

January 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 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)  
Seth Cohen (CLINTON-GLEN GARDNER)  
Mary Lyons (DELAWARE)  
William Grippo (FRANKLIN - SOMERSET)

Jason Kornegay, Vice President (LEBANON TWP)  
Gregory Hobough (HIGH BRIDGE)  
Dr. Todd Bonsall (HUNTERDON VOCATIONAL)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD BOROUGH)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)  
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

PUBLIC PRESENT:

Paul Alongi, Esq (ALONGI & ASSOCIATES)  
Kelvin White (CEFM, UNION TWP, UNION CTY)

Kristian Miloykovich, 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**

Paul Alongi, Esq., counsel for Northeastern Interior Services, LLC., addressed the Board regarding the termination of Northeastern Interior Services, LLC, contract awarded under the General Construction Repairs & Carpentry Services bid #HCESC-Ser-20F for Default, pursuant to A12.1 of the bid specifications, approved at the December 6, 2022 Executive Committee meeting, pending ratification. Mr. Alongi indicated that they had completed all previous contracts and the issue with the district that contacted the HCESC was that they were not providing required information to complete project and preventing access to the building. Ms. Steinmetz asked who was completing work and Kristian Miloykovich stated it was RSI Construction. Kelvin White spoke in support of his experience with the vendor while employed with a previous district. Mr. Miller indicated that the issues that resulted in the termination of the contract were related to non-compliance with contract terms that came to light due to project issues.

TIME? Paul Alongi, Esq, Kristian Miloykovich and Kelvin White left

**V APPROVAL OF AGENDA/MINUTES**

A William Grippo moved, seconded by Todd Bonsall to adopt the agenda

**MOTIONS PASSED UNANIMOUSLY**

B Mary Lyons moved, seconded by Gabriel Wickizer to ratify the Board of Directors Minutes December 6, 2022 as submitted by Board Secretary

**MOTIONS PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Seth Cohen moved, seconded by William Grippo to:

A approve the line item transfers and budget appropriations for the period of December 1- 31, 2022 (Adj #099-125)

B approve the UNAUDITED November 2022 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of November 30, 2022 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 Mary Lyons moved, seconded by William Grippo to approve the following

1	December 2022	\$335,509.76	Handchecks
2	December 15, 2022 List of Bills	\$12,636.34	Consultant Payroll
3	January 3, 2023 List of Bills	\$406,259.25	Computer Generated
4	January 3, 2023 List of Bills	\$24,179.93	Computer Generated - EANS
		<u>\$778,585.28</u>	<b>TOTAL</b>

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE / COMMUNICATION**

**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

**X POLICY**

No Action Items

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**XI SUPERINTENDENT'S REPORT**

*Ms. Steinmetz provided an overview of the agenda and discussed the Services rates for 2023-2024. Mr. Grippo asked the status of the Board Retreat; Ms. Steinmetz, provided an update on poll results, indicating options*

Todd Bonsall moved, seconded by Donna Herbel to move action items, as a slate, to:

**A ADMINISTRATION**

- 1 approve the updated ARP Safe Return Plan, effective December 23, 2022
- 2 appoint Heidi Gara as Public Agency Compliance Officer [PACO] for 2023
- 3 approve 2023-2024 Rates
- 4 Approve 2023-2024 12 Month Calendar
- 5 Approve 2023-2024 10 Month Calendar

**B EANS** No Action Items

**C HOFFMANS CROSSING** No Action Items

**D TECHNOLOGY** No Action Items

**E ADULT BASIC EDUCATION / THRIVE**

- 1 approve the Amended Memorandum of Understanding with Bound Brook Library of the Somerset County Library System for the period of September 15, 2022 through May 31, 2023
- 2 accept donation to build a pavilion for the THRIVE program from the following:

<u>DONOR</u>	<u>AMOUNT</u>
Lisa Lombardo-Claus	\$250.00
H. Norman Bolt	\$100.00
Victoria and Jeffrey Schepis	\$500.00
Joan and Charles Foerster	\$500.00

**F PARAPROFESSIONALS** No Action Items

**G LEASE PURCHASING**

- 1 revise lease purchasing fees, effective 1/1/2023, as follows:

<u>Fee</u>	<u>Minimum</u>	<u>Maximum</u>
1/2% of Transaction Amount	\$1,250.00	\$9,500.00

**H PURCHASING**

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

<u>#</u>	<u>DISTRICT</u>
787	Palisades Park Board of Education

- 2 award the General School Supplies bid #212, effective January 15, 2023 through January 15, 2024 to Kurtz Bros and School Specialty
- 3 authorize Administration to award the Custodial Supplies & Equipment bid #HCESC-Cat-23-02
- 4 authorize Administration to award the Facility Maintenance Equipment bid #HCESC-Cat/Ser-23-03
- 5 authorize Administration to award the Art/Craft Supplies & Equipment bid #214
- 6 authorize Administration to award the Science Supplies & Equipment bid #HCESC-Cat-23-04

**I DEPARTMENT OF SCHOOL SERVICES** No Action Items

**J TRANSPORTATION**

- 1 provide a bus, with trainer, to Jasmine Louissaint for CDL Road Test, at a cost of \$400.00
- 2 provide Yves Laramie training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00.
- 3 award the sale of School Transportation Vehicles for Bid #23-04, as follows:

#	Year	Passenger	VIN #	Make/Model	Top Offer	Award To:
V206	2019	19 WC	1HA6GUBG8HN006078	Chevy/Thomas Minotour DRW Wheelchair Bus	\$61,610.00	Holcomb

**K PERSONNEL**

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

- 1 **Appointments\***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Christa Brand	Substitute School Bus Monitor	Transportation - Spruce Run	\$16.40 / Hour	October 4, 2022

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Donald Johnson	Substitute School Bus Driver	Transportation - Spruce Run	\$25.00 / Hour	November 15, 2022
John Matteo	School Bus Monitor	Transportation - Spruce Run	\$16.40 / Hour	November 28, 2022
Julianna Bendix	Teacher Assistant	School Services	\$18.00 / Hour	January 3, 2023
Jacqueline Martoccia	Instructor	Adult Programs and Services	\$40.00 / Hour	January 9, 2023

*\*pending completion of required paperwork*

**2 Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Georgia Wilson	Teacher Assistant	School Services	Resignation <sup>1</sup>	December 7, 2022
Vladimir Etienne	School Bus Driver	Transportation	Resignation	December 8, 2022
Jean Leopold	School Bus Driver	Transportation	Resignation	December 8, 2022
Deyanira Ramirez	School Bus Driver	Transportation	Resignation	December 8, 2022
Deborah Rozmerski	School Bus Monitor	Transportation	Resignation	December 15, 2022
Jacob Dlugose	Teacher Assistant	School Services	Resignation	December 23, 2022
Rebecca Iwaniszyn	Teacher Assistant	School Services	Resignation	December 23, 2022

**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>
Superintendent	School Safety and Violent Event Incident Management	2/7/2023

**M 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 \$8.65 per employee, per month, effective January 1, 2023 through December 31, 2024:

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 \$8.65 per employee, per month, effective January 1, 2023 through December 31, 2024

Maximum benefits as follows:

Preventive & Diagnostic	\$500 per covered person per calendar year
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**MOTIONS PASSED UNANIMOUSLY**

**XII UNFINISHED BUSINESS**

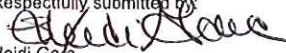
**XIII NEW BUSINESS**

**XIV CITIZENS ADDRESS THE BOARD**

**XV ADJOURNMENT**

Todd Bonsall moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:05 pm.

Respectfully submitted by:

  
 Heidi Gale  
 SBA/Board Secretary