

March 4, 2025
REPRESENTATIVE ASSEMBLY MEETING
MINUTES

A REPRESENTATIVE ASSEMBLY 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)	Seth Cohen, Vice President (CLINTON-GLEN GARDNER)
Laurie Anderson (BEDMINSTER)	Adam Blackburn (FRENCHTOWN)
Edward Abato (BETHLEHEM)	Daniel Kerr (HAMPTON)
Jennifer Marycz (BLOOMSBURY)	Jessica Roethel (HUNTERDON CENTRAL)
Rebecca Kipp-Newbold (CALIFON)	Todd Bonsall (HUNTERDON VOCATIONAL)
Matthew Fernandes (CLINTON TOWNSHIP)	Donna Herbel (KINGWOOD)
Mary Lyons (DELAWARE)	Teresa Kane (MILFORD)
John Capuano (EAST AMWELL)	Richard Bergacs (NORTH HUNTERDON)
James Giordano (FRANKLIN - HUNTERDON)	Anthony Suozzo (SOUTH HUNTERDON)
William Grippo (FRANKLIN - SOMERSET)	Nicole Rasavage (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)	Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Christina Greaves (PERSONNEL COORDINATOR)	Jon Phillips (TECHNOLOGY DIRECTOR)

III CALL TO ORDER

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

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

A Ms. Steinmetz presented the proposed 2025-2026 Budget

1 Rebecca Kipp-Newbold moved, seconded by Seth Cohen, to approve the 2025-2026 Budget, as presented:

		2024-25	2025-26	INCREASE	% Change
		CURRENT BUDGET	PROPOSED BUDGET	(DECREASE)	
FUND 10	OPERATING	\$ 1,486,000.00	\$ 1,550,000.00	\$ 64,000.00	4.3%
FUND 20	GRANT PROGRAMS	\$ 1,089,642.00	\$ 970,000.00	\$ (119,642.00)	-11.0%
FUND 40	DEBT SERVICE	\$ 350,000.00	\$ 350,000.00	\$ -	0.0%
FUND 60	ENTERPRISE	\$ 29,717,109.00	\$ 30,435,000.00	\$ 717,891.00	2.4%
TOTAL BUDGET		\$ 32,642,751.00	\$ 33,305,000.00	\$ 662,249.00	2.0%

Bruce Arcurio, President (LEBANON BOROUGH)	YES	Seth Cohen, Vice President (CLINTON-GLEN)	YES
Laurie Anderson (BEDMINSTER)	YES	Adam Blackburn (FRENCHTOWN)	YES
Edward Abato (BETHLEHEM)	YES	Daniel Kerr (HAMPTON)	YES
Jennifer Marycz (BLOOMSBURY)	YES	Jessica Roethel (HUNTERDON CENTRAL)	YES
Rebecca Kipp-Newbold (CALIFON)	YES	Todd Bonsall (HUNTERDON VOCATIONAL)	YES
Matthew Fernandes (CLINTON TOWNSHIP)	YES	Donna Herbel (KINGWOOD)	YES
Mary Lyons (DELAWARE)	YES	Teresa Kane (MILFORD)	YES
John Capuano (EAST AMWELL)	YES	Richard Bergacs (NORTH HUNTERDON)	YES
James Giordano (FRANKLIN - HUNTERDON)	YES	Anthony Suozzo (SOUTH HUNTERDON)	YES
William Grippo (FRANKLIN - SOMERSET)	YES	Nicole Rasavage (UNION)	YES

Mr. Arcurio noted transportation is a large part of the budget; services provided by School Services is huge for smaller districts working with the HCESC. The organization provides a lot of services to member districts. Supports the Budget

MOTION PASSED UNANIMOUSLY

V APPROVAL OF AGENDA/MINUTES

A William Grippo moved, seconded by Seth Cohen to adopt the agenda

MOTION PASSED UNANIMOUSLY

B Richard Bergacs moved, seconded by Anthony Suozzo to approve the following minutes:

Board of Director Meeting Minutes February 4, 2025 as submitted by the Board Secretary

MOTION PASSED with Teresa Kane, Rebecca Kipp-Newbold and Jessica Roethel ABSTAINING

VI FINANCIAL REPORTS

William Grippo moved, seconded by Seth Cohen to approve:

A UNAUDITED January 2025 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of January 31, 2025 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 January 31, 2025 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 UNAUDITED February 2025 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of February 28, 2025 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 February 28, 2025 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.

C Line item transfers and budget appropriations for the period of January 2025 (Adj #140 - 147)

D Line item transfers and budget appropriations for the period of February 2025 (Adj # 148 - 150)

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Daniel Kerr moved, seconded by Seth Cohen to approve the following list of bills:

1 February 2025 Handchecks	\$1,095,496.46	Handchecks
----------------------------	----------------	------------

March 4, 2025
REPRESENTATIVE ASSEMBLY MEETING
MINUTES

award as authorized at the February 4, 2025 Board of Directors meeting the Facility Maintenance & Equipment bid #HCESC-Cat-25-03 effective February 25, 2025 through February 25, 2026 as follows:

Supply It All/South Jersey Paper Approved Distributors: ATRA, American Paper, and Penn Jersey Paper

6 extend the Overhead Door Repair and Replacement bid #HCESC-CAT/SER-21-03 effective March 22, 2025 through May 22, 2025, per NJSA 18A:18A-42

G TECHNOLOGY No Action Items

H TRANSPORTATION

1 provide training for the following Endorsements:

<u>NAME</u>	<u>Endorsement(s)</u>	<u>Fee</u>
Joao B. Goncalves	S Endorsement	\$1,000.00

2 approve Special Education Transportation Quoted Routes, as listed:

February 1, 2025 - June 30, 2025				
<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Q2566	JP Case/Reading Fleming	Trinity School Transportation	\$240.00	NA
Q2568	Hunterdon Prep	Trinity School Transportation	\$230.00	NA

MOTIONS PASSED UNANIMOUSLY

Anthony Suozzo moved, seconded by John Capuano to approve the Personnel agenda items XI I and J, as recommended by the Superintendent:

I PERSONNEL

1 **APPOINTMENTS***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Rena Francois	School Bus Driver	Transportation	\$25.00 / Hour	2/7/2025
Kesner Cosmey	School Bus Driver	Transportation	\$25.00 / Hour	2/18/2025
Nicholas Lemasters	Mechanic	Transportation	\$60,000/ Annual	2/12/2025
Diana Trujillo	Instructor	Adult Programs and Services	\$40.00 / Hour	2/9/2025
Blerina Leka	Teacher Assistant	School Services	\$18.00 / Hour	3/3/2025
Meghan Smith	Substitute Nurse	School Services	\$44.15 / Hour	3/3/2025

**pending completion of required paperwork*

2 **Resignation/Retirement**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Alexander Lloyd	School Bus Monitor	Transportation	Resignation	2/5/2025
Sabine DaBady	School Bus Driver	Transportation	Resignation	2/14/2025
Victoria Crawford	Instructor	Adult Programs and Services	Resignation	3/1/2025
Brie Ann Collis	LCSW	School Services	Resignation	2/28/2025
Erin Lowry	Teacher Assistant	School Services	Termination	2/20/2025
Hannah Fay	Teacher Assistant	School Services	Resignation	3/6/2025
Sarah Kyte	Teacher Assistant	School Services	Resignation	3/7/2025
Chyna Jackson	Teacher Assistant	School Services	Resignation	3/7/2025

3 **Leaves**

<u>Name</u>	<u>Department</u>	<u>Days Allotted</u>	<u>Reason</u>	<u>Effective On or About</u>
Employe #5278	School Services	12 Sick Days	NJFLA - Intermittent	11/1/2024

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.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Business Administrator	NJASBO Annual Conference	June 4 - 6, 2025	\$500 Registration + Hotel
Business Office Specialist	NJASBO Annual Conference	June 4 - 6, 2025	\$650 Registration + Hotel
Preschool Instructional Coach	ECERS-3	April 30- May 2, 2025	\$750
Programs & Services Specialist	Penn State Career Fair	4/7/2025	\$250 Reg + Travel & Hotel

MOTIONS PASSED UNANIMOUSLY

XII EXECUTIVE SESSION

XII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

Ms. Gara reminded the Board to complete their 2025 Personal/Relative Disclosure Statements

Mr. Grippo inquired regarding proposed cuts on a Federal level; Ms. Steinmetz noted there is one program dependent on Federal funding, there is some concern and is monitoring situation

Ms. Steinmetz informed the Board that a MOA was signed with Local 68, representing the West Orange Terminal drivers and monitors. The Union membership will vote and then it will be presented to the Board

XIV ADJOURNMENT

Daniel Kerr moved, seconded by Seth Cohen to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:00 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara