

May 7, 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**

Mary Lyons (DELAWARE)	Todd Bonsall (HUNTERDON VOCATIONAL)
Kari McGann (FLEMINGTON)	Donna Herbel (KINGWOOD)
Caroline Licwinko (FRANKLIN-HUNTERDON)	Bruce Arcurio (LEBANON BOROUGH)
Daniel Kerr (HAMPTON)	Teresa Kane (MILFORD)
Gregory Hobaugh (HIGH BRIDGE)	Anthony Suozzo (SOUTH HUNTERDON)

**ADMINISTRATION PRESENT**

Corinne Steinmetz (SUPERINTENDENT)	Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Christina Greaves (PERSONNEL)	Edward Stoloski (SPECIAL PROJECTS AND PROGRAMS SPECIALIST)

**III CALL TO ORDER**

Superintendent Corinne Steinmetz opened the meeting at 4:16 pm as a Board of Directors meeting

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

**V APPROVAL OF AGENDA/MINUTES**

- A Anthony Suozzo moved, seconded by Todd Bonsall to Adopt the agenda  
**MOTIONS PASSED UNANIMOUSLY**
- B Todd Bonsall moved, seconded by Donna Herbel to ratify the March 5, 2024 Board of Directors Meeting Minutes as submitted by the Board Secretary  
**MOTIONS PASSED, with Mary Lyons ABSTAINING**
- C Todd Bonsall moved, seconded by Donna Herbel to approve the Executive Committee Meeting Minutes April 9, 2024 as submitted  
**MOTIONS PASSED UNANIMOUSLY**
- D Anthony Suozzo moved, seconded by Mary Lyons to approve the Executive Session Meeting Minutes April 9, 2024 as submitted  
**MOTIONS PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Todd Bonsall moved, seconded by Daniel Kerr to:

- A 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.
- B approve the line item transfers and budget appropriations for the period of February 2024 (Adj #157-163)
- C approve the line item transfers and budget appropriations for the period of March 2024 (Adj #164-185)
- D approve the line item transfers and budget appropriations for the period of April 2024 (Adj #186-218)  
**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

- A Mary Lyons moved, seconded by Bruce Arcurio 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
9	April 2024 Handchecks	\$43,942.93	Handchecks
10	April 2024 Handchecks	\$0.00	Handchecks - EANS
11	April 2024 List of Bills	\$1,031,718.30	Payroll
12	April 15, 2024 List of Bills	\$17,368.17	Consultant Payroll
13	May 7, 2024 List of Bills	\$1,442,330.53	Computer Generated
14	May 7, 2024 List of Bills	\$28,511.26	Computer Generated - EANS
		<b>\$6,379,493.81</b>	<b>TOTAL</b>

**MOTIONS PASSED UNANIMOUSLY**

**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                |                           |

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X POLICY

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda, noting that she would like to look at policy provider within next six months. She noted that personnel renewals does not include all staff and provided an overview of staff renewal list. Mary Lyons suggested that HCESC does a presentation about the benefits of the Cooperative Purchasing program and possibly develop a PowerPoint presentation; potential to present at HCSBA

A ADMINISTRATION

Anthony Suozzo moved, seconded by Mary Lyons to:

- 1 accept EANS Risk Assessment, as presented
- 2 amend procurement of Goods and Services through State Contract for the 2023-2024 year, previously approved at the June 27, 2023 Board of Directors meeting, as attached
- 3 amend procurement of Goods and Services through Cooperative Bids for the 2023-2024 year, previously approved at the June 27, 2023 Board of Directors meeting, as attached
- 4 authorize the School Business Administrator to submit the 2024 Safety Grant in the amount of \$16,400 to the New Jersey Schools Insurance Group for review and approval

MOTIONS PASSED UNANIMOUSLY

B EANS

No Action Items

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

Todd Bonsall moved, seconded by Anthony Suozzo to:

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

#	DISTRICT
861	Deal, Borough of
862	Morris County Park Commission
863	Park Ridge, Borough of
864	Pequannock, Township of
865	Ewing, Township of
866	Rumson Board of Education
867	Gateway Academy Charter School
868	Academy for Urban Leadership Charter School

- 2 award, as authorized at the March 5, 2024 Board of Directors meeting the Work Clothing & Footwear bid #HCESC-Cat-24-06 effective May 2, 2024 through May 2, 2026 as follows:

Dot Designing, LLC	37% Discount on Jerzees, Port & Company, Red Kap, 33% Discount on Petra Roc, 50% Discount on Dickie, Silkscreen Image (one color)-\$2.75, Emblem Charge-\$1.70
Keyport Army Navy	30% Discount on Carhartt, \$3.00 Silkscreen Image (one color), \$1.00 Emblem Charge

- 3 award, as authorized at the January 9, 2024 Board of Directors meeting the Uniform Rental Services bid #HCESC-Ser-24-04, effective April 22, 2024 through April 22, 2026 to American Wear, Inc. per attached sheets
- 4 renew the Water Testing Services bid #HCESC-Ser-21-05-R, effective June 7, 2024 through June 7, 2025 with Garden State Laboratories, Inc. with no changes
- 5 renew the Cosmetology Supplies & Equipment bid #HCESC-Cat-22-06, effective July 18, 2024 through July 18, 2025 with The Burmax Co., Inc. with no changes
- 6 authorize Administration to award the Mechanical & Electronic Door Locking Systems, Doors & Related Products #218
- 7 award the Bus Surveillance & Security bid #217, effective May 20, 2024 through May 20, 2025 as follows:

Seon Design (USA) dba Safe Fleet (pending required docs)	Item award details per attached. Base Charge Installation - \$1,1625/each, Camera System Installation - \$500/each, Internal Camera Installation - \$88/each, External Camera Installation - \$156/each
IVS, Inc. dba AngelTrax	Item award details per attached. 65% discount on additional items, maintenance plans, licensing fees & extended warranties. Labor installation - \$85/hour, Uninstall Cut & Tuck - \$50/per system, Uninstall Full Removal - \$200/per system
Safety Vision, LLC	Item award details per attached. Safety Vision lifetime software updates and technical support service contract - \$50.00 per vehicle

- 8 award the Chromebook Refurbishment Parts & Accessories bid #HCESC-Cat-24-07, effective July 3, 2024 through July 3, 2026 with PARTpoint (pending required docs) and AGParts Worldwide, Inc. per attached sheets
- 9 terminate the Duct Cleaning Services bid #HCESC-Ser-21E effective May 8, 2024

MOTIONS PASSED UNANIMOUSLY

Kari McGann moved, seconded by Daniel Kerr to approve action items I & J, to:

I DEPARTMENT OF SCHOOL SERVICES

- 1 pay professional services at the following rates:

Description	Amount not to Exceed	
	Public School	Non-Public School
Evaluation Report	\$270.00	\$225.00 per report



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Bilingual Evaluation/Report	\$364.00	\$308.00 per report
CST/Language Evaluation / Report	\$300.00	N/A per report
Required Meeting	\$65.00	\$50.00 per meeting
Report Acceptance	\$60.00	\$50.00 per acceptance
BCBA Services	\$97.00	N/A per hour
Functional Behavioral Assessment	\$950.00	N/A per report
Gifted & Talented Testing	\$185.00	N/A per test
Case Management	\$220.00	\$200.00 per child

**J TRANSPORTATION**

- 1 award of lease purchase financing to TD Equipment Finance, Inc., NJ, lowest responsible respondent, for the purchase of (12) 2025 Thomas 54 Passenger vehicles in the amount of \$1,844,194.56; as authorized at the February 7, 2023 meeting:

Respondent	Rate Lock	Rate	Additional Fee
TD Equipment Finance, Inc., NJ	Yes, to 5/31/24	4.73%	None

- 2 approve Shared Services Agreement, with Delaware Valley Regional High School, for the provision of vehicle maintenance/inspection and fueling services, at \$89 per hour plus materials at cost, effective July 1, 2024 through June 30, 2025

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

August 25, 2023 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2434	Hunterdon Central Regional HS	DVR	\$120.00	N/A

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

April 17, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2470	Robert Hunter	Muphy	\$500.00	N/A
Q2473	Warren Glen Academy	Bright Start	\$300.00	\$60.00
Q2474	Allegro	Muphy	\$266.00	\$55.00
Q2475	Holland Township	Delaware Township	\$249.00	N/A

- 5 approve Special Education Transportation Routes, as listed:

April 30, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
2467	Franklin	Jeisa Trans	\$372.00	\$60.00
2469	Eden Institute	Jeisa Trans	\$413.00	\$70.00

- 6 approve Coordinated Transportation, effective July 1, 2024 through June 30, 2025, for the following:

Alexandria Township School District	Holland Twp. School District
Bethlehem Township School District	Hunterdon Central Regional High School
Blairtown Township School District	Kingwood Township School
Bloomsbury Township School	Lambertville School
Califon School	Lebanon Borough School
Clinton Borough/Glen Gardner School District	Lebanon Township School District
Clinton Township School District	Milford School
Delaware Township School	North Hunterdon Regional H.S. District
Delaware Valley Regional High School	Philipsburg School District
East Amwell Township School	Readington Township School District
ESC of Morris	Somerset County ESC
Franklin Township School	South Hunterdon Regional H.S. District
Frenchtown School	Sussex County Regional Transportation Cooperative
Great Meadows Regional School District	Tewksbury Township School
Hampton School	Union Township School
High Bridge BOE	Warren County Special Services

**MOTIONS PASSED UNANIMOUSLY**

Mary Lyons moved, seconded by Daniel Kerr to approve action items K-M, to:

**K PERSONNEL**

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

- 2024-2025 Employment Contract Renewals
- Appoint Heidi Gara as School Business Administrator, effective July 1, 2024, annual salary pending contract approval by Interim Executive County Superintendent  
Renew employment contract addendum for Heidi Gara, School Business Administrator, for shared services with East Amwell Township School District, effective July 1, 2024 through June 30, 2025, rate pending approval of the Interim Executive County Superintendent
- Renew employment contract addendum for Karolina Cywa, HCESC Payroll Administrator, for School Business Administrator services at High Bridge BOE, effective July 1, 2024 through June 30, 2025, rate pending approval of the Interim Executive County Superintendent

4 Appointments\*

Name	Position	Department	Rate/Salary	Effective On or About
Louis Ciamillo	School Bus Driver	Transportation	\$28.25 / Hour	05/01/2024
Alaine Parlin	Substitute School Nurse	School Services	\$43.05 / Hour	05/10/2024
Nancy Szymanski	Transportation Specialist	Transportation	\$63.00/ Hour	07/01/2024

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Louis Orth	Technical Bid Writer	Cooperative Purchasing \$65,000.00 / Annual	07/01/2024
Carol Gordon	Speech Language Pathologist	School Services \$68,240.00 Annual	09/01/2024
<i>*pending completion of required paperwork</i>			

**5 Resignation/Retirement**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Marie Martoccia	Teacher Assistant	School Services	Resignation	4/29/2024
Danielle Feratovic	Teacher Assistant	School Services	Resignation	5/13/2024

**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>
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
Instructors	NJALL Spring Conference	5/22-5/25/24	\$50.00 each
Superintendent	NJASA Spring Conference	5/16-5/17/24	\$120.63
Business Administrator	NJASA Spring Conference	5/16-5/17/24	\$299.00
Special Projects & Recruitment Specialist	NJASA Spring Conference	5/15-5/17/24	\$241.26
School Nurse	American Heart Association BLS Renewal Course	5/22/24	\$75.00
Payroll Administrator	2024 NJASBO Annual Conference	6/5-6/7/24	\$0.00
Director of School Services	Special Education Annual Directors Conference	6/5/24	\$0.00

**M BENEFITS**

- 1 approve Medical and Prescription Benefit plans for the 2024-2025 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect a 5% increase over 2023-2024 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	\$989.66	\$1,347.02	\$1,305.10
Parent/Children	\$1,763.67	\$2,400.72	\$2,325.74
Employee/Spouse	\$2,338.68	\$3,184.47	\$3,083.99
Family	\$3,160.39	\$4,303.33	\$4,167.54

**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	\$989.66	\$1,347.02	\$1,305.10

- 2 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	\$774.01	\$1,411.06	\$1,336.08
Employee/Spouse	\$1,349.02	\$2,194.81	\$2,094.33
Family	\$2,170.73	\$3,313.67	\$3,177.88

- 3 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	\$98.95	\$98.95
Parent/Children	\$176.97	\$950.98
Employee/Spouse	\$237.17	\$1,586.19
Family	\$320.48	\$2,491.21

- 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**

**XVI NEW BUSINESS / CITIZENS ADDRESS THE BOARD**

Edward Stoloski discussed recruiting at colleges and sharing qualified candidate resumes with local districts, camp pilot program in coordination with Hunterdon Vocational. Will be meeting with a State Representative to discuss grant opportunities for THRIVE; thanked Greg Hobaugh for facilitating. Working on a golf tournament for the fall as a fund raiser for THRIVE; in need of sponsors for each hole.

Corinne Steinmetz reminded the Board that we are in need of a Vice President and that at the June Reorganization meeting we will be voting on all positions

**XVII EXECUTIVE SESSION**

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Bruce Arcurio moved, seconded by Daniel Kerr to enter into executive session for the purpose of Personnel matters at 4:49 PM; action will not be taken

**MOTION PASSED UNANIMOUSLY**

Teresa Kane moved, seconded by Daniel Kerr to return to public session at 5:01

**MOTION PASSED UNANIMOUSLY**

**XVIII ADJOURNMENT**

Donna Herbel moved, seconded by Daniel Kerr to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:02 PM.

Respectfully submitted by:



Heidi Gara  
SBA/Board Secretary