

February 6, 2024
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

Charles Miller, President (EAST AMWELL)
Edward Abato (BETHLEHEM)
Seth Cohen (CLINTON-GLEN GARDNER)
Mary Lyons (DELAWARE)
Thomas Loughlin (DELAWARE VALLEY)
Sami Shaban (FRANKLIN - SOMERSET)

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

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

OTHERS PRESENT

Edward Stojoski

III CALL TO ORDER

President Charles Miller opened the meeting at 4:15 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

A Todd Bonsall moved, seconded by Thomas Loughlin to adopt the Agenda
MOTION PASSED UNANIMOUSLY

B Todd Bonsall moved, seconded by Thomas Loughlin to approve the Board of Directors Meeting Minutes January 9, 2024 as submitted by Board Secretary
MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

A Todd Bonsall moved, seconded by Thomas Loughlin to approve the UNAUDITED December 2023 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of December 31, 2023 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 December 31, 2023 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

VII LIST OF BILLS

A Mary Lynons moved, seconded by Todd Bonsall to approve the following list of bills:

1	January 2024 Handchecks	\$322,813.25	Handchecks
2	January 2024 Handchecks	\$0.00	Handchecks - EANS
3	January 2024 List of Bills	\$998,678.32	Payroll
4	January 15, 2024 List of Bills	\$3,000.67	Consultant Payroll
5	February 6, 2024 List of Bills	\$1,283,312.60	Computer Generated
6	February 6, 2024 List of Bills	\$30,021.09	Computer Generated - EANS
7	December 2023 Handchecks	\$13,274.24	Handchecks
		<u>\$2,651,100.17</u>	TOTAL

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

Letter from Juan Torres, Interim Executive County Superintendent, approving the Shared Services Agreement with High Bridge Board of Education

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

A Anthony Suozzo moved, seconded by Edward Abato to approve the following policy:
4131.1 Tuition Reimbursement
MOTION PASSED UNANIMOUSLY

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. Discussion regarding Juneteenth; 2023-2024 calendar will be presented for amendment at the March meeting. Ms. Steinmetz discussed the fundraising underway for the THRIVE Pavilion and noted district funds are currently being used for capital and maintenance projects and not identified for the pavillion project at this time.

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Edward Stoloski noted that he is currently meeting with Superintendents to identify staffing and other needs within the County

Todd Bonsall moved, seconded by Gregory Hobaugh to approve action items XI A, E, H, J-M, as a slate, to:

A ADMINISTRATION

- 1 approve the HCESC 12 Month Admin Staff Calendar for 2024-2025
- 2 approve the HCESC School Calendar for 2024-2025
- 3 established a maximum travel expenditure amount for the 2024-2025 school year of \$30,000
- 4 establish for the 2024-2025 school year a maximum travel expenditure amount per employee as described in N.J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); at the NJOMB mileage reimbursement rate, whereas, all staff, as authorized by the Superintendent, is approved for annual attendance at regularly scheduled professional meetings with no additional cost to the board; therefore be it resolved, the Board of Education approves annual maximum travel expenditure amount, as follows:

Technology Department	\$1,000.00
School Services Department	\$1,000.00
Maintenance Department	\$1,000.00

- 5 approve Lease Agreement between Hunterdon County Vocational School District and HCESC for the 2023-2024 school year, as follows:

Annual Base Rent	\$68,500.00
Maintenance Services	\$35.00 per hour
Utilities	as used

B EANS No Action Items

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION / THRIVE

- 1 accept donation to build a pavilion for the THRIVE program from the following:

<u>DONOR</u>	<u>AMOUNT</u>
Sue Ellen Underwood	\$100.00

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>
848	Sayreville, Borough of
849	Montgomery Academy
850	Montville, Township of
851	Mendham, Township of
852	Dunellen Board of Education
853	Weehawken Housing Authority
854	Kingsway Regional Board of Education

- 2 renew the Custodial Supplies & Equipment bid #HCESC-Cat-23-02, effective February 24, 2024 through February 24, 2025 with no changes
- 3 renew the Facility Maintenance Equipment bid #HCESC-Cat/Ser-23-03, effective February 27, 2024 through February 27, 2025 with no changes
- 4 authorize Administration to award Bus Parts & Repair Services bid #HCESC-Trans-24-05
- 5 award the Athletic & PE Supplies & Equipment bid #HCESC-Cat-24-03, effective February 12, 2024 through February 12, 2025 as follows:

Meluchen Center Inc.	Various discounts per attached. Price sheets on file in the Board office
All American Sports Corp - dba Riddell	Various discounts as well as pricing per attached
School Specialty, LLC	30% discount on PE items. Pricing via online catalogs
S&S Worldwide, Inc.	22% discount on Athletic, Games & PE Supplies with exceptions. Pricing via online catalogs
MFAC, LLC	8% discount on Everything Track & Field and Perform Better catalogs with exceptions. Pricing on file in Board Office

- 6 award the Science Supplies & Equipment bid #HCESC-Cat-24-02, effective February 28, 2024 through February 28, 2025 as follows:

School Specialty (Frey Scientific)	30% discount on Science Education/Category, Foss, Delta, 10% on Science Furniture with exceptions. Pricing via online catalogs
Carolina Biological Supply Company	10% discount with exceptions. Pricing on file in the Board office
Lakeshore Learning Materials, LLC	8% discount on non-sale items, Pricing via online catalogs

- 7 renew the Indoor/Outdoor Signs & Graphics bid #HCESC-Ser-21-08, effective July 19, 2024 through July 19, 2025 with no changes

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

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

<u>NAME</u>	<u>Endorsement(s)</u>	<u>Fee</u>
Ronald Alexandre	Passenger, School Bus and Air Brake	\$2,000.00
Moinville Ovil	Passenger, School Bus and Air Brake	\$2,000.00
Pierre Jonas	Passenger, School Bus and Air Brake	\$2,000.00
Joachim Saint Jean	Passenger, School Bus and Air Brake	\$2,000.00

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- 2 approve Special Education Transportation Quoted Routes, as listed:

January 8, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Quote 2457	DLC Warren	Muphy Transportation	\$600.00	\$98.00
Quote 2458	North Hunterdon Unified	Snyder Bus	\$148.00	N/A
Quote 2459	North Hunterdon Unified	Snyder Bus	\$166.00	N/A
Quote 2462	Lakeview School	Muphy Transportation	\$260.00	\$60.00
Quote 2463	Valley View School	Jeisa Transportation	\$395.00	\$70.00
Quote 2464	Honor Ridge Academy	Trinity Transportation	\$305.00	\$60.00

- 3 approve Special Education Transportation Routes, as listed:

Bid SN012324				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
2434	Hunterdon County Polytech	Delaware Valley Regional	\$120.00	N/A
2441	Gateway School	Muphy Transportation	\$300.00	\$45.00
2442	Copperhill	Joy Transport	\$389.00	N/A
2443	JP Case	Pharaoh	\$241.00	N/A
2444	East Mountain School	Cassidy	\$319.00	N/A
2445	North Hunterdon	Cassidy	\$217.00	N/A
2448	Eden School	Saint Abraham	\$347.00	\$60.00
2449	DLC Warren	Muphy Transportation	\$260.00	\$60.00
2451	Lakeview School	Trinity School Tran	\$385.00	\$60.00
2452	Titusville Academy	Cassidy	\$277.00	N/A
2454	Clinton Middle School	Cassidy	\$219.00	\$45.00
2455	Montgomery Academy	Cassidy	\$267.00	N/A

- 4 approve Joint Transportation agreement with Delaware Valley Regional for the following Routes:

August 30, 2023 - June 30, 2024				
Route#	Destination	Contractor	Per Diem Cost	Per Annum Cost
CM05	Clinton Township Middle School	DVR	\$176.78	\$31,820.40
CM06	Clinton Township Middle School	DVR	\$176.77	\$31,818.60
CP02	Patrick McGaheran	DVR	\$176.78	\$31,820.40
CP03	Patrick McGaheran	DVR	\$198.65	\$35,757.00

- 5 amend the following resolution, approved at the October 3, 2023 Board of Directors Meeting:

FROM:

to approve Joint Transportation agreement with Clinton Township for the following Routes:

August 30, 2023 - June 30, 2024				
Route #	School	Contractor	Per Diem Cost	Per Annum Cost
CM05	Clinton Twp. Middle School	DVR	\$176.78	\$31,820.40
CM06	Clinton Twp. Middle School	DVR	\$176.77	\$31,818.60
CP03	Patrick McGaheran	DVR	\$176.78	\$31,820.40
CP09	Patrick McGaheran	DVR	\$198.65	\$35,757.00

TO:

to approve Joint Transportation agreement with Clinton Twp for the following Routes:

August 30, 2023 - June 30, 2024				
Route #	School	Contractor	Per Diem Cost	Per Annum Cost
CM05	Clinton Twp. Middle School	DVR	\$176.78	\$31,820.40
CM06	Clinton Twp. Middle School	DVR	\$176.77	\$31,818.60
CP02	Patrick McGaheran	DVR	\$176.78	\$31,820.40
CP09	Patrick McGaheran	DVR	\$198.65	\$35,757.00

- 6 approve addendum for the following Routes:

Bid SN072223				
Route #	School	Contractor	Mileage Adjustment	Revised Cost
2335	Cornerstone	Alyft	\$1.50	\$13.50 per day

Bid T102324				
Route #	School	Contractor	Mileage Adjustment	Revised Cost
2435	Franklin Township	Saint Abraham	\$1.00	\$24.20 per day

- 7 approve Joint Transportation agreement with Hunterdon Central Regional for the following Route:

January 23, 2024 - June 30, 2024				
Route #	Destination	Contractor	Per Diem Cost	Per Diem Aide
V9805	Voorhees High School	Hunterdon Central	\$75.00	N/A

K PERSONNEL

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

- 1 Attendance bonus for Clinton, Spruce Run School Bus Monitors of \$50.00 per week for zero absences per week, effective January 01, 2024

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2 Appointments*

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Kyle Budnick	Teacher Assistant	School Services	\$18.00 / Hour	01/02/2024
Danielle Feratovic	Teacher Assistant	School Services	\$18.00 / Hour	02/09/2024
Ava Stevely	Teacher Assistant	School Services	\$18.00 / Hour	02/12/2024
Lisa Finnigan	Teacher Assistant	School Services	\$18.00 / Hour	02/12/2024
JoAnn Budnick	Teacher	School Services	\$56.00 / Hour	01/08/2024
Amy Puppo	LDTC - Leave Replacement	School Services	\$65.00 / Hour	01/30/2024
Edward Stoloski	Special Projects & Recruitment Specialist	School Services	\$43,000.00 / Annual (Pro-Rated for Start Date)	02/01/2024
Pedro Utrilla	School Bus Driver	Transportation	\$25.00 / Hour	01/16/2024
Mark Miller	Electrician	Facilities	\$50.00 / Hour	02/07/2024
Nicole Stanzione	Administrative Assistant	Cooperative Purchasing	\$20.00 / Hour	02/15/2024

**pending completion of required paperwork*

3 Resignation/Retirement

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On</u>
Amanda Petly	Teacher Assistant	School Services	Resignation	1/23/2024

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>	<u>Cost</u>
School Nurse	American Red Cross First Aid CPR AED Instructor Training	2/16/24	\$373.19
Facility Coordinator	NJSBGA 2024 Annual Conference/Expo	3/17-3/19/24	\$664.63

MOTION PASSED UNANIMOUSLY

M EXECUTIVE SESSION

Donna Herbel moved, seconded by Edward Abato to enter into executive session for the purpose of Personnel and Legal matters at 4:38 PM; action may be taken
MOTION PASSED UNANIMOUSLY

Donna Herbel moved, seconded by Edward Abato to return to public session at 4:48 PM
MOTION PASSED UNANIMOUSLY

Edward Abato moved, seconded by Gregory Hobaugh to adopt proposed settlement with Robert Em, authorizing the Superintendent and Business Administrator to administer terms of settlement
MOTION PASSED UNANIMOUSLY

XIV UNFINISHED BUSINESS

XV NEW BUSINESS

*Ms. Steinmetz recognized Jason Kornegay for his years of support and being someone who she could always lean on. He will definitely be missed but wishes him a happy retirement
 Charles Miller thanked Jason Kornegay for everything he has done on behalf of the Board over the years
 Jason Kornegay wished everyone the best of luck*

XVI CITIZENS ADDRESS THE BOARD

XVII ADJOURNMENT

Todd Bonsall moved, seconded by Edward Abato to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:52 pm.

Respectfully submitted by:


 Heidi Gara
 SBA/Board Secretary