

January 4, 2022
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)
Rainie Roncoroni (BETHLEHEM)
Gerald Bowers (DELAWARE VALLEY REGIONAL)
Kari McGann (FLEMINGTON RARITAN)
Nicholas Diaz (FRANKLIN - HUNTERDON)

William Grippo (FRANKLIN-SOMERSET)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Theresa Kane (MILFORD)
Nicholas Diaz (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Yasmin Findeis (PARAPROFESSIONAL COORD)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:24 pm

Kari McGann moved, seconded by William Grippo to adopt the agenda

Vote, Yes: Unanimous

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

A Recognize Jeanne Whalen - Education Support Professional of the Year for FRRSD Robert Hunter School

Ms. Findeis noted that Ms. Whalen has been with the HCESC since 2013, has always exhibited class and patience while working with special needs students. Recently took a position with FRRSD, she will be missed but will certainly be an asset for them.

B Recognize Megan Piontkowski - Education Support Professional of the Year for Lebanon Township Valley View School

Ms. Findeis noted that Ms. Piontkowski has been with the HCESC since the spring of 2018, in many aspects she acts as her student's teacher, goes above and beyond for her students and their success

Ms. Greaves noted that both Ms. Whalen & Ms. Piontkowski are amazing forces in the classrooms. She thanked the districts for acknowledging their contributions

Mr. Miller asked that Ms. Findeis express appreciation on behalf of the Board, and to share their congratulations for the wonderful job they are doing

V APPROVAL OF MINUTES

A Donna Herbel moved, seconded by Kari McGann to ratify Executive Committee Minutes December 7, 2021 as submitted by Board Secretary

MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Charles Miller moved, seconded by Donna Herbel to:

A approve the AUDITED June 2021 Board Secretary Report

B approve the line item transfers and budget appropriations for the period of December 1-31, 2021 (Adj # 100-277)

C approve void of stale dated operating account checks, dated June 30, 2009 through June 30, 2020, upon the recommendation of auditor

D approve the UNAUDITED December 2021 Board Secretary Report

MOTION PASSED UNANIMOUSLY

VII LIST OF BILLS

A Todd Bonsall moved, seconded by Kari McGann to approve the following list of bills:

1	December 2021	\$17,058.53	Hand checks
2	December 15, 2021	\$5,886.00	Consultant Payroll
3	December 31, 2021	\$1,174,838.53	Payroll
4	January 4, 2022 List of Bills	\$922,027.58	Computer Generated
		<u>\$2,119,810.64</u>	TOTAL

MOTION PASSED UNANIMOUSLY

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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. Steinmetz discussed 2022-2023 rates and the process for developing them. Negotiations at the West Orange terminal are progressing; hopeful that there will a proposal to present at the next meeting. She discussed the purpose of the EANS purchase motion. Ms. Steinmetz noted that we are continuing to be compliant with COVID 19 regulations

Todd Bonsall moved, seconded by William Grippo to approve consent agenda to:

A ADMINISTRATION

- 1 submit 2020-21 Anti-Bullying School Self-Assessment
- 2 appoint Heidi Gara as Public Agency Compliance Officer [PACO] for 2022
- 3 accept School Security Grant funding in the amount of \$2,949 (Grant #22E00127), in accordance with Notification of Grant Award and approved FY2022 School Security Grant Application
- 4 approve 2022-2023 Rates

B EANS

Whereas, as part of the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA), Congress allocated funds specifically to provide emergency assistance to students and teachers in eligible nonpublic schools through the Emergency Assistance to Nonpublic Schools (EANS) program, to address the impact of COVID-19 on nonpublic school students and teachers;

Whereas, the US Department of Education has awarded a formula grant to New Jersey to provide awards to nonpublic schools in the state and provide administrative support to the project as contemplated by EANS;

Whereas the Hunterdon County ESC and New Jersey Department of Treasury, Division of Purchase and Property entered into a Program Management Services Agreement for Emergency Assistance to Nonpublic Schools on October 5, 2021;

Whereas, 18A:18A-10b. A board of education may, without advertising for bids, or having rejected all bids obtained pursuant to advertising, the Federal Supply Schedules of the General Services Administration (GSA) or schedules from other federal procurement programs promulgated by the Director of the Division of Purchase and Property in the Department of the Treasury;

Whereas, 18A:18A-10c. The board of education shall place its order with the vendor offering the lowest price, including delivery charges that best meets the requirements of the board of education;

Whereas, 18A:18A-5. 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 the board of education has solicited and received at least three quotations on materials, supplies or equipment for which a State contract has been issued pursuant to NJS 18A:18A-10, and the lowest responsible quotation is at least 10% less than the price the board would be charged for the identical materials, supplies or equipment, in the same quantities, under the State contract;

Therefore, be it resolved that Hunterdon County ESC Board of Directors authorizes administration to approve EANS purchase requisition, to be ratified, as follows:

Nonpublic School	Description of Purchase	Vendor	Explanation:
Yashiva Shaarei Tzion	Classroom Trailer (rental)	ACER	10% below State Contract Pricing

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION

- 1 approve the Memorandum of Understanding with Bound Brook Library of Somerset County Library System, effective December 1, 2021 through June 30, 2022

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>
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726 Harvey Cedars, Borough of

- 2 award, as authorized at the December 7, 2021 Executive Committee meeting, the Musical Instruments, Equipment, Supplies, Repair & Conditioning bid #HCESC-Ca/Ser-21-14, effective January 15, 2022 through January 15, 2024 as follows:

Zita Corp., dba Elefante Music	Repair & Conditioning - \$19.50/Hour -Woodwind, Brass, Stringed, & Percussion, 25% off parts. \$150/Hour- Pianos, 25% off parts, \$45/Hour- Electronic Equipment., 10% off parts Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Somerset & Union Counties Buffet-40%-55%, Yamaha-35%-60%, Conn-Selmer-35%-60%, Jupiter & Azumi-40%-70%, Bari-55%, D'Addario (including Rico, Evans, ProMark, Planet Waves, Real Fell)-51%, Dans'r (including Vandoren, Denis, Wick, Jones & HW) 51%, Hercules & Nomad Stands-52%, Ludwig-35%-60%
K&S Music	Repair & Conditioning - \$19.50/Hour -Woodwind, Brass, Stringed, & Percussion, 25% off parts. \$150/Hour- Pianos, 25% off parts, \$45/Hour- Electronic Equipment., 10% off parts Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Somerset & Union Counties Buffet Group-40%-55%, Yamaha-35%-60%, Conn-Selmer-35%-60%, Jupiter & Azumi-40%-70%, Bari-55%, D'Addario (including Rico, Evans, ProMark, Planet Waves, Real Fell)-51%, Dans'r (including Vandoren, Denis, Wick, Jones & HW) 51%, Hercules & Nomad Stands-52%, Ludwig-35%-60%
West Music Company	5% Discount off website pricing excluding Wenger, Gameplan, Band/Orchestra Instruments, Concert, Marching Percussion and Equipment.
Washington Music Sales	<u>Various Discounts per attached</u>
National Educational Music Company (NEMC)	<u>Various Discounts per attached</u>
The Music Shop, LLC	50% off-Hercules Stands, 39%-45% off-Innovative Percussion, 46%-66% off Jupiter, Azumi, XO Brass, 24.75%-41.2% off Kala Ukuleles, 5%-25% off Print Music, 14.43%-54.6% off Sabian Cymbals, 52%-45% off Vandoren, Juno,, Denis Wick, Jones Reeds, 22.31%-65.25% off Yamaha, 15.35%-55.84% off Zildjian, Vic Firth, Mke Balter, 32.3%-47.8% off Adams Percussion, 31.44% -68.75% off Buffet, Besson, Antoine Courtois, Hans Hoyer, Keilwerth, Meinl Weston, Posell/Sonare, Schreiber, B&S (price sheets available in the Business office), 41.77%-75.57% off Con-Selmer, 51.64%-73.27% off D'Addario, Rico, Evans, Promark, Puresound, 51.19%-61.88% off Eastman Winds, 5% off Gibraltar

- 3 Motion to renew the Art/Craft Supplies & Equipment bid #206, effective February 22, 2022 through February 22, 2023 with no changes

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

- 1 provide Quishawn Davis training for Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$1,000.00, effective December 13, 2021
- 2 approve Special Education Transportation Routes, as listed:

September 1, 2021 - June 30, 2022					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2227	ECLC	North Hunterdon	Saint Abrahams	\$606.00	\$90.00
2231T	North Hunterdon	North Hunterdon	Cassidy	\$386.00	N/A

- 3 approve Joint Agreement with Somerset ESC, as listed:

September 1, 2021 thru June 30, 2022					
Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Annum
16059	ECLC	North Hunterdon	SCESC	\$173.52	\$65.00

K PERSONNEL

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

- 1 Lisa Lombardo Claus - Instructional Assistant to Instructor, Somerville Workforce Learning Link, \$26.00 / Hour, Effective 1/03/2022

- 2 Amendment to the December 6, 2021 Board Agenda

Name	Position	Location	Rate/Salary	Effective On or About
Jacqueline Martoccia	Teacher	Department of School Services	\$33.00 / Hour	12/2/2021
To Jacqueline Martoccia	Teacher	Department of School Services	\$56.00 / Hour	12/2/2021

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3 Appointments*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Susan Tavarez	School Bus Monitor	Glen Gardner	\$16.00 / Hour	12/6/2021
Barbara Pisani	School Bus Monitor	Glen Gardner	\$16.00 / Hour	12/6/2021
Jill Komosinski	Substitute Nurse	Department of School Services	\$34.68 / Hour	12/23/2021
Ann Woodward	Teacher Assistant	FRRSD	\$16.00 / Hour	1/3/2022
Mia Baldwin	Teacher Assistant	Lebanon Township Schools	\$16.94 / Hour	1/6/2022
Moriah Mylod-Daggett	Teacher Assistant	Holland Township School	\$16.00 / Hour	1/6/2022

4 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Qudsia Asim	Teacher Assistant	Department of School Services	Resignation	12/13/2021
Ryan Emmert	Nurse	Department of School Services	Resignation	12/20/2021
Victoria Horowitz	Teacher Assistant	FRRSD	Resignation	12/23/2021
Jill Komosinski	Nurse	Department of School Services	Resignation	12/23/2021
Jeanne Whalen	Teacher Assistant	FRRSD	Resignation	12/23/2021
Kristin Vogt	Teacher Assistant	Clinton Township Schools	Resignation	12/23/2021
Chelsea Voldase	Teacher Assistant	FRRSD	Termination	12/31/2021

L BENEFITS

- 1 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at \$8.25 per employee, per month, effective January 1, 2022 through December 31, 2022:

Maximum benefits as follows:

Preventive & Diagnostic, Basic and Major Services	\$1,000 per covered person per calendar year, \$2,500 per family maximum per calendar year
Orthodontia Services	\$1,000 per covered person for lifetime

- 2 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at \$8.25 per employee, per month, effective January 1, 2022 through December 31, 2022

Maximum benefits as follows:

Preventive & Diagnostic	\$500 per covered person per calendar year
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M PROFESSIONAL DEVELOPMENT

No Action Items

- 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>
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MOTION PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

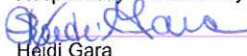
XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Donna Herbel moved, seconded by William Grippo to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:58 pm

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary