

VB

March 5, 2024
REPRESENTATIVE ASSEMBLY MEETING
MINUTES

A REPRESENTATIVE ASSEMBLY meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon Hoffmans Crossing Campus, 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)
- Gabriel Wickizer (BEDMINSTER)
- Jennifer Marycz (BLOOMSBURY)
- Seth Cohen (CLINTON-GLEN GARDNER)
- Catherine Emory (CLINTON TOWNSHIP)
- Mary Lyons (DELAWARE)
- Thomas Loughlin (DELAWARE VALLEY)
- Caroline Licwinko (FRANKLIN - HUNTERDON)
- Daniel Kerr (HAMPTON)
- Gregory Hobaugh (HIGH BRIDGE)
- Matthew Walker (HOLLAND)
- Lisa Santangelo (HUNTERDON CENTRAL)
- Donna Herbel (KINGWOOD)
- Teresa Kane (MILFORD)
- Anthony Suozzo (SOUTH HUNTERDON)
- James Charniga (TEWKSBURY)
- Nicole Rasavage (UNION)

ADMINISTRATION PRESENT

- Corinne Steinmetz (SUPERINTENDENT)
- Christina Greaves (PERSONNEL)
- Dennis Schiller (SCHOOL SERVICES)
- Fran Leddy (ADULT PROGRAMS)
- Dennis Balodis (LEASE PURCHASE)
- Robert Nusbaum (VEHICLE SALES)
- Heldi Gara (SCHOOL BUSINESS ADMINISTRATOR)
- Scott Cahill (TRANSPORTATION)
- Edwin Ashton (FACILITIES/TECHNOLOGY)
- Donna Heater (TRANSPORTATION)
- Doreen Pirozzi (PURCHASING)
- Edward Stoloski (SPECIAL PROGRAMS)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:15 pm as a Board of Directors meeting
At 4:20 PM quorum was met for Representative Assembly

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

A Ms. Steinmetz presented the proposed 2024-2025 Budget

1 C. Emory moved, seconded by D. Herbel to approve 2024-2025 Budget, as presented:

FUND 10	OPERATING	\$1,325,000.00
FUND 20	GRANT PROGRAMS	\$935,000.00
FUND 40	DEBT SERVICE	\$350,000.00
FUND 60	ENTERPRISE	\$28,671,500.00
TOTAL BUDGET		\$31,281,500.00

Charles Miller, President (EAST AMWELL)	YES	Daniel Kerr (HAMPTON)	YES
Gabriel Wickizer (BEDMINSTER)	YES	Gregory Hobaugh (HIGH BRIDGE)	YES
Jennifer Marycz (BLOOMSBURY)	YES	Matthew Walker (HOLLAND)	YES
Seth Cohen (CLINTON-GLEN GARDNER)	YES	Lisa Santangelo (HUNTERDON CENTRAL)	YES
Catherine Emory (CLINTON TOWNSHIP)	YES	Donna Herbel (KINGWOOD)	YES
Mary Lyons (DELAWARE)	YES	Teresa Kane (MILFORD)	YES
Thomas Loughlin (DELAWARE VALLEY)	YES	Anthony Suozzo (SOUTH HUNTERDON)	YES
Caroline Licwinko (FRANKLIN - HUNTERDON)	YES	James Charniga (TEWKSBURY)	YES
		Nicole Rasavage (UNION)	YES

MOTION PASSED UNANIMOUSLY

V APPROVAL OF AGENDA/MINUTES

- A C. Licwinko moved, seconded by Daniel Kerr to adopt the agenda
MOTIONS PASSED UNANIMOUSLY
- B C. Licwinko moved, seconded by Daniel Kerr to approve the Board of Directors Meeting Minutes February 6, 2024 as submitted by Board Secretary
MOTIONS PASSED UNANIMOUSLY
- C C. Licwinko moved, seconded by Daniel Kerr to approve the Executive Session Meeting Minutes February 6, 2024 as submitted by Board Secretary
MOTIONS PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

S. Cohen moved, seconded by C. Licwinko to:

- A approve the AUDITED June 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 June 30, 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 June 30, 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.
- B approve the UNAUDITED, Post June 30, 2023 Audit, Board Secretary Reports, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of month end 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 month end 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

- 1 July 2023
- 2 August 2023

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- 3 September 2023
- 4 October 2023
- 5 November 2023
- 6 December 2023

- C approve the UNAUDITED January 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 January 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:22-9.1
 Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of January 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.
- D approve the line item transfers and budget appropriations for the period of December 31, 2023 (Adj #129-152)
- E approve the line item transfers and budget appropriations for the period of January 2024 (Adj #153-156)

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A. Suozzo moved, seconded by G. Wickizer to approve the following list of bills:		
1	January 2024 Handchecks	\$322,813.25
2	February 2024 Handchecks	\$0.00
3	February 2024 List of Bills	\$1,094,046.94
4	February 15, 2024 List of Bills	\$21,574.67
5	March 5, 2024 List of Bills	\$1,188,716.21
6	March 5, 2024 List of Bills	\$119,852.15
		\$2,744,803.22
	TOTAL	

- Handchecks
- Handchecks - EANS
- Payroll
- Consultant Payroll
- Computer Generated
- Computer Generated - EANS

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

- A Maria Marnell, ABE Instructor - recognized by Somerset County "Ridewise" transportation
- B Cooperative Purchasing - March Newsletter

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

Ms. Stelnmetz provided an overview of the agenda

A. Suozzo moved, seconded by D. Kerr to approve the consent agenda action items to:

A ADMINISTRATION

- 1 acknowledge Student Safety Data System Report 1 (September - December 2023)
- 2 approve the following calendars:
 - a 2023-24 amended HCESC 12 Month Admin Staff Calendar
 - b 2024-25 HCESC 12 Month Admin Staff Calendar
 - c 2024-24 HCESC School Calendar
- 3 contract with Laura Bishop Communications for \$3,400 for the design of brochure and banner display to be used for recruitment campaign at job fairs

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:

DONOR	AMOUNT
Merck Company Foundation	\$3,000.00

- 2 contract with The Uncommon Thread for Board Certified Behavior Analysis Services (BCBA), for the 2023-24 year, as needed, at the following rates:

ABA Professional -- (Trained Behavior Technician and/or RBT Certified)	\$65.00
ABA Consultant/Teacher	\$75.00
Behavior Specialist	\$90.00
BCBA	\$130.00
Parent Trainer	as assigned
FBA (Functional Behavior Assessment) in one setting	\$1,600.00
FBA (Functional Behavior Assessment) in multiple settings	\$2,200.00
Half day (2-3 hours) In-Service Training	\$1,000.00
Full day (4-6 hours) In-Service Training	\$2,000.00

F PARAPROFESSIONALS

No Action Items

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G LEASE PURCHASING

No Action Items

H PURCHASING

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

#	DISTRICT
855	Franklin, Township of (Hunterdon)
856	Denville, Township of
857	Pine Hill, Borough of

2 increase the base price to reflect the CPI increase of 2.9% for the Type A, B, & C Transportation Vehicles bid #HCESC-Veh-22-10 to H.A. DeHart as follows:

Type A (16 Passenger)	Option #1 - Revised Base Price - \$76,791.20 Option #2 - Revised Base Price - \$76,791.20
Type B (24 Passenger)	Option #1 - Revised Base Price - \$82,107.21 Option #2 - Revised Base Price - \$82,107.21
Type C (54 Passenger)	Option #1 - Revised Base Price - \$128,476.30 Option #2 - Revised Base Price - \$130,738.21

3 increase the base price to reflect the CPI increase of 2.9% for the Multi-Purpose Transportation Vehicles bid #HCESC-Veh-22-11 to H.A. DeHart as follows:

20 Foot Vehicle	Revised Base Price - \$73,731.78
130 Inch Wheelbase	Revised Base Price - \$73,731.78

- 4 renew the Facility Grounds Equipment bid #HCESC-Cat/Ser-23-06, effective March 31, 2024 through March 31, 2025 with no changes
- 5 renew the Technology Supplies & Equipment bid #HCESC-Cat-22-01, effective April 18, 2024 through April 18, 2025 with no changes
- 6 renew the Electric Vehicle Charging Station bid #HCESC-Ser-23-05, effective March 20, 2024 through March 20, 2025 with no changes
- 7 renew the Office Supplies bid #HCESC-Cat-23-09, effective April 17, 2024 through April 17, 2025 with no changes
- 8 authorize Administration to award the Work Clothing & Footwear bid #HCESC-Cat-24-06
- 9 renew the Interactive Technology Supplies & Equipment bid #HCESC-Cat-23-07, effective April 11, 2024 through April 11, 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:

NAME	Endorsement(s)	Fee
Jocelene Michel Ulysee	Passenger, School Bus and Air Brake	\$2,000.00

2 approve Special Education Transportation Quoted Routes, as listed:

February 06, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2466	North Hunterdon	Cassidy	\$169.00	N/A

3 rescind Special Education Transportation Bid Route, as listed:

February 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
2448	Eden School	Saint Abraham	\$347.00	\$60.00
Q2462	Lakeview School	Muphy Transportation	\$260.00	\$60.00

4 approve Special Education Transportation Routes, as listed:

February 21, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
2448	Eden Institute	Trinity Transport	\$398.00	\$50.00
2456	YMCA	Trinity Transport	\$210.00	\$50.00
2457	DLC	Muphy Transport	\$600.00	\$98.00
2457	DLC	A&M Transport	\$500.00	\$95.00
2463	Valley View	Joy Transport	\$450.00	\$70.00
2464	Honor Ridge	K&D Bus	\$266.00	\$53.00

5 approve Joint Transportation Agreement with Hunterdon County Polytech for the 2023-2024 School Year:

September 1, 2023 - June 30, 2024			
Route#	Destination	Contractor	Route Per Annum
ASAM Shuttle	Hoffmans Crossing	HCESC	\$16,750.30
ASPM Shuttle	Hoffmans Crossing	HCESC	\$16,471.92

K PERSONNEL

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

- 1 Approve Patrick Plutta, School Bus Driver, Spruce Run Terminal, revised salary of \$29.40/ Hour, effective January 1, 2024.
- 2 Appointments*

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<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
John Tigar, Jr.	School Bus Monitor	Transportation	\$17.00 / Hour	02/19/2024
Shaniece Hartman	Teacher Assistant	School Services	\$18.00 / Hour	02/21/2024
Alexandra Ravee	BCBA	School Services	\$90.00 / Hour	02/28/2024
Samantha Zangari	Teacher Assistant	School Services	\$18.00 / Hour	03/04/2024
Katherine Santos	Medical Assistant/LPN	School Services	\$33.83 / Hour	03/12/2024
Lestia Bordfeld	Teacher/Home Instruction	School Services	\$32.27 / Hour	03/04/2024
Maria Garcia	Instructional Assistant - THRIVE & Substitute THRIVE Driver	Adult Programs & Services	\$20.00 / Hour \$26.00 / Hour	03/04/2024

**pending completion of required paperwork*

3 Resignation/Retirement

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On</u>
Diana Martinez	Teacher Assistant	School Services	Resignation	2/16/2024
Lauren Sanford	Administrative Assistant	Cooperative Purchasing	Resignation	2/29/2024
Jodi Kranes	Teacher Assistant	School Services	Termination	2/27/2024
Crystalyn Rodriquez	Substitute Instructional Assistant	THRIVE	Resignation	2/29/2024
Dennis Browne	Office Manager/Dispatcher	Transportation	Resignation	3/26/2024

5 Leaves

<u>Name</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Employee #5117	Transportation	FMLA	2/22/2024 Up to 41 Sick Days (Leave may be taken consecutively or intermittently up to 60 days)

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>
Facility Coordinator	Reunification Standard Response Protocol "I Love U Guys Foundation" Regional Exercise	2/27/24	\$0.00
Superintendent	Reunification Standard Response Protocol "I Love U Guys Foundation" Regional Exercise	2/27/24	\$0.00
Superintendent	Northern Region Superintendent's Conference	9/25-9/27/24	\$382.42
Special Projects & Recruitment Specialist	Northern Region Superintendent's Conference	9/25-9/27/24	\$382.42

MOTIONS PASSED UNANIMOUSLY

XIV UNFINISHED BUSINESS

XV NEW BUSINESS

President C. Miller acknowledge that J. Komegay, Vice President, has retired and the Board will need to elect a new Vice President. Staff present introduced themselves and provided an overview of their programs and services. Ms. Steinmetz thanked everyone for their time.

XVI CITIZENS ADDRESS THE BOARD

XVII ADJOURNMENT

S. Cohen moved, seconded by D. Kerr to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:18 pm.

Respectfully submitted by:



Heidi Gara
 SBA/Board Secretary