

VA

October 5, 2021
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)
Jennifer Giordano (BEDMINSTER)
Mary Lyons (DELAWARE TWP)
Gerald Bowers (DELAWARE VALLEY REG)
Kari McGann (FLEMINGTON-RARITAN)

Nicholas Diaz (FRANKLIN-HUNTERDON)
William Grippo (FRANKLIN-SOMERSET)
Kevin Gilman (HUNTERDON VOCATIONAL)
Andrew Russano (KINGWOOD)
Teresa Kane (MILFORD BOROUGH)
Nicholas Diaz (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:18 pm

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Andrew Russano moved, seconded by Kevin Gilman to adopt the agenda
Vote, Yes: Unanimous

V APPROVAL OF MINUTES

A William Grippo moved, seconded by Kevin Gilman to approve Board of Directors Board Minutes August 24, 2021 as submitted by Board Secretary
MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Kevin Gilman moved, seconded by Andrew Russano to:

- A approve the line item transfers and budget appropriations for the period of June 30, 2021 (Adj #260-263)
- B approve the line item transfers and budget appropriations for the period of July 1-31, 2021 (Adj #001-038)
- C approve the unaudited July 2021 Board Secretary Report
- D approve the line item transfers and budget appropriations for the period of August 1-31, 2021 (Adj #039-047)
- E approve the unaudited August 2021 Board Secretary Report
- F approve the line item transfers and budget appropriations for the period of September 1-30, 2021 (Adj #048-075)
- G approve the unaudited September 2021 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Kevin Gilman moved, seconded by Andrew Russano to approve the following list of bills:

1	August 31, 2021	\$417,630.54	Payroll
2	August 2021	\$120,384.84	Hand checks
3	September 15, 2021	\$2,670.00	Consultant Payroll
4	September 30, 2021	\$892,614.75	Payroll
5	September 2021	\$175,770.23	Hand checks
6	October 5, 2021 List of Bills	\$1,140,903.37	Computer Generated
		<u>\$2,749,973.73</u>	TOTAL

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

A Cooperative Purchasing September 2021 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

A 1st Reading of the following Policy:
5141.1 Face Coverings (M)

XI SUPERINTENDENT'S REPORT

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Ms. Steinmetz discussed the School Bus Driver shortage, which is a nationwide concern, existing pre-COVID. We are working on solutions that encourage new drivers to be trained and to retain current drivers. Ms. Greaves noted that there are staffing shortages across the board. Held an Electric Bus event on October 1, 2021, well attended. We are working collaboratively with the districts we work with regarding vaccination/testing. During Hurricane IDA, our West Orange terminal experienced water in the building and sustained damage. Thankful for our West Orange and Maintenance staff who took action immediately to minimize damage; opened claims with both the insurance carrier and FEMA. We are working with NP Schools for expenditure of their EANS funds, as an approved provider, they

Andrew Russano moved, seconded by Mary Lyons to approve consent agenda to:

A ADMINISTRATION

- 1 approve Update to Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2021-2022 School Year
- 2 approve Emergency Assistance to Nonpublic Schools (EANS) Program with the New Jersey Department of Treasury, Division of Purchase and Property on behalf of the New Jersey Department of Education to provide services, assistance and/or administrative support to eligible nonpublic schools to address the impact that Coronavirus Disease 2019 (COVID-19) has had, and continue to have on nonpublic school students and teachers for an amount as per school allocation with total not to exceed \$8,496,778.67.
- 3 approve "The Road Forward" plan for the 2021-2022 school year

B SCHOOLS No Action Items

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION

- 1 approve year 1 renewal of Work First New Jersey Job Search, Job Readiness, Supported Work and Community Work Experience for Hunterdon County and Somerset County, in the amount of \$492,369, starting July 1, 2021 through June 30, 2022, with initial agreement approved for July 1, 2020 through June 30, 2021
- 2 approve year 1 renewal of Workforce Learning Link for Hunterdon County and Somerset County in the amount of \$49,000, starting July 1, 2021 through June 30, 2022, with initial agreement approved for July 1, 2020 through June 30, 2021

F PARAPROFESSIONALS

- 1 authorize administration to negotiate stipends with contracted districts

G LEASE PURCHASING No Action Items

H PURCHASING

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

#	DISTRICT
698	Wallington Board of Education
699	Upper Pittsgrove Board of Education
700	Berlin, Township of
701	Manchester, Township of
702	Pennington, Borough of
703	Lakeland Regional Board of Education
704	Avalon, Borough of

- 2 renew the Gasoline, Diesel & #2 Fuel Oil bid #HCESC-Fuel-20-21, effective October 8, 2021 through October 8, 2022 with no changes
- 3 renew the Fencing Repair & Replacement bid #HCESC-Cat/Ser-19-16, effective November 2, 2021 through November 2, 2022 with no changes
- 4 award the Commercial Floor Covering & Related Services bid #208, effective October 1, 2021 through October 1, 2023 as follows:

Direct Flooring	Commercial Interiors Direct	Hannon Floor Covering	RFS Commercial	Malusek Incorporated
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- 5 authorize Administration to award the HVAC Services bid #HCESC-Ser-21A
- 6 authorize Administration to award the Electrical Services bid #HCESC-Ser-21B
- 7 authorize Administration to award the Boiler Services bid #HCESC-Ser-21C
- 8 authorize Administration to award the Masonary Services bid #HCESC-Ser-21D
- 9 authorize Administration to award the Duct Cleaning Services bid #HCESC-Ser-21E

I DEPARTMENT OF SCHOOL SERVICES No Action Items

J TRANSPORTATION

- 1 approve Interlocal Vehicle Sale Agreement with Beloved Community Charter School, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Interlocal Vehicle Sale Agreement with Tewksbury Township Board of Education, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 3 approve Interlocal Vehicle Rental/Lease Agreement with Caldwell-West Caldwell Public Schools Board of Education, effective September 17, 2021
- 4 approve a Joint Agreement with North Hunterdon-Voorhees Regional School District, as listed:

August 25, 2021 - June 30, 2022					
Route	Per Delm	Per Annum	Vendor	District	School
AS AM	N/A	\$15,823.07	HCESC	North Hunterdon/ Voorhees	Hoffmans
AS PM	N/A	\$15,560.10	HCESC	North Hunterdon/ Voorhees	Hoffmans
AS01	\$298.88	\$54,396.16	HCESC	North Hunterdon/ Voorhees	Hoffmans
AS02	\$298.88	\$54,396.16	HCESC	North Hunterdon/ Voorhees	Hoffmans

- 5 approve a Joint Transportation Agreement with Hampton School District, as listed:

August 30, 2021 - June 30, 2022					
Route	Per Delm	Per Annum	Vendor	District	School
HB01	\$186.00	\$33,666.00	HCESC	Hampton Boro	Wood Glen/Valley View
HB01 Aide	\$81.50	\$14,751.50	HCESC	Hampton Boro	Wood Glen/Valley View

- 6 approve a Joint Transportation Agreement with Lebanon Township School District, as listed:

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Route	Per Diem	Per Annum	Vendor	District	School
2223	\$175.00	\$29,575.00	Snyder Bus	Lebanon Township	Valley View School

- 7 approve the Joint Agreement with Clinton Township School District for the Following Aides on Routes, as listed:

August 27, 2021 - June 30, 2022					
Route	Per Diem	Per Annum	Vendor	District	School
CM01	N/A	\$9,207.00	HCESC	Clinton Township School District	Clinton Twp. Middle School
CM03	N/A	\$9,207.00	HCESC	Clinton Township School District	Clinton Twp. Middle School
CM13	N/A	\$9,207.00	HCESC	Clinton Township School District	Clinton Twp. Middle School
CM14	N/A	\$9,207.00	HCESC	Clinton Township School District	Clinton Twp. Middle School
CR01	N/A	\$9,207.00	HCESC	Clinton Township School District	Round Valley School
CR07	N/A	\$9,207.00	HCESC	Clinton Township School District	Round Valley School
CP04	N/A	\$9,207.00	HCESC	Clinton Township School District	Patrick McGaheeran School
CP08	N/A	\$9,207.00	HCESC	Clinton Township School District	Patrick McGaheeran School
CP10	N/A	\$9,207.00	HCESC	Clinton Township School District	Patrick McGaheeran School

- 8 approve Bid Special Education Transportation Routes, as listed:

August 25, 2021 to August 31, 2022					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2211	Somersel Hills	Readington Twp.	Cassidy Trans.	\$320.00	N/A
2212	RVCC	North Hunterdon School District	Cassidy Trans.	\$199.00	N/A
2213	Montgomery Academy	Hunterdon Central/Readington	Cassidy Trans.	\$320.00	N/A
2215	Union Twp. Middle School	Union Twp School District	HCESC	\$142.00	N/A
2222	North Hunterdon High School	North Hunterdon School District	HCESC	\$298.88	N/A

- 9 approve Hunterdon County Vocational School District Shuttle at Hoffmans Crossing Campus from 7:45 AM to 2:45 PM for the 2021-2022 school year, \$187.00 per diem

- 10 approve Parental Contracts for Transportation Routes for the 2021-2022 School Year, at the following annual rates as listed:

August 25, 2021 to August 30, 2022				
Route#	Destination	Sending District	Contractor	Route Per Annum
OA2122	Midland School	North Hunterdon - Voorhees	Melanie Graham	\$9,000.00
JW2122	Voorhees High School	North Hunterdon - Voorhees	Holly McCallum-Young	\$9,000.00
DD2122	Joseph F. Cappello	Clinton Public/Glen Gardner	Angela Djabeng	\$18,000.00
JP2122	Mercer Elementary	Clinton Public/Glen Gardner	Tanisha Stanford	\$16,800.00
KA2122	Montgomery Academy	Hunterdon Central	Krista Maxwell	\$17,400.00

- 11 approve Parental Contracts for Transportation Routes for the 2021-2022 School Year, at the following annual rate as listed:

July 1, 2021 to August 30, 2021				
Route#	Destination	Sending District	Contractor	Route Per Annum
OA2122S	Midland School	North Hunterdon - Voorhees	Melanie Graham	\$1,500.00

- 12 cancel the following routes in a Joint Agreement with Lebanon Twp. for Renewals, approved at the June 29, 2021 Executive Committee Meeting, as listed:

August 25, 2021 - June 30, 2022					
Route#	Route Per Diem	Per Annum	Contractor	Sending District	Destination
L10	\$192.00	\$34,752.00	GST	Lebanon Twp. School District	Woodglen/Valley View
L13	\$168.81	\$30,554.61	HCESC	Lebanon Twp. School District	Woodglen/Valley View

- 13 approve the change of the following route numbers in a Joint Agreement with Lebanon Twp. for Renewals, approved at the June 29, 2021 Executive Committee Meeting, as listed:

August 25, 2021 - June 30, 2022					
Route#	Route Per Diem	Per Annum	Contractor	Sending District	Destination
L11 to L10	\$162.37	\$29,388.97	Krapf	Lebanon Twp. School District	Woodglen/Valley View
L12 to L11	\$162.37	\$29,388.97	Krapf	Lebanon Twp. School District	Woodglen/Valley View
L14 to L12	\$162.37	\$29,388.97	Krapf	Lebanon Twp. School District	Woodglen/Valley View

K PERSONNEL

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

- 1 Stipend to Maritza Menendez, Adult Programs and Services for English Language Acquisition Orientation/Teaching Session, \$100 per event. Effective 9/1/2021
- 2 Stipend to Debora Voria, Adult Programs and Services for Additional Responsibilities, \$100/Pay Period from 9/1/2021 to 6/30/2021
- 3 Stipend to Teaching Assistant Liaisons for 2021-2022 at a rate of \$105.00 / Pay Period, for following staff members: Carolyn Follansbee, Lorie King, Irene Silvestri, Wendy VanDine
- 4 Wendy Van Dine - Assistant Coordinator - School Bus Monitor Services \$20.00 / Hour, Effective 9/1/2021
- 5 Gwendolyn Carney, School Bus Monitor to \$18.39 / Hour - Rate Change, Effective 9/1/2021
- 6 Rescind offer of employment to Krystal Gould, Teacher Assistant and Othoneil Racine, School Bus Driver as approved at the 8/24/21 Board of Directors Meeting

7 Appointments*

Name	Position	Location	Rate/Salary	Effective On or About
Shawnnessy Van Note	Teacher Assistant	Clinton Township Schools	\$16.00 / Hour	8/30/2021
Pauline Clarke	Instructor	Adult Programs and Services	\$36.00 / Hour	9/1/2021

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Cheryl Jones	Instructor	Adult Programs and Services	\$36.00 / Hour	9/1/2021
Marilyn Peluso	Instructor	Adult Programs and Services	\$36.00 / Hour	9/1/2021
Barbara Wiskowski	Instructor	Adult Programs and Services	\$36.00 / Hour	9/1/2021
Debora Voria	Instructor	Adult Programs and Services	\$35,000.00/ 10 Months	9/1/2021
Jean Destino	School Bus Driver	West Orange	\$21.72 / Hour	9/1/2021
Kariann Fenska	Teacher Assistant	FRRSD	\$16.00 / Hour	9/1/2021
Erini Sidhom	Teacher Assistant	FRRSD	\$16.00 / Hour	9/1/2021
Mary Bruinooge	School Bus Monitor	Glen Gardner	\$16.00 / Hour	9/2/2021
Jean Racine	School Bus Driver	West Orange	\$21.80 / Hour	9/8/2021
Cora Hill	Teacher Assistant	Clinton Public School	\$16.00 / Hour	9/9/2021
Mackenson Sanrelus	School Bus Driver	West Orange	\$24.05 / Hour	9/9/2021
Caroline Sergison	Teacher Assistant	Clinton Public School	\$16.14 / Hour	9/15/2021
Richard Colter	School Bus Monitor	Glen Gardner	\$16.00 / Hour	9/15/2021
Victoria Horowitz	Teacher Assistant	FRRSD	\$16.00 / Hour	9/20/2021
Manal Sam	Teacher Assistant	FRRSD	\$16.00 / Hour	9/20/2021
Anthony Tito	Teacher Assistant	FRRSD	\$16.00 / Hour	9/20/2021
Guebans Charles	School Bus Driver	West Orange	\$21.99 / Hour	9/20/2021
Cathy McCaughey	School Bus Driver Substitute	Glen Gardner	\$24.05 / Hour	9/22/2021
Lauren Sanford	Website Coordinator	Hoffmans Crossing Campus	\$20.00 / Hour	9/22/2021
Traci Kleffer	Teacher Assistant	Hampton	\$16.00 / Hour	9/23/2021
Lateemah Griffin	School Bus Monitor	West Orange	\$14.90 / Hour	9/27/2021
Gwendolyn Patricia	School Bus Monitor	West Orange	\$14.90 / Hour	9/27/2021
Mary Carpenter	Teacher Assistant	Holland Township	\$16.00 / Hour	10/4/2021
Kenya Kaszyk	Teacher Assistant	Hampton Public School	\$16.00 / Hour	10/4/2021
Uzma Butt	Teacher Assistant	FRRSD	\$16.00 / Hour	10/6/2021
Thomas Wentz	Technology	North Hunterdon High School	\$45,000 / Annual (Prorate to start date)	10/11/2021
Aimee Frank	Teacher Assistant	FRRSD	\$16.00 / Hour	10/11/2021
Bethany Panza	Teacher Assistant	Bedminster Township School	\$16.00 / Hour	10/11/2021

8 Resignations / Retirements / Terminations

Name	Position	Location	Reason	Effective On or About
JoAnn Keman	Teacher Assistant	FRRSD	Resignation	8/24/2021
Timothy Foster	Teacher Assistant	FRRSD	Resignation	8/25/2021
Lisa Ciarlante	Teacher Assistant	Clinton Public School	Resignation	8/25/2021
Timothy Reber	Teacher Assistant	Hampton Public School	Resignation	8/25/2021
Marianne Gallo	Teacher Assistant	FRRSD	Resignation	8/25/2021
Alvin Lewis	School Bus Driver	West Orange	Resignation	8/26/2021
Patricia Lalacona	Teacher	School Services	Resignation	8/27/2021
Susan Lauk-Doering	Teacher Assistant	HCVSD	Resignation	8/30/2021
Debora Voria	Teacher Assistant	FRRSD	Resignation	8/30/2021
Victoria Szymanski	Teacher	Adult Programs and Services	Resignation	8/31/2021
Kathryn Kunz	Teacher Assistant	FRRSD	Resignation	8/31/2021
Pierre Charles Noelcin	School Bus Driver	West Orange	Retirement	9/1/2021
Andres Made	School Bus Driver	West Orange	Resignation	9/7/2021
Dasson Issac	School Bus Driver	West Orange	Resignation	9/9/2021
Alexis Levers	Teacher Assistant	FRRSD	Resignation	9/9/2021
Shawn Mercer	Technician Level II	Technology	Resignation	9/10/2021
Donna Hockenbury	School Bus Monitor	FRRSD	Resignation	9/17/2021
Carla Marker	Teacher Assistant	FRRSD	Resignation	9/23/2021
Dawn Baker	Teacher Assistant	FRRSD	Resignation	9/27/2021
Anthony Emilut	Teacher Assistant	Hampton Public School	Resignation	10/1/2021

9 Leave(s) of Absence(s):

Name	Position	Location	Reason	Effective On or About
Employee #4870			FMLA Consecutive	Effective 09/08/2021 Up to 30.5 days Paid
Employee #4303			NJFLA Consecutive	Effective on or about 1/22/21 for 12 weeks 10 Days Paid

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.

Position	Workshop	Date	Cost
Director of Education	CPI Instructor Renewal	9/16/21	\$1,199.00

MOTIONS PASSED, WITH JENNIFER GIORDANO ABSTAINING FROM XI K7

XII UNFINISHED BUSINESS


XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD NONE

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XV ADJOURNMENT

Andrew Russano moved, seconded by Kevin Gilman to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:56 pm
Respectfully submitted by:


He pi Gara
SBA/Board Secretary