

January 7, 2025
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)	Daniel Kerr (HAMPTON)
Seth Cohen (CLINTON BOROUGH)	Gregory Hobaugh (HIGH BRIDGE)
Mary Lyons (DELAWARE)	Todd Bonsall (HUNTERDON VOCATIONAL)
Thomas Loughlin (DELAWARE VALLEY)	Hal Abraham (LEBANON TOWNSHIP)
John Capuano (EAST AMWELL)	Teresa Kane (MILFORD)
Kari McGann (FLEMINGTON RARITAN)	Nicole Rasavage (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)	Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Christina Greaves (PERSONNEL COORDINATOR)	

III CALL TO ORDER

Board President Bruce Arcurio opened the meeting at 4:17 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

- A Daniel Kerr moved, seconded by Gergory Hobaugh to adopt the Agenda
MOTIONS PASSED UNANIMOUSLY
- B Todd Bonsall moved, seconded by Daniel Kerr to approve the following minutes:
 Board of Director Meeting Minutes December 3, 2024 as submitted by the Board Secretary
MOTIONS PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

- Kari McGann moved, seconded by John Capuano to approve:
 - A Line item transfers and budget appropriations for the period of December 2024 (Adj #102 - 118)
MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

- A Todd Bonsall moved, seconded by Mary Lyons to approve the following list of bills:

1	December 2024 Handchecks	\$185,569.43	Handchecks
2	December 16, 2024 List of Bills	\$10,835.17	Consultant Payroll
3	December 2024 List of Bills	\$1,140,501.57	Payroll
4	January 7, 2025 List of Bills	\$1,213,452.21	Computer Generated
		\$2,550,358.38	TOTAL

VIII CORRESPONDENCE / COMMUNICATION

- A December 2024 Cooperative Purchasing Newsletter

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 | |

X POLICY

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. Mr. Arcurio inquired about revenue from the Sustainability program; Ms. Steinmetz noted building program at this time, looking at it as a benefit to County Districts. Ms. Lynons suggested marketing the program similar to Cooperative Purchasing. Ms. Lynons notes she believes it would be beneficial to present to Hunterdon County School Boards regarding the Cooperative Purchasing program to make Board members more aware.

Daniel Kerr moved, seconded by Mary Lyons to consent items XI A to XI H, as presented by the Superintendent, to:

A ADMINISTRATION

- 1 accept the unmodified 2023-2024 Audit with no comments, as presented
Ms. Steinmetz presented the 2023-2024 Audit, discussing performance of programs, plans for fund balance and future debt. B. Arcurio noted a clean audit with a budget this size is commendable; Ms. Steinmetz thanked the Business Office staff for their hard work.
- 2 appoint Heidi Gara as Public Agency Compliance Officer [PACO] for 2025

B HOFFMANS CROSSING - FACILITIES No Action Items

C THRIVE

- 1 contract with The Uncommon Thread, Inc. for the provision BCBA Support, at an hourly rate of \$110, 2 hours per month, effective January 1, 2025 through June 30, 2025

D ADULT BASIC EDUCATION

- 1 amend Adult Basic Ed funds as follows:

FUND	Description	Original Budget	Actual Allocation	Effective Date
20	ABE - FEDERAL	\$500,000.00	\$591,229.00	7/1/24-6/30/25
60	ABE - ADULT ED	\$9,500.00	\$53,806.04	7/1/24-6/30/25

January 7, 2025
BOARD OF DIRECTORS MEETING
MINUTES

60	ABE - GRWDB (TANF/GA)	\$475,000.00	\$456,326.00	7/1/24-6/30/25
60	ABE - TANF INITIATIVE (new)	\$0.00	\$247,500.00	7/1/24-6/30/25
60	ABE - FSBE - LITERACY INITIATIVE (carryover)	\$0.00	\$19,874.64	7/1/24-12/31/24
60	ABE - FSBE - LITERACY INITIATIVE	\$0.00	\$88,437.00	1/1/25-12/31/26
60	ABE - LEARNING LINK	\$115,000.00	\$0.00	
60	ABE - LIBRARY	\$50,000.00	\$0.00	
TOTAL ADULT BASIC EDUCATION BUDGET		\$1,149,500.00	\$1,457,172.68	

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
895	Wall Township Police Department

- 2 authorize Administration to award:

- a Custodial Supplies & Equipment #HCESC-CAT-25-02
b Facility Maintenance Equipment #HCESC-CAT/SER-25-03

- 3 award as authorized at the December 3, 2024 Board of Directors meeting, the Musical Instruments-Equipment, Supplies, Repair & Conditioning bid #HCESC-Cat/Ser-25-01, effective January 16, 2025 through January 16, 2027 as follows:

Zita Corp., dba Elefante Music	Repair and Conditioning - See attachment. Catalog - Bari Woodwind Mouthpieces - 55%, Buffet Group Instruments - 30%-60%, Conn-Selmer Accessories - 39%, Conn-Selmer Instruments - 35%-60%, Jupiter & Azumi Instruments - 48%-70%, D'Addario Accessories - 51%, Dans'r Accessories - 51%, Hercules & Nomad Stands - 52%, Jupiter Accessories - 50%, Yamaha Instruments - 40%, Yamaha Accessories - 35%
K&S Music Inc	Repair and Conditioning - See attachment. Catalog - 20% off for all items, except LP at 10% off, and RS Berekley 50% off
Music & Arts	Repair and Conditioning - See attachment. Catalog - 0%-60% off included in Music & Arts Educator Online Catalog; catalog prices are discounted up to 60% off from MSRP
The Music Shop	Repair and Conditioning - See attachment. Catalog - Adams Percussion - 32.43%-47.08%, Buffet, Besson, Antoine Courtois, Hans Hoyer, Keilwerth, Meinl Weston, Powell/Sonare, Schreiber, B+S - 28.08%-68.75%, Conn Selmer - 12.80%-100%, D'Addario - 50.60%-73.28%, Eastman Strings - 51.19%-61.88%, Eastman Winds - 36.28%-67.38%, Gibraltar - 5.0%, Hercules Stands - 50.0%, Innovative Percussions - 35%-45%, Jupiter, Azumi, XO Brass, Winds - 46%-66%, Kala Ukuleles - 24.75%-41.20%, Print Music - 5%-25%, Sabian & Gon Bops - 5%-57.66%, Vandoren Juno Denis Wick Jones Smith - 45%-52%, Yamaha Winds-String-Percussion - 22.31%-65.43%, Zildjian & Vic Firth & Mike Balter - 15.35%-55.84%
Washington Music Sales Center, Inc.	0-50% off on all items
West Music Company	5% off on current website prices
The Music Den	Accessories 35.20%-51.42%, AKG 8.07%-52.89%, Audio Technica 5.49%-40%, Azumi 49%, Buffet-Crampon 24.39%-69.97%, Conn-Selmer Percussion 34%-52.86%, Conn-Selmer Strings 58.02%-71.3%, Conn-Selmer Winds 23.82%-61.34%, Crown 11.73%-60.96%, Eastman 23.70%-68.69%, Fender Guitars & Amps 9.99%-40%, Gibson Epiphone Guitars 6.15%-67.04%, Green Tones 43%, Haynes 35.2%-60.46%, Hercules 49%, Hohner Kids 43%, JBL 17.02%-47.25%, Jupiter 40%-67%, Laskey Mouthpieces 29.27%-45.88%, Luminote 43%, Majestic Percussion 21.63%-59.39%, Mapex Marching 20.75%-56.40%, NOMAD 58%, NUVO 29.03%-54.35%, Roland 10%, S.E. Shires Brass 10%-66.5%, S.E. Shires Mouthpieces 24.4%-53.51%, SONOR Orff 16%-20.20%, Soundcraft 11.26%-58.55%, XO Brass 40%, Yamaha 16%-65.92%
Sweetwater Sound, LLC	Antoine Courtois - 45%, Armstrong - 60%, Azumi - 50%, B&S - 45%, Bach - 45%-60%, Besson - 45%, Black Swamp Percussion - 20%, Blessing - 40%, Buffet - 45%, Conn - 45%-60%, D'Addario - 55%, Denis Wick - 55%, Di Zhao Flutes - 20%, DW - 20%, Dynasty - 20%, Evans - 55%, Fox - 25%, Gator - 35%, Hercules - 50%, Holton - 45%-60%, Howard Core - 50%, Innovative Percussion - 40%, Jones - 50%, Jupiter - 50%-65%, Kala - 30%, Keilwerth - 45%, King - 45%, Knilling - 50%, Latin Percussion - 30%, Leblanc - 30%, Legere - 30%, Majestic - 40%, Mapex - 40%, Meinl - 25%, P. Mauriat - 40%, Prelude - 30%, Promark - 50%, Remo - 50%, Revelle - 20%, Royal Global - 20%, S.E. Shires - 20%, Sabian - 50%, Scherl & Roth - 60%, Selmer - 45%-60%, Selmer Paris - 30%, Sonor, Sonor Orff - 20%, Tama - 30%, Tromana - 20%, Vandoren - 50%, Victory Musical Instruments - 20%, William S. Haynes - 20%, XO - 40%, Yamaha - 40%-50%, Yanagisawa - 30%, Zildjian - 30%, All Other Band & Orchestra Instruments/Accessories - 10%
Lakeshore Learning Materials	8% Discount off all nonsale items from catalog, website, and retail stores

- 4 award the General School Supplies bid #219, effective January 16, 2025 through January 16, 2026 to Kurtz Bros and School Specialty

G TECHNOLOGY

No Action Items

H TRANSPORTATION

- 1 purchase Routefinder Plus transportation software solution from Transfinder, lowest responsible quote, as follows:

DESCRIPTION	STARTUP	RECURRING
Annual Support Fee		\$4,500.00
Software setup/Migration	\$7,500.00	
Hosting	\$3,200.00	\$3,200.00
Training (2 days- Livestream)	\$3,850.00	
Discount	-\$2,425.00	
TOTAL STARTUP	\$12,125.00	\$7,700.00

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

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

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

Route #	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2558	Montgomery Academy	US Academy Trans	\$289.00	NA

January 7, 2025
BOARD OF DIRECTORS MEETING
MINUTES

Q2559	Somerset Academy	Mercy Transportation	\$249.00	NA
Q2560	Allegra	Muphy Transportation	\$460.00	\$60.00
Q2561	Pillar	Saint Abraham, LLC	\$349.00	\$40.00

MOTIONS PASSED UNANIMOUSLY

Todd Bonsall moved, seconded by Daniel Kerr to approve the consent agenda item XI as recommended by the Superintendent:

I PERSONNEL

- 1 approve a Stipend to Deb Voria for ESL Testing, \$105 per session, effective 10/11/2024

- 2 **APPOINTMENTS***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Kathryn Siti	SLP	School Services	\$63.00 / Hour	01/02/2025
Carissa Hettmann	Teacher Assistant	School Services	\$18.00 / Hour	12/17/2024
Taylor Gilbert	Teacher Assistant	School Services	\$18.00 / Hour	12/18/2024
Luisa (Alejandra) Martinez	Teacher Assistant	School Services	\$18.00 / Hour	12/18/2024
Amy Fox	Teacher Assistant	School Services	\$20.04 / Hour	01/06/2025
Chyna Jackson	Teacher Assistant	School Services	\$18.00 / Hour	01/06/2025
Tania DaSilva	Instructor	Adult Programs and Services	\$40.00/ Hour	01/02/2025
Kevin Nadal	Technology Support Specialist	Technology	\$50,000.00 / Annual (Prorated for Start Date)	01/02/2025

**pending completion of required paperwork*

- 3 **Resignation/Retirement**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Andria Hedden	Teacher Assistant	School Services	Resignation	12/20/2024
Zoe Schiff	Teacher Assistant	School Services	Termination	12/20/2024
Pearl Van Ness	Teacher Assistant	School Services	Termination	12/16/2024
Cora Hill	Teacher Assistant	School Services	Resignation	1/3/2025
Dawn Reich	Teacher Assistant	School Services	Resignation	1/17/2025
Virgena Tumson	School Bus Driver	Transportation	Termination	1/2/2025

- 4 **Leaves**

<u>Name</u>	<u>Department</u>	<u>Reason</u>	<u>Days Allotted</u>	<u>Effective On or About</u>
Employee #5274	School Services	NJFLA	60 Days Unpaid/Job Protection	12/9/2024
Employee #5278	School Services	NJFLA	60 Days Unpaid/Job Protection	1/2/2025

- 5 **Change In Assignment**

<u>From</u>	<u>To</u>	<u>Department</u>	<u>Effective On or About</u>
Karah Figgs	Substitute School Bus Monitor	School Bus Monitor Transportation	9/1/2024

MOTIONS PASSED UNANIMOUSLY

J PROFESSIONAL DEVELOPMENT

NONE

XII EXECUTIVE SESSION

XII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

A Charles Miller Recognition Monday, January 13, 2025 at 11:30 am

RSVP : <https://forms.gle/j27H1ENuCuUSe4BR7>

XIV ADJOURNMENT

Todd Bonsall moved, seconded by Daniel Kerr to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:47 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara