

February 7, 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 is being 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 Hunterdon County Democrat. 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)
Mary Lyons (DELAWARE)
Nicholas Diaz (FRANKLIN - HUNTERDON)

William Grippo (FRANKLIN - SOMERSET)
Jason Kornegay, Vice President (LEBANON TWP)
Dr. Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Fran Leddy (ADULT PROGRAMS)

PUBLIC PRESENT:

Milorad Lazarevikj, Northeastern Interior Services

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 William Grippo moved, seconded by Jason Kornegay to adopt the agenda

MOTIONS PASSED UNANIMOUSLY

- B William Grippo moved, seconded by Jason Kornegay to approve the Board of Directors Minutes January 3, 2023 as submitted by Board Secretary

MOTIONS PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Todd Bonsall moved, seconded by William Grippo to:

- A approve the line item transfers and budget appropriations for the period of December 1- 31, 2022 (Adj #126-127)
B approve the line item transfers and budget appropriations for the period of January 1- 31, 2023 (Adj #128-150)
C approve the UNAUDITED December 2022 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of December 31, 2022 no budgetary line item account has been over expended in violation of N.J.A. C. 6:20-2.13(a)
D approve the AUDITED June 2022 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of June 30, 2022 no budgetary line item account has been over expended in violation of N.J.A. C. 6:20-2.13(a)
E approve the UNAUDITED January 2023 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of January 31, 2023 no budgetary line item account has been over expended in violation of N.J.A. C. 6:20-2.13(a)

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

- A Todd Bonsall moved, seconded by William Grippo to approve the follow

1	December 2022	\$1,128,536.37	Payroll
2	January 2023	\$897,011.98	Payroll
3	January 2023	\$821,977.66	Handchecks
4	January 2023	\$127,149.87	Handchecks - EANS
5	January 15, 2023 List of Bills	\$7,424.00	Consultant Payroll
6	February 7, 2023 List of Bills	\$1,143,177.28	Computer Generated
7	February 7, 2023 List of Bills	\$13,137.64	Computer Generated - EANS
8	February 7, 2023 List of Bills	\$10,381.62	Computer Generated - ADDED

\$4,148,796.42 TOTAL

MOTIONS PASSED UNANIMOUSLY

XI SUPERINTENDENT'S REPORT

H PURCHASING

- 2 Todd Bonsall moved, seconded by William Grippo to rescind termination of Northeastern Interior Services, LLC, contract awarded under the General Construction Repairs & Carpentry Services bid #HCESC-Ser-20F, effective February 8, 2023, as per attached

MOTIONS PASSED UNANIMOUSLY

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Discussion: Ms. Steinmetz provided an overview of termination of contract previously approved and the agreement required to rescind termination. Northeastern Interior Services, LLC has agreed to all terms and have submitted signed documents as required

VIII CORRESPONDENCE / COMMUNICATION

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. Steimnetz provided an overview of agenda items

William Grippo moved, seconded by Todd Bonsall to move action items, as a slate, to:

- | | |
|---|-----------------|
| A ADMINISTRATION | No Action Items |
| B EANS | No Action Items |
| C HOFFMANS CROSSING | No Action Items |
| D TECHNOLOGY | No Action Items |
| E ADULT BASIC EDUCATION / THRIVE | 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:

#	<u>DISTRICT</u>
788	Atlantic City, City of
789	Westampton Township Board of Education
790	Camden, County of
791	Mount Olive Township
792	Empowerment Academy Charter School
793	Southampton Township Board of Education
794	Elsinboro Township Board of Education
795	Rockaway Township
796	Stow Creek Township Board of Education
797	Greenwich Township Board of Education (Cumberland)
798	Norwood Board of Education
799	Mahwah, Township of

3 increase the base price to reflect the CPI increase of 6.5% awarded at the August 30, 2022 Board of Directors meeting for the Type A, B, & C Transportation Vehicles, bid #HCESC-Veh-22-10 awarded to H.A. DeHart as follows:

Type A (16 Passenger)	Option #1-Revised Base Price - \$72,313 Option #2-Revised Base Price - \$72,313
Type B (24 Passenger)	Option #1-Revised Base Price - \$77,319 Option #2-Revised Base Price - \$77,319
Type C (54 Passenger)	Option #1-Revised Base Price - \$120,984 Option #2-Revised Base Price - \$123,114

4 increase the base price to reflect the CPI increase of 6.5% awarded at the August 30, 2022 Board of Directors meeting for the Multi-Purpose Transportation Vehicles, bid #HCESC-Veh-22-11 awarded to H.A. DeHart as follows:

20 Foot Vehicle	Revised Base Price - \$69,432
130 Inch Wheelbase	Revised Base Price - \$69,432

5 award as ratified at the January 3, 2023 Board of Directors meeting the Furniture & Equipment - School & Office bid #HCESC-Cat-23-01, effective January 23, 2023 as follows:

New York Blackboard of NJ, Inc.	10% off NY Blackboards, Basic Setup & Assembly-\$60/Hour, Price sheets on file in the Board Office
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Kaplan Early Learning Company	15% off Kaplan Early Learning, Price sheets on file in the Board Office
Niclerson NY, LLC	15% off Case Systems, 10% off Institutional Casework-Steel & Wood, 10% off One Source, Basic Setup & Assembly-\$245/Hour, 15% Restocking Fee, 5% Volume Discount on sales over \$50,000, Price sheets on file in the Board Office
Casey's Executive Interiors, Inc.	52% off HON Shared Spaces, 52% off HON Workspaces, 50.2% off HON Now, 67.6% off Office Source, Basic Setup & Assembly-\$225/Hour, Volume Discount Schedule & Price sheets on file in the Board Office.
Proacademy Furniture	Discount Schedule & Price Sheets on file in the Board Office, Basic Setup & Assembly-\$65/Hour, 15% Restocking Fee
Nickerson NJ, LLC	30% off AMQ, Basic Setup & Assembly-\$150/Hour, 15% Restocking Fee, Price sheets on file in the Board Office
Tanner North Jersey, LLC	Discount Schedule & Price Sheets on file in the Board Office, Basic Setup & Assembly-\$75/Hour, 15% Restocking Fee
CBT Supply Inc. dba Smartdesks	51% off Smartdesks, 15% Restocking Fee, Price Sheets on File in the Board Office
School Specialty LLC	65% off AIS Furniture, 47% off AIS Seating, 67% off Childcraft, 67% off Classroom Select, 28% off Copernicus, 31% off Ghent/Waddell, 42% off Global Furniture, 42% off Interior Concepts, 28% off KC Bin/Republic, 10% off School Specialty, 52% off WB Mfg, Basic Setup & Assembly-\$75/Hour, 15% Restocking Fee, Price Sheets on file in the Board Office
Global Equipment Company	10% Discount, Manufacturer List & Price Sheets on file in the Board Office
Lakeshore Learning Materials, LLC	8% Discount off all non-sale items from Early Childhood, Elementary, Furniture Flex-Space & Flex-Space Jr. Catalogs, Complimentary White-Glove Delivery & Installation on orders of \$20,000 or More that Ship to a Single Location, Price Sheets on file in the Board Office
Tri-Furniture Design LLC	Discount Schedule & Price Sheets on file in the Board Office, Basic Setup & Assembly-\$250/Hour, 15% Restocking Fee
Academy Furniture & Supplies	Discount Schedule & Price Sheets on file in the Board Office, Basic Setup & Assembly-\$77/Hour, 15% Restocking Fee
Commercial Interiors Direct, Inc.	Discount Schedule & Price Sheets on file in the Board Office, Basic Setup & Assembly-\$275/Hour, 15% Restocking Fee
CMF Business Supplies	41% off Allseating, 40% off Brodart, 43% off Carmel, 44% off COE Office Furniture, 39% off ESI Ergo, 40% off Great Openings, 40% off JSI Furniture, 42% off Mooreco Inc., 38% off OM Seating, 39% off Palmer Hamilton, Basic Setup & Assembly-\$90/Hour, 1% Prompt Payment Discount, 2% Volume Discount on orders over \$200,000, Price Sheets on file in the Board Office

I DEPARTMENT OF SCHOOL SERVICES

No Action Items

J TRANSPORTATION

- provide Alexandra Laurient training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00
- provide Marisol Soto training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00
- provide a bus, with trainer, to Jasmine Louissaint for CDL Road Test, at a cost of \$100.00
- authorize the purchase of transportation replacement vehicles from HA DeHart Son, Inc. with anticipated delivery of April 2024, as described below:

LOC	Qty	YEAR	Description	Price	Total	BID #
WO	6	2025	Thomas C2 54 Passenger	\$153,682.88	\$922,097.28	HCESC-VEH-22-10
GG	6	2025	Thomas C2 54 Passenger	\$153,682.88	\$922,097.28	HCESC-VEH-22-10
WO	4	2025	Thomas 051MS 24 Passenger	\$92,137.65	\$368,550.60	HCESC-VEH-22-10
GG	4	2025	Thomas 051MS 24 Passenger	\$92,137.65	\$368,550.60	HCESC-VEH-22-10

- authorize administration to obtain lease purchase financing for the purchase of (12) 2025 Thomas 54 Passenger vehicles and (8) 2025 Thomas 24 Passenger vehicles at an amount of \$2,581,295.76
- sell Dell Latitude 3400 laptop computer (Serial H2JXLT2) to Nancy Szymanski, former Transportation Director, for \$50.00 to be used for her own personal use
- approve Special Education Transportation Quoted Routes up to \$20,200 or 90 days, whichever comes first, as follows:

Quoted Route				December 9, 2022 - June 30, 2023		
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem	
Q2359	Collier Middle School	Clinton Township	Good Shepard	\$381.00	\$60.00	
Q2361	Union Township Middle School	Union Township	Saint Mary	\$343.00	N/A	
Q2362	DLC, New Providence	Clinton Township	Bright Start	\$439.00	\$75.00	
Q2363	New Beginning	Clinton Township	Bright Start	\$456.00	\$60.00	
Q2364	Rock Brook School	Flemington/Raritan	Saint Abraham	\$309.00	\$50.00	
Q2365	High Bridge	High Bridge	Cassidy	\$197.00	N/A	

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8 approve addendum for the following Routes:

Contracted Route				January 1, 2023 - June 30, 2023	
Route #	Destination	Sending District	Contractor	Per Diem Cost	Revised Cost
2339	Clinton Public School	Delaware Twp Klingwood	Saint Mary's	\$399.00	\$432.86

K PERSONNEL

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

1 Driver/Trainer Rate of \$25.00 / Hour, effective February 1, 2023

2 **Appointments***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Mary Quinn	Instructor	Adult Programs and Services	\$26.88 / Hour	January 16, 2023
Lauren Sanford	Teacher Assistant	School Services	\$18.00 / Hour	January 30, 2023
Katelyn Groth	Teacher Assistant	School Services	\$18.00 / Hour	February 6, 2023

**pending completion of required paperwork*

3 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Tiffany Mazeika	Teacher Assistant	School Services	Resignation	January 13, 2023
Kimberly (Kopesky) Edinger	Administrative Assistant Payroll	Business Office	Termination	January 23, 2023
Mary Quinn	Instructor	Adult Programs and Services	Resignation	January 23, 2023
Lauren Sanford	Administrative Assistant	Cooperative Purchasing	Resignation	January 26, 2023
Mia Baldwin	Teacher Assistant	School Services	Resignation	February 2, 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.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Director	Preparing for Due Process	5/24/2023	\$0
Coordinator	Preparing for Due Process	5/24/2023	\$100
School Social Worker	Preparing for Due Process	5/24/2023	\$100
LDT-C	Preparing for Due Process	5/25/2023	\$100
School Psychologist	Preparing for Due Process	5/26/2023	\$100
Facility Coordinator	NJSBGA 25th Annual Conference Expo	3/19-3/23/23	\$988 plus lodging
School Social Worker	Middle School Students: Understanding and Managing Mental Health Issues	3/29/2023	\$0

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

Board Retreat will be held following the March 7, 2023 Representative Assembly meeting at Hoffmans Crossing Road Campus

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Todd Bonsall moved, seconded by William Grippo to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:54 pm
 Respectfully submitted by:

Heidi Gara

Heidi Gara
 SBA/Board Secretary