

May 9, 2023  
**BOARD OF DIRECTOR 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 is being 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 Hunterdon County Democrat. 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)  
Mary Lyons (DELAWARE)  
Nicholas Diaz (FRANKLIN-HUNTERDON)

William Grippo (FRANKLIN - SOMERSET)  
Gregory Haubaugh (HIGH BRIDGE)  
Donna Herbel (KINGWOOD)  
Nicholas Diaz (UNION)

**ADMINISTRATION PRESENT**

Corinne Steinmetz (SUPERINTENDENT)  
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

**III CALL TO ORDER**

President Charles Miller opened the meeting at 4:23 pm

**IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**V APPROVAL OF AGENDA/MINUTES**

- A W. Grippo moved, seconded by D. Herbel to adopt the agenda

**MOTIONS PASSED UNANIMOUSLY**

- B W. Grippo moved, seconded by D. Herbel to approve the Board of Directors Minutes April 4, 2023 as submitted by Board Secretary

**MOTIONS PASSED, with N. Diaz and M. Lyons ABSTAINING**

**VI FINANCIAL REPORTS**

- B. Grippo moved, seconded by M. Lyons to:

- A approve the line item transfers and budget appropriations for the period of April 1-30, 2023 (Adj #196-225)

- B approve the UNAUDITED April 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 April 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 April 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.

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

- A M. Lyons moved, seconded by W. Grippo to approve the following list of bills:

1	April 2023	\$896,554.30	Payroll
2	April 2023	\$332,646.04	Handchecks
3	April 2023	\$0.00	Handchecks - EANS
4	April 15, 2023 List of Bills	\$11,450.34	Consultant Payroll
5	May 9, 2023 List of Bills	\$1,125,405.48	Computer Generated
6	May 9, 2023 List of Bills	\$104,545.17	Computer Generated - EANS
		<u>\$2,470,601.33</u>	<b>TOTAL</b>

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE / COMMUNICATION**

- A Thrive staff appreciaiton from parents

**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. Steinmetz provided an overview of the agenda*

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G. Wickizer moved, seconded by W. Grippo to move action items XI A-J, as a slate, to:

**A ADMINISTRATION**

- 1 approve the Shared Services Agreement, for the period July 1, 2023 to June 30, 2024, for subcontracted business administrator services with East Amwell Township School District Board of Education in accordance with the Uniformed Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., and NJSA 18A:17-14.1 at an annual rate of \$87,125, pending approval by the Interim Executive County Superintendent
- 2 authorize the School Business Administrator to submit New Jersey Schools Insurance Group Safety Grant in the amount of \$12,735
- 3 authorize administration to purchase of Frontline Absence Solution, per N.J.S.A. 18A:18A-5(19); exception to requirements for advertising, 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, as follows:

Implementation	\$2,295.00
Annual Subscription	\$5,069.58
- 4 acknowledge the official 2021-2022 District and School Harassment, Intimidation and Bullying (HIB) Grade Report

**B EANS**

Whereas, as part of the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA), Congress allocated funds specifically to provide emergency assistance to students and teachers in eligible nonpublic schools through the Emergency Assistance to Nonpublic Schools (EANS) program, to address the impact of COVID-19 on nonpublic school students and teachers;

Whereas, the US Department of Education has awarded a formula grant to New Jersey to provide awards to nonpublic schools in the state and provide administrative support to the project as contemplated by EANS;

Whereas the Hunterdon County ESC and New Jersey Department of Treasury, Division of Purchase and Property entered into a Program Management Services Agreement for Emergency Assistance to Nonpublic Schools on October 5, 2021;

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(1) The subject matter thereof consists of Professional Service and (5)Library and educational goods and services;

Therefore, be it resolved that Hunterdon County ESC Board of Directors authorizes administration to approve EANS purchase requisition for 2022-23 school year, as follows:

Nonpublic School	Description of Purchase	Vendor	Explanation:
Noor-UI-Iman School	MAP Growth K-12 - assessment for measuring achievement and growth in K-12 math, reading, language usage, and science	NWEA	Noor-UI-Iman Memo
Noor-UI-Iman School	Powerschool Unified Classroom Curriculum & Instruction	Powerschool	Noor-UI-Iman Memo

**C HOFFMANS CROSSING** No Action Items

**D TECHNOLOGY** No Action Items

**E ADULT BASIC EDUCATION / THRIVE**

- 1 amend the purchase the following vehicles for THRIVE Adult Day Habilitation program approved at the April 4, 2023 Board of Directors meeting:

YEAR	Description	Vendor/District	PRICE	NOTE
2023	Dodge TCI 8P +1 WC	HA Dehart	\$104,044.42	HCESC CoOp Bid #HCESC-VEH-22-11
2023	Chevrolet Traverse LS AWD	Hertrich Fleet Services Inc	\$29,989.00	NJ State Contract #209-FLEET-01387 (T2007) Item #27 Class-Item 071-80

**TO:**

purchase the following vehicles for THRIVE Adult Day Habilitation program:

YEAR	Description	Vendor/District	PRICE	NOTE
2023	Dodge TCI 8P +1 WC	HA Dehart	\$109,350.03	HCESC CoOp Bid #HCESC-VEH-22-11
2023	Chevrolet Traverse LS AWD	Hertrich Fleet Services Inc	\$29,989.00	NJ State Contract #209-FLEET-01387 (T2007) Item #27 Class-Item 071-80

- 2 purchase transportation services for Day Habilitation Program from My Travels Transportation, lowest responsible quote, for \$160 per day, effective April 17, 2023

**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>DISTRICT</u>
804	Hazlet Fire District #1

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- 805 Scotch Plains, Township of
- 806 Metuchen, Borough of
- 807 Hunterdon, County of

- 2 award as authorized at the April 4, 2023 Board of Directors meeting, the LED Lighting bid #HCESC-Cat-23-08, effective April 20, 2023 through April 20, 2024 as follows:

Tri-State LED	Discount schedule attached. Price sheets on file in the Board Office
Ferguson Enterprises LLC	Discount schedule attached. Price sheets on file in the Board Office
Warshauer Electric Supply	Discount schedule attached. Price sheets on file in the Board Office
PureTek Group, Inc.	Discount schedule attached. Price sheets on file in the Board Office
Sal Electric Company, Inc.	15-20% Discount on Topaz, Pure Lighting-Keystone, Alpalite & MES. Price sheets on file in the Board Office. Installation \$125/Hour. All Counties
Generations Services, Inc.	Discount schedule attached. Price sheets on file in the Board Office. Installation \$150/Hour. All Counties

- 3 award, as authorized at the April 4, 2023 Board of Directors meeting, the Office Supply bid #HCESC-Cat-23-09, effective April 17, 2023 through April 17, 2024 as follows:

Staples Contract & Commercial LLC	Discount schedule attached. Price sheets on file in the Board Office
The Tree House, Inc.	Discount Schedule attached. Price sheets on file in the Board Office
School Specialty, LLC	30% Discount on Writing, Adhesives, Office/Classroom Supplies & Paper. Pricing can be viewed via <a href="http://store.schoolspecialty.com">store.schoolspecialty.com</a>

- 4 renew the Chromebook Refurbishment Parts & Accessories bid #HCESC-Cat-21-07, effective July 2, 2023 through July 2, 2024, with no changes  
 5 award, as authorized at the April 4, 2023 Board of Directors meeting, the Industrial & Hardward Supplies & Tools bid #HCESC-Cat-23-10, effective May 8, 2023 through May 8, 2024 as follows:

F.W. Webb Company	Discount Schedule attached. Price sheets on file in the Board Office
Hanover Supply Co. (pending required documents)	Discount Schedule attached. Price sheets on file in the Board Office
Ferguson Enterprises LLC	10% Discount off attached manufacturer brands. Price sheets on file in the Board Office
Hilti, Inc.	40% Minimum discount off attached Hilti items. Price sheets on file in the Board Office

- 6 award, as authorized at the April 4, 2023 Board of Directors meeting, the Safety & Security Window Film #HCESC-Ser-23-11, effective May 10, 2023 through May 10, 2024 with Energy Solutions Window Tinting (pending required documents) for all counties as follows:

3M Ultra S800 Safety Film (clear)	\$9.75/Sq. foot includes film, impact protection adhesive and installation
3M Ultra NVS25 (tinted) Safety & Energy Saving Film	\$9.95/Sq. foot includes film, impact protection adhesive and installation
3M Safety SH80 Safety Film (clear)	\$7.95/Sq. foot includes film, impact protection adhesive and installation
3M Ultra Prestige 50 (tinted) Safety & Energy Saving Film	\$11.90/Sq. foot includes film, impact protection adhesive and installation
3M Ultra Prestige 70 (tinted) Safety & Energy Saving Film	\$11.90 Sq. foot includes film, impact protection adhesive and installation

I DEPARTMENT OF SCHOOL SERVICES

No Action Items

J TRANSPORTATION

- 1 provide Amira Turner training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00
- 2 provide Hernes Cheridor training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00
- 3 provide a bus, with trainer, to Quesean Williams for CDL Road Test, at a cost of \$400.00
- 4 approve Coordinated Transportation, effective July 1, 2023 through June 30, 2024, for the following:

Alexandria Township School District	Hunterdon Cty. Dept. Human Services
Barnegat School District	Jackson BOE
Bethlehem Township School District	Kingwood Township School
Black Horse Pike School District	Lambertville School
Bloomsbury Township School	Lebanon Borough School
Branchburg Township School District	Lebanon Township School District
Bridgewater Raritan BOE	Manville BOE
Califon School	Milford School
Central Regional School District	North Hunterdon Regional H.S. District
Clinton Borough/Glen Gardner School District	Orange School District
Clinton Township School District	Phillipsburg School District
Delaware Township School	Ramapo Indian Hills Regional High School
Delaware Valley Regional High School	Readington Township School District
Department of Children and Families , OOE	Rockaway Borough School District
East Amwell Township School	Somerset County ESC

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East Orange School District  
 ESC of Morris  
 Franklin Township School  
 Frenchtown School  
 Hackensack BOE  
 Hamilton Two BOE  
 Hampton School  
 High Bridge BOE  
 Holland Twp. School District  
 Hunterdon Central Regional High School

South Hunterdon Regional H.S. District  
 State of N.J. Department of Human Services  
 Sussex County Regional Transportation Cooperative  
 Tewksbury Township School  
 Toms River Regional Schools  
 Trenton BOE  
 Union Township School  
 Warren County Special Services  
 Washington Twp. BOE

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

90 Days or Threshold; whichever comes first				March 30, 2023 - June 30, 2023	
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
Q2376	Phillipsburg Primary	Phillipsburg	Cassidy	\$333.00	N/A
Q2377	HighFocus	Bethlehem Township	Alyft	\$287.00	N/A
Q2378	North Hunterdon Lions Pride	North Hunterdon	Jeisa Trans	\$595.00	N/A

**MOTIONS PASSED UNANIMOUSLY**

Motion by W. Grippo, seconded by G. Wickizer to enter into Executive Session at 4:42 PM for the purpose of Personnel matters; action may be taken

**MOTIONS PASSED UNANIMOUSLY**

Motion by W. Grippo, seconded by D. Herbel to return to Public Session at 5:40 PM

**MOTIONS PASSED UNANIMOUSLY**

**K PERSONNEL**

W. Grippo moved, seconded by D. Herbel to approve certificated staff for the 2022-23 school year, as per attached

**MOTIONS PASSED UNANIMOUSLY**

W. Grippo moved, seconded by D. Herbel to approve the following personnel items, as a slate, as recommended by the Superintendent:

- 1 Appoint Heidi Gara as School Business Administrator, effective July 1, 2022 at an annual salary of \$155,000.00, pending contract approval by Interim Executive County Superintendent
- 2 Approve employment contract addendum for Heidi Gara, School Business Administrator, for shared services with East Amwell Township School District, with no additional compensation, effective July 1, 2023 through June 30, 2024, pending approval of the Interim Executive County Superintendent
- 3 approve the following stipends for 2022-23 School:

Donna Heater	Acting Transportation Director - Clinton location	\$10,000	Jan 1, 2023 - June 30, 2023
Laurie Browne	EANS Processing & Administration	\$5,000	FY 2022-23
Roxanne Wolf	EANS Processing & Administration	\$5,000	FY 2022-23

**4 Change in Appointments\***

Name	Position	Department	Rate/Salary	Effective On or About
Frank Ferrara	Substitute Bus Driver to Regular Bus Driver	Transportation	\$25.00 / Hour	March 28, 2023
Richard Cotter	Regular School Bus Driver to Substitute School Bus Driver	Transportation	\$25.00 / Hour	April 21, 2023

**6 Appointments\***

Name	Position	Department	Rate/Salary	Effective On or About
Marcela Stefanikova	Substitute School Bus Driver	Transportation	\$25.00/ Hour	April 24, 2023
Gary Krause	Substitute School Bus Driver	Transportation	\$25.00/ Hour	May 6, 2023

*\*pending completion of required paperwork*

**7 Resignations / Retirements / Terminations**

Name	Position	Department	Reason	Effective On or About
Salem Paul	School Bus Driver	Transportation	Resignation	March 24, 2023
Stephen Louis	School Bus Driver	Transportation	Resignation	April 21, 2023
Renee Muia	Administrative Assistant	School Services	Resignation	June 30, 2023
John Brannagan	School Bus Driver	Transportation	Retirement	June 30, 2023

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**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
Facility Coordinator	Responding to Bomb Threats	4/29/2023	\$0
Transportation AA	NHTSA Student Securement in School Buses	7/9-7/15/23	\$0
Transportation AA	Car Seat Installation	6/16/2023	\$0
Transportation AA	State Exam for Boilers License	6/1/2023	\$600

**M BENEFITS**

- 1 approve Medical and Prescription Benefit plans for the 2023-2024 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect a 5% increase over 2022-2023 rates:

**Employees eligible on or before June 30, 2013**

	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium	Horizon Garden State Monthly Premium
<b>EMPLOYEE CONTRIBUTION</b>	NO CONTRIBUTION	AS PER STATUTE	AS PER STATUTE
Single	\$942.53	\$1,282.87	\$1,242.95
Parent/Children	\$1,679.69	\$2,286.40	\$2,214.99
Employee/Spouse	\$2,227.32	\$3,032.83	\$2,937.14
Family	\$3,009.90	\$4,098.41	\$3,969.09

**Employees eligible July 1, 2013 or after**

	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium	Horizon Garden State Monthly Premium
<b>EMPLOYEE CONTRIBUTION</b>	NO CONTRIBUTION	AS PER STATUTE	AS PER STATUTE
Single	\$942.53	\$1,282.87	\$1,242.95

- 2 Motion to approve employees benefit eligible after July 1, 2013, to buy up at the employees expense, in addition to their contribution as required above, at the following amounts:

	Horizon Omnia Employee Monthly Cost	Horizon EHP Employee Monthly Cost	Horizon Garden State Employee Monthly Cost
Parent/Children	\$737.16	\$1,343.87	\$1,272.46
Employee/Spouse	\$1,284.79	\$2,090.30	\$1,994.61
Family	\$2,067.37	\$3,155.88	\$3,026.56

- 3 Motion to approve the Horizon POS optional benefit plan available to employees at their own expense as follows:

	Horizon POS Employee Monthly Cost	Horizon POS Employee Monthly Cost
<b>ELIGIBILITY DATE</b>	On or Before June 30, 2013	July 1, 2013 or after
Single	\$94.24	\$94.24
Parent/Children	\$168.54	\$905.70
Employee/Spouse	\$225.87	\$1,510.66
Family	\$305.22	\$2,372.59

- 4 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits in an annual amount of \$1,000 (prorated based on start date) upon required proof of coverage. Payout will be made through payroll, paid to employee in equal installments each pay

**MOTIONS PASSED UNANIMOUSLY**

**XI UNFINISHED BUSINESS**

**XII NEW BUSINESS**

**XIII CITIZENS ADDRESS THE BOARD**

**XIV ADJOURNMENT**

William Grippo moved, seconded by D. Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:42 pm.

Respectfully submitted by:



Heidi Gara  
 SBA/Board Secretary