

October 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)

Gabriel Wickizer (BEDMINSTER)

Mary Lyons (DELAWARE)

Gerald Bowers (DELAWARE VALLEY REGIONAL)

William Grippo (FRANKLIN - SOMERSET)

Jason Kornegay, Vice President (LEBANON TWP)

Gregory Hobough (HIGH BRIDGE)

Todd Bonsall (HUNTERDON VOCATIONAL)

Donna Herbel (KINGWOOD)

Teresa Kane (MILFORD BOROUGH)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)

Fran Leddy (ABE COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

OTHERS PRESENT

Warren Korecky, Suptee Clooney & Company

Paul Freda, Suptee Clooney & Company

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 Todd Bonsall to adopt the agenda

MOTIONS PASSED UNANIMOUSLY

B William Grippo moved, seconded by Todd Bonsall to approve the Board of Directors Minutes August 30, 2022 as submitted by Board Secretary

MOTIONS PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Mary Lyons moved, seconded by William Grippo to:

A approve the UNAUDITED August 2022 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of August 31, 2022 no budgetary line item account has been over expended in violation of N.J.A. C. 6:20-2.13(a)

B approve the line item transfers and budget appropriations for the period of August 1- 31, 2022 (Adj #032-041)

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Donna Herbel moved, seconded by Mary Lyons to approve the following list of bills:

1	June 2022	\$5,445.79	Payroll - Additional
2	July 2022	\$513,557.65	Payroll
3	August 2022	\$421,842.86	Payroll
4	September 2022	\$109,623.85	Handchecks
5	September 2022	\$0.00	Handchecks EANS
6	September 15, 2022	\$7,559.00	Consultant Payroll
7	October 4, 2022 List of Bills	\$1,209,697.10	Computer Generated
8	October 4, 2022 List of Bills	\$572,995.44	Computer Generated - EANS
		<u>\$2,840,721.69</u>	TOTAL

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

A Auditor Responsibilities Letter - Standards

Discussion: Warren Korecky and Paul Freda of Suptee Clooney & Company, district Auditors, discussed the information contained in the letter and noted that it was a new accounting standard and not a reflection of the district. They are required to reach out to the board, in addition to administration, to inquire if there are any concerns regarding 3 noted items

B Appreciation Letter - Work First NJ Program Staff

C Chromebook Project Article

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

XI SUPERINTENDENT'S REPORT

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Ms. Steinhilb provided an overview of the agenda, highlighting the effort to build a pavilion for the THRIVE program to expand consumer education and exposure for the state's opportunities. The goal is to raise \$10,000 for the project, she is excited and grateful for the donations received to date. She noted that our Hunterdon Transportation terminal has completed the move to the new location. Additionally, there was discussion of a Board Retreat.

Todd Bonsall moved, seconded by Jason Kornegay, to approve the remainder of the action items to:

A ADMINISTRATION

- 1 approve the Uniform State Memorandum of Agreement between Educational and Law Enforcement Officials for the 2022-2023 School Year

B EANS

No Action Items

C HOFFMANS CROSSING

No Action Items

D TECHNOLOGY

No Action Items

E ADULT BASIC EDUCATION / THRIVE

- 1 authorize petty cash in the amount of \$100.00 for Day Habilitation Program
- 2 accept donation to build a pavilion for the THRIVE program from the following:

<u>DONOR</u>	<u>AMOUNT</u>
Fournier Family Foundation	\$6,000
Karen Sabbatis	\$2,500
Spectrum of Dreams	\$1,000
Coyle & Company Graphics	\$500
Joe Scarfogliero	\$500
Andrew and Jennifer Amorosi	\$500
David Johnson	\$250
Krupa	\$100

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>#</u>	<u>DISTRICT</u>
774	Farmingdale Board of Education
775	Raritan, Township of
776	Bernardsville, Borough of
777	Red Bank, Borough of
778	Tewksbury, Township of
779	Elizabeth, City of

- 2 renew the General Construction Repairs & Carpentry Services bid #HCESC-Ser-20F, effective November 2, 2022 through November 2, 2024 with no changes
- 3 renew the Painting Services bid #HCESC-Ser-20E, effective November 2, 2022 through November 2, 2024 with no changes
- 4 renew the Plumbing Services bid #HCESC-Ser-20C, effective November 2, 2022 through November 2, 2024 with no changes
- 5 award the Gasoline, Diesel & #2 Fuel Oil bid #HCESC-Fuel-22-23, effective October 8, 2022 through October 8, 2023 with Allied Oil LLC as follows:

Gasoline	Bidders Margin (Markup) - \$0.1810	Essex, Hunterdon, Middlesex, Morris, Sussex, Union, Monmouth & Warren Counties
Ultra Low Sulfur Diesel Dyed Summer Blend	Bidders Margin (Markup) - \$0.1360	Essex, Hunterdon, Middlesex, Morris, Sussex, Union, Monmouth & Warren Counties
Ultra Low Sulfur Diesel Dyed Winter Blend 11/1/22-4/15/23	Bidders Margin (Markup) - \$0.1560	Essex, Hunterdon, Middlesex, Morris, Sussex, Union, Monmouth & Warren Counties
#2 Fuel Oil	Bidders Margin (Markup) - \$0.25	Essex, Hunterdon, Middlesex, Morris, Sussex, Union, Monmouth & Warren Counties

- 6 award as authorized at the August 30, 2022 Board of Directors meeting the Remediation Services-Water, Mold, Asbestos & Lead bid #HCESC-Ser-22-15, effective October 8, 2022 through October 8, 2024 as follows:

SMAC Corp.	Asbestos - Primary	Supervisor \$50/Hour, Technician-\$62/Hour, Mobilization Fee-\$3,000, Materials-12% Markup, 10 Yard Waste Container-\$650, 20 Yard Waste Container-\$850, 30 Yard Waste Container-\$1,000, Burlington, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
SMAC Corp.	Asbestos - Secondary	Supervisor \$50/Hour, Technician-\$62/Hour, Mobilization Fee-\$3,000, Materials-12% Markup, 10 Yard Waste Container-\$650, 20 Yard Waste Container-\$850, 30 Yard Waste Container-\$1,000, Mercer & Monmouth Counties
SMAC Corp.	Microbial - Primary	Supervisor \$50/Hour, Technician-\$62/Hour, Mobilization Fee-\$3,000, Materials-12% Markup, 10 Yard Waste Container-\$650, 20 Yard Waste Container-\$850, 30 Yard Waste Container-\$1,000, Mercer, Burlington, Monmouth, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
SMAC Corp.	Microbial - Secondary	Supervisor \$50/Hour, Technician-\$62/Hour, Mobilization Fee-\$3,000, Materials-12% Markup, 10 Yard Waste Container-\$650, 20 Yard Waste Container-\$850, 30 Yard Waste Container-\$1,000, Essex, Warren, Hunterdon & Middlesex Counties
Asbestos & Mold Services Corp.	Lead - Secondary	Supervisor \$105/Hour, Technician-\$103/Hour, Mobilization Fee-\$1,500, 8% Materials Markup, 10 Yard Waste Container, 20 Yard Waste Container-\$1,050, 30 Yard Waste Container-\$1,350, All Counties
Shade Environmental	Lead - Primary	Supervisor \$110/Hour, Technician-\$106.50/Hour, Mobilization Fee-\$950, 15% Materials Markup, 10 Yard Waste Container-\$2,000, 20 Yard Waste Container-\$3,000, 30 Yard Waste Container-\$4,000, All Counties

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Shade Environmental	Asbestos - Secondary	Supervisor \$110/Hour, Technician-\$106.50/Hour, Mobilization Fee-\$950, 15% Materials Markup, 10 Yard Waste Container-\$975, 20 Yard Waste Container-\$1,950, 30 Yard Waste Container-\$2,925, Burlington, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
Shade Environmental	Microbial - Secondary	Supervisor \$110/Hour, Technician-\$106.50/Hour, Mobilization Fee-\$950, 15% Materials Markup, 10 Yard Waste Container-\$750, 20 Yard Waste Container-\$850, 30 Yard Waste Container-\$850, Mercer, Burlington, Monmouth, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
GL Group, Inc.	Asbestos - Primary	Supervisor \$30/Hour, Technician-\$65/Hour, Mobilization Fee-\$100, 10% Materials Markup, 10 Yard Waste Container-\$500, 20 Yard Waste Container-\$600, 30 Yard Waste Container-\$700, Bergen, Hudson, Passaic, Union, Sussex, Morris, Somerset & Middlesex Counties
GL Group, Inc.	Microbial - Primary	Supervisor \$20/Hour, Technician-\$65/Hour, Mobilization Fee-\$0, 10% Materials Markup, 10 Yard Waste Container-\$100, 20 Yard Waste Container-\$200, 30 Yard Waste Container-\$300, Bergen, Hudson, Passaic, Union, Sussex, Morris, Somerset & Middlesex Counties
Academy Construction, Inc.	Microbial - Secondary	Supervisor \$65/Hour, Technician-\$60.99/Hour, Mobilization Fee-\$500, 10% Materials Markup, 10 Yard Waste Container-\$500, 20 Yard Waste Container-\$1,000, 30 Yard Waste Container-\$2,000, Bergen, Hudson, Passaic, Union, Sussex, Morris, & Somerset Counties
Academy Construction, Inc.	Microbial - Primary	Supervisor \$65/Hour, Technician-\$60.99/Hour, Mobilization Fee-\$500, 10% Materials Markup, 10 Yard Waste Container-\$500, 20 Yard Waste Container-\$1,000, 30 Yard Waste Container-\$2,000, Essex, Warren & Hunterdon Counties
Academy Construction, Inc.	Asbestos - Secondary	Supervisor \$65/Hour, Technician-\$60.99/Hour, Mobilization Fee-\$500, 10% Materials Markup, 10 Yard Waste Container-\$500, 20 Yard Waste Container-\$1,000, 30 Yard Waste Container-\$2,000, Bergen, Hudson, Passaic, Union, Sussex, Morris, & Somerset Counties
Academy Construction, Inc.	Asbestos - Primary	Supervisor \$65/Hour, Technician-\$60.99/Hour, Mobilization Fee-\$500, 10% Materials Markup, 10 Yard Waste Container-\$500, 20 Yard Waste Container-\$1,000, 30 Yard Waste Container-\$2,000, Essex, Warren & Hunterdon Counties
Niram, Inc.	Asbestos - Primary	Supervisor \$75/Hour, Technician-\$77/Hour, Mobilization Fee-\$850, 5% Parts Markup, 10 Yard Waste Container-\$2,500, 20 Yard Waste Container-\$3,000, 30 Yard Waste Container-\$3,700, Mercer & Monmouth Counties
Niram, Inc.	Asbestos - Secondary	Supervisor \$75/Hour, Technician-\$77/Hour, Mobilization Fee-\$850, 5% Parts Markup, 10 Yard Waste Container-\$2,500, 20 Yard Waste Container-\$3,000, 30 Yard Waste Container-\$3,700, Essex, Warren, Hunterdon & Middlesex Counties

7 award as authorized at the August 30, 2022 Board of Directors Meeting the Photography Supplies & Equipment bid #HCESC-Cat-22-16, effective October 3, 2022 through October 3, 2024 as follows:

Blum USA, Inc.	Various Discounts per attachment
B&H Foto & Electronics Corp.	Various Discounts per attachment

8 authorize Administration to award the Industrial Pressure/Power Washing Service #HCESC-Ser-22G

9 authorize Administration to award the Fencing Repair & Replacement bid #HCESC-Cat/Ser-22-17

10 authorize Administration to award the Tree Trimming, Pruning & Removal Service bid #HCESC-Ser-22H

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

1 contract with Alliance Transportation to provide training for Class B CDL License School Bus endorsement, at a fee of \$1,200 per trainee, for the following:

Benny Jean	Patrice Chambers	Kelley Edwards	Andre Fleming
Vernon Lewis	Melanie Pender	Charisse Shorter	Derrick Smith

2 authorize Administration to dispose of the following list of equipment, unusable for District purposes:

YEAR	MAKE	MODEL	VIN #
1978	International	Cargo Star	D1045HCA23877

3 approve Special Education Transportation Renewal Routes, as listed:

September 1, 2022 - June 30, 2023					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2014	Copper Hill School	Flem/Raritan	Joy Trans.	\$449.88	N/A
2110	Hunterdon Prep.	Hunterdon Central/North Hunt.	DVR	\$297.68	N/A
2011	Somerset Votec	Hunterdon Central	DVR	\$353.63	N/A
2114	Greenbrook Academy	Hunterdon Central	Joy Trans.	\$345.75	N/A

4 approve Special Education Transportation Quoted Routes, as listed:

September 1, 2022 - June 30, 2023					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
Q2337	Copper Hill School	Flem/Raritan	DVR	\$335.00	N/A
Q2338	North Hunterdon	North Hunterdon	Saint Mary	\$398.00	N/A
Q2339	Clinton Public School	Delaware Twp.	St. Abrahams	\$599.00	N/A
Q2340	Eden Institute	Branchburg	Good Sheperd	\$585.00	N/A
Q2342	The Newmark School	Lebanon Twp.	Cassidy	\$422.00	\$122.00
Q2343	Voorhees HS	NorthVoorhees	Cassidy	\$320.00	N/A
Q2344	Future Foundations	Edison BOE	St. Abrahams	\$374.00	\$70.00
Q2345	Warren Hills Middle School	Hampton	Cassidy	\$222.00	N/A
Q2346	Belvidere High School	Belvidere	Alyft	\$373.00	N/A
Q2347	ECLC	North Hunterdon	Bright Start	\$378.00	\$80.00

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O2348	Union Twp. Middle School	Union Twp.	Cassidy	\$400.00	N/A
O2353	High Bridge Middle/Elementary	High Bridge	Cassidy	\$242.00	N/A

5 approve Special Education Transportation Parental Contracts for the following routes, as listed

September 1, 2022 - June 30, 2023					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
GB2223	DLC	North Hunterdon	Amy Barro	\$50.00	N/A
JW2223	Voorhees HS	North Hunterdon	Holly McCallum Young	\$50.00	N/A
SH2223	Voorhees HS	North Hunterdon	Barbara Hoffman	\$50.00	N/A

6 approve Special Education Transportation Addendum to Routes, as listed:

September 1, 2022 - June 30, 2023					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
V202	Voorhees H.S.	NH/Voorhees	Joy Transport	\$85.00	
V202	Voorhees HS	NH/Voorhees	Joy Transport	\$176.54	N/A
O2340	Eden Institute	Branchburg	Good Sheperd	\$230.00	N/A

7 approve Hunterdon County Vocational School District Shuttle at Hoffmans Crossing Campus, from 7:45 AM to 2:45 PM, for the 2022-23 school year, at a rate of \$195.50 per diem

K PERSONNEL

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

1 Authorize administration to pay paraprofessionals a bonus for the 2022-23 school year, as negotiated with assigned district

2 Stipends

Name	Reason	Department	Amount	Effective
Maritza Menendez	Testing and Orientation	Adult Programs and Services	\$100 / Session	9/13/2022

3 Appointments

Name	Position	Department	Rate/Salary	Effective On or About
Tiffany Mazeika	Teacher Assistant	School Services	\$18.00 / Hour	September 6, 2022
Lisa Perry	Teacher Assistant	School Services	\$18.00 / Hour	September 12, 2022
Sharon Schoendorf	Teacher Assistant	School Services	\$18.00 / Hour	September 13, 2022
Jodi Kranes	Teacher Assistant	School Services	\$18.00 / Hour	September 26, 2022
Madison Brown	Teacher Assistant	School Services	\$18.00 / Hour	September 29, 2022
Julie Jones	Teacher Assistant	School Services	\$18.00 / Hour	October 3, 2022
Kevin Mulkeen	School Bus Driver	Transportation	\$25.00 / Hour	September 15, 2022
Samantha Wenrich	Accounts Payable	Business Office	\$18.00 / Hour	September 20, 2022
Ann Marie Gibson	Instructor	Adult Programs and Services	\$40.00 / Hour	October 3, 2022

4 Change in Appointments

Name	Position	Department	Salary	Effective On or About
Gwen Carney	School Bus Driver	Transportation	\$29.20 / Hour	September 29, 2022

5 Renewals

Name	Position	Department	Rate/Salary	Effective On or About
Elidieu Collin	School Bus Driver	Transportation	\$23.36 / Hour	September 1, 2022
Julie Morena	Nurse	School Services	\$42.00 / Hour	September 1, 2022
Kimberly Zundel	Substitute School Bus Monitor	Transportation	\$16.40 / Hour	September 1, 2022
Juliana Rambaransingh	LPN	School Services	\$33.00 / Hour	September 7, 2022

6 Resignations / Retirements / Terminations

Name	Position	Department	Reason	Effective On or About
Louis Augis	School Bus Driver	Transportation	Resignation	September 1, 2022
Clebert Delva	School Bus Driver	Transportation	Deceased	September 1, 2022
Jacqy Estivene	School Bus Driver	Transportation	Resignation	September 1, 2022
Donald Johnson	School Bus Driver	Transportation	Resignation	October 14, 2022
Samuel Gabriel	School Bus Monitor	Transportation	Resignation	September 1, 2022
Lateemah Griffin	School Bus Monitor	Transportation	Resignation	September 1, 2022
Mary Bruinooge	School Bus Monitor	Transportation	Resignation	September 1, 2022
Cathleen McCaughey	Substitute School Bus Driver	Transportation	Resignation	September 1, 2022
Loretta Truppelli	Instructor	Adult Programs and Services	Resignation	September 26, 2022
Dawn Lauderburgh-Baker	Teacher Assistant	School Services	Resignation	October 1, 2022
Krisloper Boganski	Teacher	School Services	Resignation	November 11, 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.

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Position	Workshop	Date	Cost
Business Administrator	NJSBA Annual Conference	October 24-26, 2022	No Cost
Facilities Coordinator	Memorandum of Agreement, School Security & Gang Awareness Seminar	November 29, 2022	No Cost
Superintendent	Memorandum of Agreement, School Security & Gang Awareness Seminar	November 29, 2022	No Cost
Superintendent	Hunterdon County Superintendent Retreat	October 5-7, 2022	\$345.00

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Gabriel Wickizer moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:16 pm.

Respectfully submitted by:


Heidi Gara

SBA/Board Secretary