

May 6, 2025
BOARD OF DIRECTORS MEETING
MINUTES

A BOARD OF DIRECTORS 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)	Gregory Hobaugh (HIGH BRIDGE)
Edward Abato (BETHLEHEM)	Todd Bonsall (HUNTERDON COUNTY VOCATIONAL)
Jennifer Marycz (BLOOMSBURY)	Donna Herbel (KINGWOOD)
Mary Lyons (DELAWARE)	Teresa Kane (MILFORD)
Thomas Loughlin (DELAWARE VALLEY)	Anthony Suozzo (SOUTH HUNTERDON)
Kari McGann (FLEMINGTON-RARITAN)	Nicole Rasavage (UNION)
Daniel Kerr (HAMPTON)	

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)	Christina Greaves (PERSONNEL COORDINATOR)
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III CALL TO ORDER

Board President Bruce Arcurio opened the meeting at 4:15 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

- A Anthony Suozzo moved, seconded by Donna Herbel to adopt the agenda
MOTION PASSED UNANIMOUSLY
- B Greg Hobaugh moved, seconded by Mary Lyons to approve the following minutes:
 Board of Directors Meeting Minutes April 1, 2025 as submitted by the Board Secretary
 Executive Session Meeting Minutes April 1, 2025 as submitted by the Board Secretary
MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

- Anthony Suozzo moved, seconded by Nicole Rasavage to a approve:
- A UNAUDITED April 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 April 30, 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 April 30, 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 Line item transfers and budget appropriations for the period of April 2025 (Adj #176 - 207)
MOTIONS PASSED UNANIMOUSLY

4:17 pm: Jennifer Marycz arrives

VII LIST OF BILLS

- A Greg Hobaugh moved, seconded by Anthony Suozzo to approve the following list of bills:
- | | | | |
|---|------------------------------|-----------------------|--------------------|
| 1 | April 2025 Handchecks | \$16,812.01 | Handchecks |
| 2 | April 15, 2025 List of Bills | \$11,731.67 | Consultant Payroll |
| 3 | April 2025 List of Bills | \$1,368,558.00 | Payroll |
| 4 | May 6, 2025 List of Bills | \$1,191,282.33 | Computer Generated |
| 5 | May 6, 2025 List of Bills | \$588.50 | Aid In Lieu (AIL) |
| | | \$2,588,972.51 | TOTAL |

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 | |

X POLICY

No Action Items

4:20 pm: Edward Abato and Kari McGann arrives

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. She discussed the update of Website, Cybersecurity Awareness, Transfinder Viewfinder and Professional Services, Contract Renewals and timing of Personnel recommendations

Greg Hobaugh moved, seconded by Mary Lyons to approve consent agenda items XI A to XI H, as presented by the Superintendent to:

A ADMINISTRATION

- 1 authorize the School Business Administrator to submit the 2025 Safety Grant in the amount of \$16,800 to the New Jersey Schools Insurance Group for review and approval
- 2 purchase website platform for development and maintenance services from Appetgy, lowest responsible quote, at the following rates:

	Appetgy
Setup/Development (1 time cost)	\$4,900
Annual Maintenance	\$5,900
Mass Communication	Included

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- 3 authorize purchase of KnowBe4 Cybersecurity Awareness Training at the following rates; per N.J.S.A. 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. The subject matter thereof consists of: (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

DESCRIPTION	TERM	EST. QTY	RATE	EST TOTAL
Diamond Subscription	36 Months	340	\$85.86	\$29,192.40
Phisher Subscription	36 Months	340	\$16.20	\$5,508.00

- 4 amend procurement of Goods and Services through State Contract for the 2024-2025 year, previously approved at the June 4, 2024 Board of Directors meeting, as attached
- 5 amend procurement of Goods and Services through Cooperative Bids for the 2024-2025 year, previously approved at the June 27, 2023 Board of Directors meeting, as attached

B HOFFMANS CROSSING - FACILITIES

- 1 approve the following resolution related to the Roof Replacement Project:
 WHEREAS, the Hunterdon County Educational Services Commission ("HCESC") solicited and received bids for Roof Replacement (the "Project"); and
 WHEREAS, the lowest responsible and responsive bid for the Project was submitted by Strober-Wright Roofing, Inc.; and
 NOW, THEREFORE, BE IT RESOLVED, that the Hunterdon County Educational Services Commission hereby awards the contract for the Project to Strober-Wright Roofing, Inc. as follows:
 1.Base Bid for roofing replacement work in the amount of \$99,015.
 BE IT FURTHER RESOLVED that the Board's Administration, Project Architect, and Board Attorney are authorized to take any and all steps necessary to carry out this action of the Hunterdon County Educational Services Commission

C THRIVE

- 1 accept the following donations to be used towards the Charity Golf Outing:

DONOR	VALUE
Egan Family	\$50.00
Wrede Family	\$25.00
Bruce Arcurio	\$25.00

D ADULT BASIC EDUCATION

NONE

E DEPARTMENT OF SCHOOL SERVICES

- 1 pay professional services at the following rates for the 2025 - 2026 School Year:

Description	Amount not to Exceed	
	Public School	Non-Public School
Evaluation Report	\$270.00	\$225.00 per report
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
Case Management Hourly Services	\$65.00	N/A per hour
BCBA Hourly Services	\$100.00	N/A per hour
Functional Behavioral Assessment	\$1,050.00	N/A per report
Gifted & Talented Testing	\$185.00	N/A per test

- 2 contract with Therapeutic Intervention, Inc for the provision of occupational therapy services, effective April 1, 2025 through June 30, 2025, at the following rates:

Description	
In district therapy services:	
School based therapy (in district)	\$103.00 per hour
Home based therapy	\$118.50 per visit
Evaluations	\$427.00 per evaluation

F PURCHASING

approve CoOp Purchasing items to:

- 1 accept the following districts as members of the HCESC Purchasing Cooperative:
- | # | DISTRICT |
|-----|--|
| 915 | Pollution Control Financing Authority of Warren County |
| 916 | Township of Winfield |
| 917 | Borough of Ramsey |
- 2 remove/add vendors to **Boiler Services #HCESC-SER-24-15**
- Remove Manhattan Welding Company as the Primary Contractor for Bergen, Essex, Hudson, Passaic, Union, Warren, Morris, Somerset, Hunterdon, and Monmouth counties
 - Add McCloskey Mechanical Contractors Inc. as the Primary Contractor for Bergen, Essex, Hudson, Passaic, Union, Warren, Morris, Somerset, Hunterdon, and Monmouth counties
- 3 authorize Administration to award the following:
- Health/Sports Medicine Supplies & Equipment #220**
 - Indoor/Outdoor Signs & Graphics #HCESC-SER-25-08**
 - Wasterwater & Sludge Analysis #HCESC-SER-25-09**
- 4 award, as authorized at the April 1, 2025 Board of Directors meeting, the **Water Testing Services #HCESC-SER-25-07** bid, effective June 8, 2025 through June 8, 2027 to Montrose Environmental Solutions, Inc., the lowest responsible bidder

G TECHNOLOGY

No Action Items

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H TRANSPORTATION

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

<u>NAME</u>	<u>Endorsement(s)</u>	<u>Fee</u>
Louis Augustin	Passenger, School Bus and Air Brake	\$2,000.00

2 provide training for Federal Entry-Level Class B CDL License with following endorsement(s), to be waived with 10 Months Employment, to the following individual:

<u>NAME</u>	<u>Endorsement(s)</u>	<u>Fee</u>
Jonas Meriseme	Passenger, School Bus and Air Brake	\$2,000.00

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:

<u>Unit #</u>	<u>Year</u>	<u>VIN #</u>	<u>Estimate</u>
355	2019	4UZABRFC1KCJY2020	\$60,000 (less core)

4 contract with Transfinder for Viewfinder Professional Services, effective July 1, 2025, at the following rates:

	<u>INITIAL</u>	<u>ANNUAL</u>
Viewfinder Services	2025-2026 \$6,000	2026-2027 \$1,500
Hosting Services	\$750	\$750

5 contract with Transfinder for Professional Routing and Consulting Services at a rate of \$13,600 for the 2025-26 school year

6 sell the following surplus vehicles:

<u>VEHICLE#</u>	<u>YEAR</u>	<u>PASSENGER</u>	<u>MAKE</u>	<u>VIN</u>
2	2015	54	Thomas	4UZABRDU7FCFX0762
5	2015	54	Thomas	4UZABRDU2FCFX0460
7	2016	54	Thomas	4UZABRDU9GCGT5273
V-4	2013	16 +WC	Thomas	1GD373BG5C1118897
V-6	2008	16	Thomas	1GDJG 31UX71154721
V-23	2015	16	Thomas	1GD372BA6E1138195

7 approve Special Education Transportation Quoted Routes, as listed:

<u>May 5, 2025 - June 30, 2025</u>				
<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Q2573	Harbor School	Muphy Trans.	\$260.00	\$60.00
Q2574	Summit Speech School	Saint Abraham	\$283.00	\$40.00
Q2575	DLC New Providence	Saint Mary's	\$289.00	NA
Q2576	Theodore Schor MS	Muphy Trans.	\$260.00	NA
Q2577	The Center School	Montauk Transit	\$352.00	NA
Q2580	Phillipsburg Middle School	Snyder Bus	\$315.00	NA
Q2581	Rutgers Day School	Trinity School Transport	\$290.00	NA

8 approve addendum for the following Routes:

<u>April 15, 2025 - April 16, 2025</u>				
<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Mileage Adjustment</u>	<u>Revised Cost</u>
2425	Matheny	Ark Transit	\$1.70	\$89.76

9 approve addendum for the following Routes:

<u>April 10, 2025 - June 30, 2025</u>				
<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Per Diem Cost</u>	<u>Aide Cost</u>
2515	Rutgers Day	Saint Abraham	NA	\$75.00

10 approve Shared Services Agreement, with Delaware Valley Regional High School, for the provision of vehicle maintenance/inspection and fueling services, at \$91 per hour plus materials at cost, effective July 1, 2025 through June 30, 2026

MOTIONS PASSED UNANIMOUSLY

Todd Bonsall moved, seconded by Donna Herbel to approve the consent Personnel agenda items XI I & K, as recommended by the Superintendent

I PERSONNEL

1 2025-2026 Employment Contract Renewals

2 Appoint Heidi Gara as School Business Administrator, effective July 1, 2025, annual salary pending contract approval by Interim Executive County Superintendent

3 Appoint Stephanie Voorhees as Interim SBA at Branchburg Board of Education, July 1, 2025 - June 30, 2026, rate of pay pending contract approval by Interim Executive County Superintendent

4 APPOINTMENTS*

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Celian Assade	School Bus Driver	Transportation	\$30.00 / Hour	4/27/2025
Castinvil Pierrilus	School Bus Driver	Transportation	\$30.00 / Hour	5/5/2025
Elie Tout Puissant	School Bus Driver	Transportation	\$30.00 / Hour	5/6/2025
Cindy Lee Clugston Gentile	School Bus Monitor	Transportation	\$18.00 / Hour	5/5/2025
Candice Jaroszewski	Teacher Assistant	School Services	\$18.00 / Hour	5/6/2025
Diana Sa	Teacher Assistant	School Services	\$18.00 / Hour	5/12/2025

**pending completion of required paperwork*

5 Change in Assignment

<u>Name</u>	<u>Position (From)</u>	<u>Position (To)</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Stephanie Glacken	Teacher Assistant	Long Term Substitute	School Services	\$25.00 / Hour	4/10/2025
Samantha Zangari	Teacher Assistant	Long Term Substitute	School Services	\$25.00 / Hour	4/16/2025

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Michael Codis	Technology Support Specialist	Systems & Network Administrator/Support Specialist	Technology	\$72,000.00 / Annual	3/15/2025
Luke Chemidlin	Technology Support Specialist	IT Business Development Specialist/Support Specialist	Technology	\$72,000.00 / Annual	3/15/2025
Nancy Morera	Senior Technology Support Specialist	Technology Operations Manager /Senior Support Specialist	Technology	\$80,000.00 / Annual	3/15/2025

6 Resignation/Retirement

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Sonyse Destine	School Bus Driver	Transportation	Resignation	1/10/2025
Spencer Daniels	School Bus Driver	Transportation	Deceased	4/17/2025
Robert Weinschenk	School Bus Driver	Transportation	Retirement	6/30/2025
Jospeh Coscia	Substitute School Bus Driver	Transportation	Resignation	5/2/2025
Sandy McKeown	Substitute School Bus Driver	Transportation	Resignation	5/2/2025
Justin Chadwick	School Bus Monitor	Transportation	Resignation	5/1/2025
Marisa Estrada	Teacher Assistant	School Services	Resignation	4/8/2025
Elizabeth Upwood	Teacher Assistant	School Services	Resignation	4/30/2025
Danielle Melitski	Substitute Nurse	School Services	Resignation	5/1/2025
Julie Morenea	Substitute Nurse	School Services	Resignation	6/30/2025
Katherine Santos	Personal Medical Assistant	School Services	Resignation	5/9/2025
Tina Crotty	Speech-Language Specialist	School Services	Resignation	6/30/2025

7 Leaves

<u>Name</u>	<u>Reason</u>	<u>Effective On or About</u>
Employee #4655	FMLA/NJFLA	5/5/25

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>
Preschool Instructional Coach	ECERS-3 Reliability Training	5/12-5/16/25	\$750

K BENEFITS

- 1 approve Medical and Prescription Benefit plans for the 2025-2026 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect a 7.5% increase over 2024-2025 rates:

Employees eligible on or before June 30, 2013

	<u>Horizon Omnia Monthly Premium</u>	<u>Horizon EHP Monthly Premium</u>	<u>Horizon Garden State Monthly Premium</u>
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE	AS PER STATUTE
Single	\$1,063.88	\$1,448.04	\$1,402.98
Parent/Children	\$1,895.95	\$2,580.77	\$2,500.17
Employee/Spouse	\$2,514.08	\$3,423.31	\$3,315.29
Family	\$3,397.42	\$4,626.08	\$4,480.11

Employees eligible July 1, 2013 or after

	<u>Horizon Omnia Monthly Premium</u>	<u>Horizon EHP Monthly Premium</u>	<u>Horizon Garden State Monthly Premium</u>
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE	AS PER STATUTE
Single	\$1,063.88	\$1,448.04	\$1,402.98

- 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:

	<u>Horizon Omnia Employee Monthly Cost</u>	<u>Horizon EHP Employee Monthly Cost</u>	<u>Horizon Garden State Employee Monthly Cost</u>
Parent/Children	\$832.07	\$1,516.89	\$1,436.29
Employee/Spouse	\$1,450.20	\$2,359.43	\$2,251.41
Family	\$2,333.54	\$3,562.20	\$3,416.23

- 3 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

4:51 pm: Edward Abato, Jennifer Marycz, Nicole Rasavage and Christina Greaves left

XII EXECUTIVE SESSION

Anthony Suozzo moved, seconded by Greg Hobaugh to enter into executive session for the purpose of Legal matters at 4:51 pm; no action to be taken

MOTION PASSED UNANIMOUSLY

Daniel Kerr moved, seconded by Greg Hobaugh to return to public session at 5:01 pm

MOTION PASSED UNANIMOUSLY

XIII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

- A Proposed Update to Cooperative Purchasing Regulations

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XIV ADJOURNMENT

Daniel Kerr moved, seconded by Mary Lyons to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:10 pm.
Respectfully submitted by:

CSteinmetz

Corinne Steinmetz