

May 3, 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

II ROLL CALL

MEMBERS PRESENT

Charles Miller, President (EAST AMWELL)	Kari McGann (FLEMINGTON RARITAN)
Gabriel Wickizer (BEDMINSTER)	William Grippo (FRANKLIN-SOMERSET)
Rainie Roncoroni (BETHLEHEM)	Todd Bonsall (HUNTERDON VOCATIONAL)
Seth Cohen (CLINTON-GLEN GARDNER)	Donna Herbel (KINGWOOD)
Gerald Bowers (DELAWARE VALLEY REGIONAL)	Teresa Kane (MILFORD BOROUGH)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)	Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Christina Greaves (PERSONNEL COORDINATOR)	Fran Leddy (ADULT PROGRAMS)
Nancy Szymanski (TRANSPORTATION DIRECTOR)	

PUBLIC GUEST

Daniel Szymanski

III CALL TO ORDER

President Charles Miller opened the meeting at 4:16 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

- A Recognition of Daniel C. Szymanski for competing Eagle Scout Project and building a Bocce Ball Court for our THRIVE program

Ms. Steinmetz introduced Daniel Szymanski to the Board and expressed how proud of the young man he has become; she has enjoyed watching him grow. Mr. Szymanski discussed his project and shared photos for the Board. He noted that he was appreciative of the opportunity to give back to the Special Needs Community. Mr. Miller congratulated Daniel on achieving Eagle Scout status, noting what an accomplishment it is. Miller thanked Daniel for his time and effort and assured him the Thrive clients will experience a great deal of enjoyment from his project.

V APPROVAL OF AGENDA/MINUTES

- A Todd Bonsall moved, seconded by Rainie Roncoroni to adopt the agenda

Motion Passed, with Gabriel Wickizer ABSTAINING

- B Todd Bonsall moved, seconded by Rainie Roncoroni to approve the Board of Directors Minutes April 5, 2022 as submitted by Board Secretary

Motion Passed, with Gabriel Wickizer ABSTAINING

VI FINANCIAL REPORTS

Donna Herbel moved, seconded by Todd Bonsall to:

- A approve the UNAUDITED April 2022 Board Secretary Report
B approve the line item transfers and budget appropriations for the period of April 1-30, 2022 (Adj #333-343)

Motion Passed, with Gabriel Wickizer ABSTAINING

VII LIST OF BILLS

- A Todd Bonsall moved, seconded by Teresa Kane to approve the following List of Bills:

1	April 2022	\$113,809.58	Hand checks
2	April 15, 2022	\$15,540.00	Consultant Payroll
3	April 2022	\$1,112,496.06	Payroll
4	May 2, 2022 List of Bills	\$1,074,112.42	Computer Generated
5	May 2, 2022 List of Bills	\$12,704.40	Computer Generated - EANS
		<u>\$2,328,662.46</u>	TOTAL

Motion Passed, with Gabriel Wickizer ABSTAINING

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 |

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C Public Relations, did not meet
D Policy, did not meet

G Executive, did not meet

X POLICY No Action Items

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of HCESC Programs and Services for the Board. She discussed agenda items. There was a discussion regarding health benefits, and it was agreed that a Sub Committee would be formed.

Todd Bonsall moved, seconded by Seth Cohen to approve items XI A, B, E, H, I, J, K & L to:

A ADMINISTRATION

- 1 approve the Shared Services Agreement, for the period July 1, 2022 to June 30, 2023, for subcontracted business administrator services with East Amwell Township School District Board of Education in accordance with the Uniformed Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., and NJSA 18A:17-14.1 at an annual rate of \$85,000, as approved by the Interim Executive County Superintendent
- 2 accept donation of Bocce Ball Court purchased and installed by Daniel Szymanski and family, valued at \$1,035

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-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:
Noor-UI-Iman School	IReady Assesment/Diagnostic Tools for Math & Reading	Curriculum Associates	Noor-UI-Iman Memo

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION

- 1 approve lease agreement with Bartles Corner Business Park, LLC for the use of facilities at 8 Bartles Corner Road Flemington at a rate of \$6,500 per month, effective July 1, 2022 through June 30, 2023

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:

#	DISTRICT
745	Hardyston Board of Education
746	Burlington, City of
747	Tinton Falls, Borough of
748	Harmony, Township of
749	Manasquan, Borough of
750	Bergen Community College
751	Greenwich Township Board of Education (Gloucester)

- 2 award the Safety & Security Window Film bid #HCESC-Ser-22-03, effective May 9, 2022 through May 9, 2024 to RFS Commercial Inc. for all counties as follows:

3M Ultra S800 Safety Film-Clear - \$12.40 sq. foot (includes impact protection adhesive & installation)
3M Ultra NVS25 Safety & Energy Saving Film-Tinted - \$12.50 sq. foot (includes impact protection adhesive & installation)
3M Safety SH80 Safety Film-Clear - \$8.90 sq. foot (includes impact protection adhesive & installation)

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3M Ultra Prestige 50 Safety & Energy Saving Film-Tinted - \$15.75 sq. foot (includes impact protection adhesive & installation)
3M Ultra Prestige 70 Safety & Energy Saving Film-Tinted - \$15.75 sq. foot (includes impact protection adhesive & installation)

3 award the Outdoor Furniture & Accessories bid #HCESC-Cat-22-04, effective May 9, 2022 through May 9, 2024 as follows:

Academy Furniture	Oxford Garden - 35.1% Discount, Ultra-Site - 1.1% Discount
Tri-Furniture Design	20% Discount on Benchmark, BFM Seating, Didi Ergo, & Tenjam, 2% Discount on Frog, Magnuson Group, MyTCoat, Premier Polysteel & Ultra Site, & 5% Discount on G&A Seating
Global Equipment Company	10% Discount off as per award
Commercial Interiors Direct	Volume discounts for Site Scapes, MyTcoat, Beaufurm, Modern Outdoor, Thomas Steele, Madrax & CSF Commercial per attachment

4 authorize Administration to award the Technology Installation & Integration RFP #HCESC-Tech-R22-02

5 terminate the Multipurpose Bus bid #HCESC-Trans-19-11 effective May 31, 2022

I DEPARTMENT OF SCHOOL SERVICES

1 contract with Bayada Home Health Care, Inc. for basic nursing care for students, effective July 1, 2022 through June 30, 2023, at the following rates:

RN Services: \$65/hr

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with South Hunterdon Regional School District, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Interlocal Vehicle Sale Agreement with Elizabeth Public Schools, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 3 approve Interlocal Vehicle Sale Agreement with Kinnelon Board of Education, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 4 approve Special Education Transportation Quoted Routes, as listed:

January 1, 2022 - June 30, 2022					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2237T	High Focus	Bethlehem Twp.	Alyft	\$234.00	N/A
2236T	Future Foundations	North Hunterdon	Good Sheperd	\$525.00	\$60.00
2235T	Somerset Academy	Clinton/Glen Gardner	DVR	\$360.00	N/A

5 rescind the following motion, as approved at the August 24, 2021 Board of Directors Meeting:

approve Renewal Special Education Transportation Route, as listed:

August 25, 2021 to August 31, 2022					
Contracted Routes					
Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Annum
2108	Craig School	Tewksbury Twp.	Cassidy Trans.	\$273.00	N/A

6 approve Special Education Transportation Renewal Routes, as listed:

September 1, 2021 - June 30, 2022					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2108	Craig School	Tewksbury Twp.	Cassidy Trans.	\$277.61	N/A

7 authorize administration to purchase 2010 Thomas C2, 18P, plus 1 w/c with lift (VIN# 4UZABRDJ7ACAL5915) from Lenape Valley Regional High School for \$10,000.

8 approve Interlocal Vehicle Sale Agreement with Hunterdon Central Regional High School, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price

K PERSONNEL

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

- 1 Appoint Heidi Gara as School Business Administrator, effective July 1, 2022 at an annual salary of \$135,000.00. Contract approved by Interim Executive County Superintendent, April 29, 2022
- 2 Approve employment contract addendum for Heidi Gara, School Business Administrator, with an annual amount of \$15,000.00 effective July 1, 2022 through June 30, 2023, for shared services with East Amwell Township School District, approved by the Interim Executive County Superintendent on April 29, 2022
- 3 Approve Dennis Schiller, Director of Special Services, to provide Supervisory Services, outside contracted hours, at an hourly rate of \$75, for the 2021-2022 School Year
- 4 Approve change in position for Frank Ferrara, School Bus Driver to Substitute School Bus Driver effective 2/1/22

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5 Approve the following rates for Glen Gardner drivers and monitors as needed:

Meeting Rate	\$12.50 / Hour
Charter Rate	\$20.00 / Hour
Maintenance Rate	\$20.00 / Hour

6 Approve 2022 - 2023 Staff Renewals, as presented

7 Appointments*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Marc Viscomi	School Bus Driver	Glen Gardner	\$24.05 / Hour	April 4, 2022
Kristen Madriz	Teacher Assistant	Clinton Public School	\$16.00 / Hour	April 11, 2022
Louis Augis	School Bus Driver	West Orange	\$21.50 / Hour	April 25, 2022
Luke Chemidlin	Technology Level II	Hoffmans Crossing Campus	\$50,000 / Annual	May 2, 2022
Cynthia Krumenacker	School Bus Driver	Glen Gardner	\$24.05 / Hour	May 2, 2022
Kazim Mirza	Teacher Assistant	FRRSD	\$16.00 / Hour	May 3, 2022
Elena Narcise	Teacher Assistant	Tewksbury School District	\$16.00 / Hour	May 3, 2022
Ann M Gibson	Instructional Asst	THRIVE	\$37,000.00/ Annual	May 4, 2022

8 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Arly Jean	School Bus Monitor	West Orange	Resignation	November 4, 2021
Brendan Cotter	School Bus Monitor	Glen Gardner	Resignation	April 1, 2022
William Goodwin	Substitute School Bus Driver	Glen Gardner	Resignation	April 1, 2022
Heather Hutchins	Schools Bus Monitor	Glen Gardner	Resignation	April 1, 2022
Michele Scricco	Teacher Assistant	Franklin Township School	Resignation	April 11, 2022
Julia Weisberger	Teacher Assistant	FRRSD	Resignation	April 12, 2022
Wismaill Guelce	School Bus Driver	West Orange	Resignation	April 7, 2022
Collin Elidieu	School Bus Driver	West Orange	Resignation	April 27, 2022
Guebens Charles	School Bus Driver	West Orange	Termination	April 29, 2022
Ann M. Gibson	Substitute Instructional Assistant	THRIVE	Resignation	May 2, 2022
Laurie Oleniacz	Teacher Assistant	HCVSD	Resignation	June 16, 2022
Yahsana Haskins	Teacher Assistant	FRRSD	Resignation	June 21, 2022
Pierre Beldor	School Bus Driver	West Orange	Resignation	June 30, 2022
Patricia Macklin	School Bus Monitor	Glen Gardner	Retirement	June 30, 2022
Demetria Sahijuan	Custodian	Hoffmans Crossing Campus	Retirement	June 30, 2022

9 Leave(s) of Absence(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Employee #4523			FMLA	1/13/22 Up to 7 Days Paid
Employee #4533			FMLA	5/18/2022 Up to 36 Days Paid
Employee #4941			NJFLA - Intermittent	1/26/2022 Up to 10 Days Paid
Employee #4556			FMLA	Up to 45.5 Days Paid

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
Superintendent	NJASA Emergent Situations	5/9/22	\$149.00
Purchasing Manager	Green Procurement Webinar	5/4/22	\$50.00

Motion Passed, with Gabriel Wickizer ABSTAINING

M BENEFITS

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Charles Miller moved, seconded by Gerald Bowers to:

- 1 recognize Medical and Prescription Benefit plans for the 2022-2023 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect a 6% increase over 2021-2022 rates, pending recommendation of sub committee of implementation:

Employees eligible on or before June 30, 2013

	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium	Horizon Garden State Monthly Premium
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE	AS PER STATUTE
Single	\$897.65	\$1,221.78	\$1,183.76
Parent/Children	\$1,599.70	\$2,177.52	\$2,109.51
Employee/Spouse	\$2,121.26	\$2,888.41	\$2,797.27
Family	\$2,866.57	\$3,903.24	\$3,780.08

Employees eligible July 1, 2013 or after

	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium	Horizon Garden State Monthly Premium
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE	AS PER STATUTE
Single	\$897.65	\$1,221.78	\$1,183.76

- 2 recognize employees benefit eligible after July 1, 2013, to buy up at the employees expense, in addition to their contribution as required above, at the following amounts, pending recommendation of sub committee of implementation

	Horizon Omnia Employee Monthly Cost	Horizon EHP Employee Monthly Cost	Horizon Garden State Employee Monthly Cost
Parent/Children	\$702.05	\$955.74	\$1,211.86
Employee/Spouse	\$1,223.61	\$1,666.63	\$1,899.62
Family	\$1,968.92	\$2,681.46	\$2,882.43

- 3 recognize the Horizon POS optional benefit plan available to employees at their own expense as follows, pending recommendation of sub committee of implementation:

ELIGIBILITY DATE	Horizon POS Employee Monthly Cost	Horizon POS Employee Monthly Cost
	On or Before June 30,2013	July 1, 2013 or after
Single	\$89.75	\$89.75
Parent/Children	\$160.52	\$862.57
Employee/Spouse	\$215.11	\$1,438.72
Family	\$290.68	\$2,259.60

- 4 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits in an annual amount of \$1,000 (prorated) upon required proof of coverage. Payout will be made through payroll, paid to employee in equal installments each pay

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Teresa Kane moved, seconded by William Grippo to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:41 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara
SBA/Board Secretary