708	Linden Board of Education
709	Brick, Township of
710	Verona, Township of
711	Upper Township
712	Lodi Board of Education
713	Passaic, City of
714	Barrington Board of Education
715	Whippanong Library
716	Old Tappan Board of Education
717	Orange Board of Education
718	Madison, Borough of

- 2 award, as authorized at the October 5, 2021 Board of Directors meeting the HVAC Services bid #HCESC-Ser-21A, effective November 2, 2021 through November 2, 2023 to the lowest responsible bidders as follows:

Primary - McCloskey Mechanical	\$74.40/Hour - 21% Parts Markup	All Counties, Service Call (flat fee when work is not performed) \$0
Secondary - Falasca Mechanical	\$85/Hour - 18% Parts Markup	Mercer, Ocean, Salem, Cumberland, Atlantic & Cape May Counties, Service Call (flat fee when work is not performed) \$95.00
Secondary - John Verderame & Sons	\$78.50/Hour - 17% Parts Markup	Burlington, Camden & Gloucester Counties, Service Call (flat fee when work is not performed) \$0
Secondary - Liberty Mechanical Contractors	\$92/Hour - 20% Parts Markup	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon, Middlesex & Monmouth Counties, Service Call (flat fee when work is not performed) \$250.00

- 3 award, as authorized at the October 5, 2021 Board of Directors meeting the Electrical Services bid #HCESC-Ser-21B, effective November 2, 2021 through November 2, 2023 to the lowest responsible bidders as follows:

Primary - Generations Services	\$72/Hour - 0% Parts Markup	Bergen, Passaic, Union & Morris Counties, Service Call (flat fee when work is not performed) \$0
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Primary - Generations Services	\$73/Hour - 0% Parts Markup	Essex & Hudson Counties, Service Call (flat fee when work is not performed) \$0
Primary - Generations Services	\$80/Hour - 0% Parts Markup	Warren & Hunterdon Counties, Service Call (flat fee when work is not performed) \$0
Primary - Generations Services	\$74/Hour - 0% Parts Markup	Sussex, Somerset & Middlesex Counties, Service Call (flat fee when work is not performed) \$0
Primary - Generations Services	\$87/Hour - 0% Parts Markup	Mercer County, Service Call (flat fee when work is not performed) \$0
Primary - Generations Services	\$90/Hour - 0% Parts Markup	Burlington & Monmouth Counties, Service Call (flat fee when work is not performed) \$0
Secondary - Generations Services	\$92/Hour - 0% Parts Markup	Ocean County, Service Call (flat fee when work is not performed) \$0
Secondary - Generations Services	\$94/Hour - 0% Parts Markup	Camden & Gloucester Counties, Service Call, Service Call (flat fee when work is not performed) \$0
Secondary - Generations Services	\$100/Hour - 0% Parts Markup	Salem & Cumberland Counties, Service Call (flat fee when work is not performed) \$0
Primary - Troller Electric	\$90/Hour - 0% Parts Markup	Ocean County, Service Call (flat fee when work is not performed) \$150.00
Primary - Troller Electric	\$92/Hour - 0% Parts Markup	Camden & Gloucester Counties, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$72/Hour - 0% Parts Markup	Bergen, Passaic & Morris Counties, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$73/Hour - 0% Parts Markup	Essex, Hudson & Union Counties, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$80/Hour - 0% Parts Markup	Warren & Hunterdon Counties, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$74/Hour - 0% Parts Markup	Sussex, Somerset & Middlesex Counties, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$89/Hour - 0% Parts Markup	Mercer County, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$103/Hour - 14% Parts Markup	Atlantic & Cape May Counties, Service Call (flat fee when work is not performed) \$150.00
Secondary - Troller Electric	\$90/Hour - 0% Parts Markup	Burlington & Monmouth Counties, Service Call (flat fee when work is not performed) \$150.00
Primary - Northeast Electrical	\$98/Hour - 10% Parts Markup	Salem, Cumberland, Atlantic & Cape May Counties, Service Call (flat fee when work is not performed) \$0

- 4 award, as authorized at the October 5, 2021 Board of Directors meeting the Boiler Services bid #HCESC-Ser-21C, effective November 2, 2021 through November 2, 2023 to the lowest responsible bidders as follows:

Primary - McCloskey Mechanical	\$80/Hour - 25% Parts Markup	All Counties, Service Call (flat fee when work is not performed) \$0
Secondary - Falasca Mechanical	\$95/Hour - 15% Parts Markup	Mercer, Burlington, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties, Service Call (flat fee when work is not performed) \$95.00
Secondary - Unitemp	\$112/Hour - 35% Parts Markup	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon, Middlesex & Monmouth Counties, Service Call (flat fee when work is not performed) \$450.00

- 5 award, as authorized at the October 5, 2021 Board of Directors meeting, the Duct Cleaning Services bid #HCESC-Ser-21E, effective November 2, 2021 through November 2, 2023 to Core Mechanical at \$71.40/Hour + 25% Parts Markup for all Counties
- 6 terminate the Type A, B & C School Vehicles #HCESC-Trans-19-17, effective November 10, 2021
- 7 award the Appliance Repair, Maintenance & Installation Services bid #HCESC-Ser-21-1 to Jay Hill Repairs, effective November 15, 2021 through November 15, 2023 as follows: Repair, Maintenance & Installation-\$130/Hour, Materials-95% Markup, Service Call (flat fee when work is not performed) \$195, Sussex, Morris, Warren, Somerset, Passaic, Hunterdon, Middlesex, Mercer, Monmouth, Ocean and Burlington Counties
- 8 authorize Administration to award the Type A, B & C School Vehicles bid #HCESC-Veh-21-10
- 9 authorize Administration to award the 10 Passenger Full Size Vans bid #HCESC-Veh-21-13

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Hopatcong Borough Schools, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Quoted Special Education Transportation Routes, as listed:

Contracted Routes				Sept. 1, 2021 to Nov. 31, 2021	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2225	Joseph Cappello/Mercer Elementary	Glen Gardner	Saint Abraham, LLC	\$550.00	\$90.00
2226	HCHS/JP Case	HC/Flem-Raritan	Pharaoh Trans. LLC	\$340.00	N/A
2004	Craig School	Flem-Raritan	Cassidy Transport	\$409.00	N/A

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- 3 approve Joint Transportation Agreement with West Orange BOE for 2021-2022 School Year

Route#	Destination	Sending District	Contractor	Route Per Annum
Golda Och	Golda Och	West Orange	HCESC	\$53,000.00

- 4 approve Joint Transportation Agreement with ESC OF MORRIS for 2021-2022 School Year

Route#	Destination	Sending District	Contractor	Route Per Diem	Aide (As Needed)
MKVT7	Morris Vo Tech	West Orange	HCESC	\$328.16	\$65.00

- 5 approve Addendum with ESC OF MORRIS for 2021-2022 School Year

Route#	Destination	Sending District	Contractor	Route Per Diem	Increase
MKVT7	Morris Vo Tech	West Orange	HCESC	\$328.16	\$378.16

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

August 25, 2021 to June 30, 2022				
Route#	Destination	Sending District	Contractor	Route Per Annum
GB2122	DLC, Warren	North Hunterdon - Voorhees	Amy Barro	\$7,050.00

K PERSONNEL

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

- 1 authorize administration to pay paraprofessionals a bonus for the 2021-22 school year, as negotiated with assigned district

- 2 Appointments*

Name	Position	Location	Rate/Salary	Effective On or About
Isa Knapp	Teacher Assistant	Holland Township School	\$16.00 / Hour	10/11/2021
Arly Jean	School Bus Monitor	West Orange	\$14.90 / Hour	10/13/2021
Christina Kirkland	School Bus Monitor	West Orange	\$15.51 / Hour	10/11/2021
Tami Phelps	Teacher Assistant	Lebanon Borough School	\$16.00 / Hour	10/18/2021
Jean Leopold	School Bus Monitor	West Orange	\$14.90 / Hour	10/18/2021
Ann Marie Gibson	Substitute	THRIVE	\$20.00 / Hour	10/20/2021
Joan Perone	Teacher Assistant	FRRSD	\$16.00 / Hour	10/20/2021
Erin Wert	Teacher Assistant	Lebanon Twp School District	\$16.00 / Hour	10/22/2021
Noelia Belon	Teacher Assistant	FRRSD	\$16.00 / Hour	10/25/2021
Alexandra Zolton	Teacher	HCVSD	\$63.75 / Hour	12/20/2021
Brendan Cotter	School Bus Monitor	Glen Gardner	\$16.00 / Hour	10/26/2021
Qudsia Asim	Substitute Teacher	School Services	\$56.00 / Hour	10/26/2021
William Goodwin	Substitute School Bus Driver	Glen Gardner	\$24.05 / Hour	10/14/2021
Mikulas Turkynak	School Bus Monitor	FRRSD	\$16.00 / Hour	11/8/2021
Anthony Oddo	School Bus Driver	West Orange	\$24.63 / Hour	11/8/2021
Rebecca Iwaniszyn	Teacher Assistant	Hampton Public School	\$16.00 / Hour	11/15/2021
Stephanie Voorhees	Special Project Manager	Hoffmans Crossing	\$45.00 / Hour	11/15/2021
Julia Weisberger	Teacher Assistant	FRRSD	\$16.00 / Hour	11/18/2021

- 3 Resignations / Retirements / Terminations

Name	Position	Location	Reason	Effective On or About
Jordan Thomas	Teacher	School Services	Resignation	10/29/2021
Maria Lamattina	Instructor	Adult Programs and Services	Resignation	10/5/2021
MaryLu Dyer	Teacher Assistant	FRRSD	Resignation	10/22/2021
Stephanie Mathews	Teacher Assistant	Clinton Public School	Resignation	10/29/2021
William Goodwin	School Bus Driver	Glen Gardner	Resignation	10/13/2021
Denem Teague	Teacher Assistant	Clinton Public School	Resignation	11/3/2021
Caroline Sergison	Teacher Assistant	Clinton Public School	Resignation	11/3/2021
Brionna Hawkins	Teacher Assistant	Bedminster Township School	Resignation	11/12/2021
Lynn Cipriani	School Bus Monitor	FRRSD	Resignation	11/5/2021

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
School Social Worker/Case Manager	Fall 2021 Conference: Navigating the Future	10/27,10/28/21	\$75.00

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Maintenance

Drinking Water Operator Review Course

9/10/21

\$395.00

MOTION PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

Charles Miller commended Ms. Steinmetz for her work on new initiatives

XIV CITIZENS ADDRESS THE BOARD

Fran Leddy discussed growth of Literacy and THRIVE programs

XV ADJOURNMENT

William Grippo moved, seconded by Todd Bonsall to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:50 pm
Respectfully submitted by:

Heidi Gara

Heidi Gara

SBA/Board Secretary