

December 3, 2024
BOARD OF DIRECTORS MEETING
MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Representative Assembly was held in the Hunterdon ESC 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 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

Bruce Arcurio, President (LEBANON BOROUGH)
Thomas Loughlin (DELAWARE VALLEY)
John Capuano (EAST AMWELL)
Kari McGann (FLEMINGTON RARITAN)
Daniel Kerr (HAMPTON)
Gregory Hobaugh (HIGH BRIDGE)

Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Hal Abraham (LEBANON TOWNSHIP)
Teresa Kane (MILFORD)
Nicole Rasavage (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

III CALL TO ORDER

Board President Bruce Arcurio opened the meeting at 4:16 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

A Todd Bonsall moved, seconded by Daniel Kerr to adopt the Agenda

MOTIONS PASSED UNANIMOUSLY

B Daniel Kerr moved, seconded by Todd Bonsall to approve the following minutes:

Board of Director Meeting Minutes November 12, 2024 as submitted by the Board Secretary

Executive Session Meeting Minutes November 12, 2024 as submitted by the Board Secretary

MOTIONS PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Daniel Kerr moved, seconded by Todd Bonsall to approve:

A UNAUDITED November 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 November 30, 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 November 30, 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 Line item transfers and budget appropriations for the period of November 2024 (Adj #084- 101)

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Daniel Kerr moved, seconded by Todd Bonsall to approve the following list of bills:

1	November 2024 Handchecks	\$98,135.53	Handchecks
2	November 15, 2024 List of Bills	\$10,677.67	Consultant Payroll
3	November 2024 List of Bills	\$1,322,257.37	Payroll
4	December 3, 2024 List of Bills	\$1,100,554.42	Computer Generated
		<u>\$2,531,624.99</u>	TOTAL

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

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

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda; discussed the recommended budget increase for Transportation related to increase cost of additional contracts. Ms. Steinmetz spoke about the Impact 100 Grant that was applied for; HCESC was one of three finalists; awarded the Freedom House. A number of individuals at award ceremony interested in THRIVE Program

Todd Bonsall moved, seconded by Donna Herbel to approve action items, as consent agenda to:

A ADMINISTRATION

1 increase the 2024-25 Program Budget as follows:

FUND	PROGRAM	CURRENT BUDGET	INCREASE	REVISED BUDGET
60	Transportation	\$13,500,000	\$400,000	\$13,900,000

2 approve submission of 2023-24 HIB Self Assessment

B HOFFMANS CROSSING - FACILITIES

No Action Items

C THRIVE

1 Motion to accept the following donations to be used toward Pavilion:

<u>DONOR</u>	<u>VALUE</u>
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Julie & David Vanscott \$2,500.00

D ADULT BASIC EDUCATION No Action Items

E DEPARTMENT OF SCHOOL SERVICES No Action Items

F PURCHASING

approve CoOp Purchasing items to:

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

#	DISTRICT
894	Ridgewood Public Library

- 2 renew the following bids:

- a Furniture & Equipment - School & Office #HCESC-CAT-23-01 effective January 24, 2025 through January 24, 2026 with no changes
- b Health and Sports Medicine Supplies Bid #216 effective January 28, 2025 through January 28, 2026 with no changes
- c Party Equipment Rental Service #HCESC-CAT-24-01 effective February 6, 2025 through February 6, 2026 with no changes
- d Athletic & PE Supplies & Equipment #HCESC-CAT-24-03 effective February 13, 2025 through February 13, 2026 with no changes
- e Art/Craft Supplies & Equipment Bid #214 effective February 28, 2025 through February 28, 2026 with no changes
- f Science Supplies & Equipment #HCESC-CAT-24-02 effective March 1, 2025 through March 1, 2026 with no changes

- 3 authorize Administration to award the **General School Supplies #219**

- 4 authorize Administration to award the **Musical Instruments-Equipment, Supplies, Repair & Conditioning-HCESC-Cat/Ser-25-01**

- 5 reject Miner of NJ Door Works for Gates portion of **Folding Doors, Interior Doors, Partitions & Gates Repair & Replacement #HCESC-Cat/Ser-24-26** for being unresponsive
- 6 award the **Folding Doors, Interior Doors, Partitions & Gates Repair & Replacement #HCESC-Cat/Ser-24-26**, effective December 14, 2024 through December 14, 2026, as follows:

Folding Doors & Partitions	Tri-State Folding Partitions Inc.	Foreman-\$104.50/Hour, Installer-\$104.50/Hour, 10% Materials Markup, All Counties
Gates Repair & Replacement	NO AWARD	

G TECHNOLOGY No Action Items

H TRANSPORTATION

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

NAME	Endorsement(s)	Fee
Louina Esthor	Passenger, School Bus and Air Brake	\$2,000.00

- 2 authorize exchange of vehicle through H.A. DeHart:

	Unit #	Year	VIN #	Make/Model	Passenger
RETURNING	V-246	2024	7GZ67UB71PN008762	Thomas Minatour	24
NEW		2026	1DFDE4FN6SDD01823	Thomas Minatour	24

- 3 approve Campbell Supply Company for OEM emergent repair of Cummins Motor, for the following vehicles, per N.J.S.A. 18A:18A-7 and N.J.A.C. 5:34-6.1:

Unit #	Year	VIN #	Estimate
352	2019	4UZABRFC1KCJY2017	\$42,060.90 (less core)
353	2019	4UZABRFC3KCJY2018	\$42,060.90 (less core)

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

Route #	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2553	Hunterdon Central	The Ark Transit	\$171.00	NA
Q2554	Whitehouse School	Trinity Trans	\$265.00	NA
Q2557	Midland	Trinity Trans	\$300.00	NA

- 5 approve BID #SN112425 for Special Education Transportation Routes as listed:

November 26, 2024 - June 30, 2025				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
2540	Holland/ Hunterdon Central	Cassidy Transportation	\$269.00	NA
2542	JP Case	Cassidy Transportation	\$239.00	NA
2545	YMCA/Clinton Public	Jeisa	\$372.00	\$70.00
2546	Midland	Barker Bus	\$455.00	\$100.00
2547	Allegro	Good Shepherd	\$508.00	\$50.00
2551	PMG /Spruce	Good Shepherd	\$260.00	\$50.00
2552	Rutgers Day	K& D Bus	\$289.00	\$50.00
2553	Hunterdon Central	Cassidy Transportation	\$170.00	NA
2554	Whitehouse	Cassidy Transportation	\$133.00	NA
2555	Rutgers Day	Brightstart	\$276.00	NA

- 6 approve Joint Transportation Agreement with Hunterdon County Polytech for the 2024-2025 School Year:

Contracted Routes				August 21, 2024 - June 30, 2025
Route#	Destination	Contractor	Route Per Diem	
VHOFF AM	Hoffmans Crossing	HCESC	\$103.96	
VHOFF PM	Hoffmans Crossing	HCESC	\$103.96	

MOTIONS PASSED UNANIMOUSLY

Kari McGann moved, seconded by Daniel Kerr to approve the consent agenda items XI I, J, & K as recommended by the Superintendent:

I PERSONNEL

- 1 **APPOINTMENTS***

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Name	Position	Department	Rate/Salary	Effective On or About
Dana Nitzsche	Transportation Director (Clinton)	Transportation	\$93,000.00 / Annual (Prorate)	02/03/2025
Benjamin Black	School Bus Monitor	Transportation	\$18.00 / Hour	11/18/2024
Richard Peterson	Substitute School Bus Driver	Transportation	\$30.00 / Hour	12/02/2024
Garry Thelusma	School Bus Driver	Transportation	\$25.00 / Hour	11/25/2024
Lahens Vincent	School Bus Driver	Transportation	\$25.00 / Hour	12/02/2024
Marlene Barcelo	Instructor	Adult Education	\$41.00 / Hour	11/25/2024
Zoe Schiff	Teacher Assistant	School Services	\$18.00 / Hour	11/18/2024
Lynn Altmaier	Teacher Assistant	School Services	\$18.00 / Hour	12/02/2024
Rachael Picone	Teacher Assistant	School Services	\$18.00 / Hour	12/02/2024
Kelsie Fleming	SLP	School Services	\$73,000 / Annual (Prorated)	12/11/2024

**pending completion of required paperwork*

2 Resignation/Retirement

Name	Position	Department	Reason	Effective On or About
Edwin Ashton	Facilities Director	Facilities	Retirement	1/31/2024
Lucarme Valcourt	School Bus Driver	Transportation	Resignation	10/31/2024
Richard Allen	School Bus Driver	Transportation	Resignation	11/13/2024
Frandy Saint Pierre	School Bus Driver	Transportation	Resignation	11/11/2024
Roody Alicius	School Bus Driver	Transportation	Resignation	11/25/2024
Nicole Iovine	School Bus Monitor (SUB)	Transportation	Resignation	11/20/2024
Tyler Schultz	School Bus Monitor	Transportation	Resignation	11/27/2024
Christine Garrison	SLP	School Services	Resignation	12/11/2024
Colleen Riley	Teacher Assistant	School Services	Resignation	12/20/2024
Candace Joseph	Teacher Assistant	School Services	Resignation	11/27/2024

3 Leaves

Name	Department	Reason	Days Allotted	Effective On or About
Employee #4280	Transportation	FMLA	Up to 60 Days Paid	11/25/2024

J 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
Speech Lanuage Specialist	Effective Implementation of Speech-Language Pathology Services	1/28/25	\$0.00
Superintendent	TechSpo 2025	1/28-1/31/25	\$590 reg plus hotel & travel
Program Specialist	TechSpo 2025	1/28-1/31/25	\$590 reg plus hotel & travel
Director of Technology	TechSpo 2025	1/28-1/31/25	\$0 reg plus hotel & travel
Technical Writer	Principles of Public Purchasing 2	1/13/2025	\$944

K BENEFITS

- 1 Motion to renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at \$8.65 per employee, per month, effective January 1, 2025 through December 31, 2025:

Maximum benefits as follows:

Preventive & Diagnostic, Basic and Major Services	\$1,000 per covered person per calendar year, \$2,500 per family maximum per calendar year
Orthodontia Services	\$1,000 per covered person for lifetime

- 2 Motion to renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at \$8.65 per employee, per month, effective January 1, 2025 through December 31, 2025

Maximum benefits as follows:

Preventive & Diagnostic	\$500 per covered person per calendar year
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MOTIONS PASSED with Hal Abraham ABSTAINING from I 1

XVI EXECUTIVE SESSION

XVII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

- A [Syrilda Miller Obituary](#)
 B Recognition of Charles Miller's Years of Service January 13, 2024 11:30 AM

XVIII ADJOURNMENT

Todd Bonsall moved, seconded by Teresa Kane to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:32 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara