

April 9, 2024
EXECUTIVE COMMITTEE MEETING
MINUTES

A, EXECUTIVE COMMITTEE meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Administrative Office, 37 Hoffmans Crossing Road Califon 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

Charles Miller, President (EAST AMWELL)	Donna Herbel (KINGWOOD)
Edward Abato (BETHLEHEM)	Teresa Kane (MILFORD)
Seth Cohen (CLINTON-GLEN GARDNER)	Anthony Suozzo (SOUTH HUNTERDON)
Gregory Hobaugh (HIGH BRIDGE)	

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)	Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Christina Greaves (PERSONNEL)	

III CALL TO ORDER

President Charles Miller opened the meeting at 10:00 AM; meeting was recessed until quorum could be met. At 10:08 AM, meeting was resumed as an Executive Committee meeting; action items to be ratified at next meeting

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES - TABLED

- A Motion to adopt the Agenda
- B Motion to approve the Representative Assembly Meeting Minutes March 5, 2024 as submitted by Board Secretary

VI FINANCIAL REPORTS

- A Edward Abato moved, seconded by Donna Herbel to approve the UNAUDITED February 2024 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 29, 2024 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1 Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of February 29, 2024 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
MOTION PASSED UNANIMOUSLY, pending ratification

VI B, C, D - TABLED

- B Motion to approve the UNAUDITED March 2024 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2024 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1 Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of March 31, 2024 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C Motion to approve the line item transfers and budget appropriations for the period of February 2024 (Adj #157-163)
- D Motion to approve the line item transfers and budget appropriations for the period of March 2024 (Adj #164-185)

VII LIST OF BILLS - TABLED

A Motion to approve the following list of bills:			
1	February 2024 Handchecks	\$121,322.56	Handchecks
2	March 5, 2024 List of Bills - ADDED	\$5,123.43	Computer Generated
3	March 2024 Handchecks	\$1,160,968.76	Handchecks
4	March 2024 Handchecks	\$0.00	Handchecks - EANS
5	March 2024 List of Bills	\$1,096,503.58	Payroll
6	March 15, 2024 List of Bills	\$20,944.53	Consultant Payroll
7	April 9, 2024 List of Bills	\$1,334,727.50	Computer Generated
8	April 9, 2024 List of Bills	\$76,032.26	Computer Generated - EANS
		\$3,815,622.62	TOTAL

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

XI SUPERINTENDENT'S REPORT

A ADMINISTRATION

- 1 Edward Abato moved, seconded by Seth Cohen to accept the unmodified 2022-23 Audit / CAP, as presented
MOTION PASSED UNANIMOUSLY, pending ratification

XI A2 - TABLED

April 9, 2024
EXECUTIVE COMMITTEE MEETING
MINUTES

- 2 Motion to accept EANS Risk Assessment, as presented

B EANS

Edward Abato moved, seconded by Anthony Suozzo to approve the following resolution:

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:
Nachlas Bais Yaakov	Student iPads for Schools and Apple Magic Keyboards	Apple Inc. Education	Nachlas Bais Yaakov School Memo

MOTION PASSED UNANIMOUSLY, pending ratification

- 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

Edward Abato moved, seconded by Donna Herbel to:

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

#	DISTRICT
858	Monroe, Township of (Middlesex)
859	Burlington, Township of
860	South Brunswick, Township of

- 2 award as authorized at the January 9, 2024 Board of Directors meeting the Bus Parts & Repair Services bid #HCESC-Trans-24-05, effective March 17, 2024 through March 17, 2025 as follows:

Bus Parts Warehouse	Part B-Parts and Supplies Discounted by 74.25%
Robert H Hoover & Sons, Inc.	Part A-Repair Services (Labor & Parts) Blue Bird - \$150/Hour with 20% Parts Markup Part B-Parts and Supplies - 25% Discount on Non-OEM & Cummins Parts
H.A. DeHart & Sons, Inc.	Part A-Repair Services (Labor & Parts) Thomas Built - \$157.50/Hour with 34% Parts Markup Part B-Parts and Supplies - 20% Discount on OEM & Non-OEM Parts

- 3 renew the LED Lighting bid #HCESC-Cat-23-08, effective April 20, 2024 through April 20, 2025 with no changes
- 4 renew the Safety & Security Window Film bid #HCESC-Ser-23-11, effective May 22, 2024 through May 22, 2025 with no changes
- 5 renew the Industrial & Hardware Supplies & Tools bid #HCESC-Cat-23-10, effective May 8, 2024 through May 8, 2025 with no changes
- 6 renew the Outdoor Furniture & Accessories bid #HCESC-Cat-22-04, effective May 9, 2024 through May 9, 2025 with no changes
- 7 authorize Administration to award the Technology Installation & Integration Services RFP #HCESC-Tech-R24-08

MOTION PASSED UNANIMOUSLY, pending ratification

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION - TABLED

- 1 Motion to provide training for Federal Entry-Level Class B CDL License, with Endorsements to the following individuals:

NAME	Endorsement(s)	Fee
Sonyse Destine	Passenger, School Bus and Air Brake	\$1,000.00
Joseph Vil	Passenger, School Bus and Air Brake	\$2,000.00

- 2 Motion to provide training for Federal Entry-Level Class B CDL License, with Endorsements, to be waived with 10 Months Employment, to the following individuals:

NAME	Endorsement(s)	Fee
Ralph Previlon	Passenger, School Bus and Air Brake	\$2,000.00

- 3 Motion to approve Special Education Transportation Quoted Routes, as listed:

March 09, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2469	Eden Institute	Muphy	\$700.00	\$98.00

K PERSONNEL

Anthony Suozzo moved, seconded by Seth Cohen to:

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

- 1 approve a Stipend for extra duties from April 1, 2024 to June 30, 2024

Name	Position	Department	Amount
Gloria Smart	Asst. Office Manager/Dispatcher	Transportation	\$750.00 per pay
Sharonda Thomas	Dispatcher	Transportation	\$750.00 per pay

April 9, 2024
EXECUTIVE COMMITTEE MEETING
MINUTES

2 Appointments*

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Shiloh Bankes	School Bus Monitor-Spruce Run	Transportation	\$17.00 / Hour	03/19/2024
Nicholas Luna	Instructional Assistant - THRIVE	Adult Programs and Services	\$20.00 / Hour	03/28/2024
Nicholas Luna	Substitute Driver - THRIVE	Adult Programs and Services	\$26.00 / Hour	03/28/2024
Lori Swiston	Teacher Assistant	School Services	\$18.00 / Hour	04/08/2024
Kathleen Sempkowski	Substitute Nurse	School Services	\$43.05 / Hour	04/08/2024
Veronica DelGais	Substitute Nurse	School Services	\$43.05 / Hour	04/09/2024

**pending completion of required paperwork*

3 Resignation/Retirement

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On</u>
Kyle Budnick	Teacher Assistant	School Services	Resignation	1/31/2024
Cassandra Gonzalez	Teacher Assistant	School Services	Resignation	3/28/2024
Carol Griffin-Howell	Teacher Assistant	School Services	Retirement	4/30/2024
Joanne Zellman	Teacher Assistant	School Services	Retirement	6/30/2024

4 Leaves (Ammended)

<u>Name</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Employee #5294	School Services	FMLA/NJFLA	On or about 2/02/2023
To			
Employee #5294	School Services	FMLA/NJFLA	01/01/2024

MOTION PASSED UNANIMOUSLY, pending ratification

L PROFESSIONAL DEVELOPMENT TABLED

- 1 Motion to 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>
Special Projects & Recruitment Specialist	Spring Education Career Day	4/14-4/15/24	\$100 Registration plus \$140.80 Hotel
School Social Worker	Advanced K-12 Behavioral Threat Assessment and Management Training	4/17/24	\$0.00
Director of Adult Programs	NJALL Spring Conference	5/22-5/25/24	\$50.00
Payroll Administrator	2024 NJASBO Annual Conference	6/5-6/7/24	\$0.00

XVI EXECUTIVE SESSION

Gregory Hobaugh moved, seconded by Seth Cohen to enter into executive session for the purpose of Personnel matters at 10:33 AM; action may be taken

MOTION PASSED UNANIMOUSLY

Gregory Hobaugh moved, seconded by Seth Cohen to return to public session at 10:56 AM

MOTION PASSED UNANIMOUSLY

XVII CITIZENS ADDRESS THE BOARD

XVIII ADJOURNMENT

Gregory Hobaugh moved, seconded by Seth Cohen to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 10:57 AM.

Respectfully submitted by:


Heidi Gara

SBA/Board Secretary