

November 12, 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)	Todd Bonsall (HUNTERDON VOCATIONAL)
Seth Cohen (CLINTON-GLEN GARDNER)	Donna Herbel (KINGWOOD)
Mary Lyons (DELAWARE)	Hal Abraham (LEBANON TOWNSHIP)
Thomas Loughlin (DELAWARE VALLEY)	Teresa Kane (MILFORD)
John Capuano (EAST AMWELL)	Anthony Suozzo (SOUTH HUNTERDON)
Daniel Kerr (HAMPTON)	Nicole Rasavage (UNION)
Gregory Hobaugh (HIGH BRIDGE)	

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 4:15 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

- A Seth Cohen moved, seconded by Anthony Suozzo to adopt the Agenda
MOTIONS PASSED UNANIMOUSLY
- B Anthony Suozzo moved, seconded by Donna Herbel to approve the following minutes:
 Board of Director Meeting Minutes October 1, 2024 as submitted by the Board Secretary
 Executive Session Meeting Minutes October 1, 2024 as submitted by the Board Secretary
MOTIONS PASSED with Teresa Kane ABSTAINING

VI FINANCIAL REPORTS

Anthony Suozzo moved, seconded by Mary Lyons to approve:

- A UNAUDITED September 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 September 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 September 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 UNAUDITED October 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 October 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 October 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.
- C Line item transfers and budget appropriations for the period of September 2024 (Adj #055- 060)
- D Line item transfers and budget appropriations for the period of October 2024 (Adj #061- 083)
MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

- A Anthony Suozzo moved, seconded by Donna Herbel to approve the following list of bills:

1	October 2024 Handchecks	\$242,829.16	Handchecks
2	October 2024 Handchecks	\$48,648.59	Handchecks - EANS
3	October 15, 2024 List of Bills	\$4,081.67	Consultant Payroll
4	October 2024 List of Bills	\$1,114,212.28	Payroll
5	November 12, 2024 List of Bills	\$1,237,019.58	Computer Generated
		\$2,646,791.28	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

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda; discussed the recommended budget increased and Architect proposals, with use of fund balance to cover expense

Anthony Suozzo 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
10	Thrive Day Habilitation / DDD Program	\$887,524	\$150,000	\$1,037,524

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60	School Services Program	\$1,520,000	\$130,000	\$1,650,000
60	Administration	\$100,000	\$150,000	\$250,000

2 approve 2024-2027 Language Instruction Educational Program (LIEP) Three-Year Plan

B HOFFMANS CROSSING - FACILITIES

1 approve architectural and engineering consulting services with H2M, as follows:

	DESCRIPTION	LOCATION	CONTRACT	REIMBURSABLE ALLOWANCE	TOTAL COST
a	Roof Evaluation and Roof Replacement / Restoration	Hoffmans - All buildings	\$16,000	\$1,000	\$17,000
b	ADA Ramp and Handicap Parking	Hoffmans - Building A	\$22,500	\$1,000	\$23,500
c	Consulting Services, as needed	Hoffmans Campus			\$3,500

C THRIVE No Action Items

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
891	Jersey City Housing Authority
892	Linden Public Library
893	Hatikvah International Academy Charter School

- 2 suspend award as approved at the October 1, 2024 Board of Directors meeting for the General Construction Repairs & Carpentry Services bid #HCESC-Ser-24-18, effective November 3, 2024 through November 3, 2026 as follows, until legal challenge is settled;
- 3 extend the General Construction Repairs & Carpentry Services bid #HCESC-Ser-20F, effective November 3, 2024 through a date to be determined, until legal challenge is settled for General Construction Repairs & Carpentry Services bid #HCESC-Ser-24-18, per NJSA 18A:18A-42
- 4 authorize Administration to award the Folding Doors, Interior Doors, Partitions, & Repairs & Replacement Bid #HCESC-Cat/Ser-24-26

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
Peter Frantz Hyppolite	Passenger, School Bus and Air Brake	\$2,000.00

- 2 purchase fuel from Wex/FleetOne, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective October 14, 2024 through October 13, 2025
- 3 purchase fuel from Taylor Oil Company, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective October 14, 2024 through October 13, 2025
- 4 approve disbursements from Escrow account for TD Bank Lease #5000698, in the amount of \$922,097.28 vehicle purchases and \$9,833.92 interest
- 5 approve disbursements from Escrow account for TD Bank Lease #5000700, in the amount of \$922,097.28 vehicle purchases and \$7,043.83 interest
- 6 approve disbursements from Escrow account for Cogent Bank Lease Schedule 2, in the amount of \$911,844.48 vehicle purchases and \$1,706.80 interest
- 7 award the sale of School Transportation Vehicles for Bid #25-03 as follows:

Unit #	Year	VIN #	Make/Model	Passenger	Top Offer	Results
2	2015	4UZABRDU4FCFX0461	Thomas/Freightliner C2	54	\$6,318.40	Nelvi Transportation
1	2014	4UZABRDU3CCBA1031	Thomas/Freightliner C2	54	\$5,894.90	NW Transport
6	2014	4UZABRDU5CCBA1032	Thomas/Freightliner C2	54	\$5,904.90	NW Transport

8 rescind the following North Hunterdon Voorhees Regional Board of Education Joint Transportation routes, approved at the August 27, 2024 Board of Directors meeting:

August 21, 2024 - June 30, 2025				
Route#	Destination	Contractor	Per Diem Cost	Per Annum Cost
AS AM	Hoffmans Crossing Road Campus	Hunterdon County ESC	N/A	\$18,470.56
AS PM	Hoffmans Crossing Road Campus	Hunterdon County ESC	N/A	\$18,163.59

9 approve a Joint Transportation Agreement with Delaware Valley Regional HS for trips from July 1, 2024 - June 30, 2025

Trips to Various Locations	54 Passenger Bus	\$300 for the first 3 hours then \$90 per hour for each additional hour billed in quarter hour increments plus tolls and parking when applicable. Billed from garage to garage.
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10 approve a Joint Transportation Agreement with North Hunterdon-Voorhees Regional HS for trips from August 21, 2024 - June 30, 2025

Trips to Various Locations	54 Passenger Bus	\$82.00 per hour per bus
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11 approve a Joint Transportation Agreement with West Orange BOE for trips/charters from August 21, 2024 - June 30, 2025

Trips/Charters to Various Locations	54 Passenger Bus	\$85.16 per hour per bus
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12 approve Special Education Transportation Routes, as listed:

September 19, 2024 - June 30, 2025				
Route #	Destination	Contractor	Route Per Diem	Aide Per Diem
2303	Clinton Public	Warren County Special Services District	\$215.14	N/A

13 approve Special Education Transportation, as listed:

QUOTED ROUTES				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2547	Allegro	Muphy Transportation	\$400.00	\$98.00
Q2548	Midland School	Smart School Transport	\$247.00	N/A
Q2551	Patrick McGaheran School	Cassidy	\$201.00	\$72.00

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Q2552	Rutgers Day School	K&D Bus	\$256.00	\$50.00
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14 approve Special Education Transportation Addendum to Routes, as listed:

September 5, 2024 - June 30, 2025				
Route#	Destination	Contractor	Rt Increase Per Diem	Aide Per Diem
2014	CopperHill School	Joy Transport	N/A	\$69.73

15 approve addendum for the following Routes:

October 1, 2024 - June 30, 2025				
Route#	Destination	Contractor	Mileage Adjustment	Revised Cost
2515	Midland School	Saint Abraham	\$0.99	\$6.73
2463	Valley View Pre/k	Joy Transport	\$1.50	\$3.78

MOTIONS PASSED UNANIMOUSLY

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

I PERSONNEL

1 Stephanie Voorhees as Interim SBA at Branchburg BOE October 1, 2024 - June 30, 2025, at a daily rate of \$640.00 per day, with an option to renew for an additional year, as approved by the Interim Executive County Superintendent

2A Approve Following Stipends for Adult Programs and Services Staff: Maria Marnell, Lisa Visco, Adrienne Jackson & Joyce Hemphill

Additional Duties	AMOUNT	School Year
Client Eligibility Screening	\$60.00 / Customer	2024-2025
Transportation Coordination	\$25.00 / Customer*	2024-2025
Childcare	\$320.00 / Customer**	2024-2025
Car Repair	\$300.00 / Customer	2024-2025
License Restoration	\$340.00 / Customer	2024-2025
Employment Retention Incentive	\$50.00 / Customer	2024-2025

* Scheduled repeating rides will be billed once.

** Customers needing childcare for more than one child will be billed per child.

2B Approve Following Stipends for Adult Programs and Services Staff: Tamika Belle

Chromebook Coordination	\$5000.00 / 20 Pays	2024-2025
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3 **APPOINTMENTS***

Name	Position	Department	Rate/Salary	Effective On or About
Ti'Janay Gary	School Bus Monitor	Transportation	\$16.54 / Hour	10/15/2024
Daphne Racine	School Bus Monitor	Transportation	\$16.54 / Hour	10/08/2024
Donna Hockenbury	School Bus Monitor	Transportation	\$18.00 / Hour	10/24/2024
Erick Michel	School Bus Driver	Transportation	\$25.00 / Hour	10/09/2024
Virgena Tumson	School Bus Driver	Transportation	\$25.00 / Hour	10/09/2024
Gesula Estanus Meris	School Bus Driver	Transportation	\$25.00 / Hour	10/15/2024
Sabine Dabady	School Bus Driver	Transportation	\$25.00 / Hour	10/28/2024
Hector Figueroa	School Bus Driver	Transportation	\$25.00 / Hour	10/28/2024
Melissa Johnson	School Bus Driver	Transportation	\$25.00 / Hour	10/28/2024
Tommy L Weems	School Bus Driver	Transportation	\$25.00 / Hour	10/28/2024
Kerry Hugo	Teacher Assistant	School Services	\$18.45 / Hour	10/21/2024
JoMarie Tavernite	Teacher Assistant	School Services	\$18.00 / Hour	10/30/2024
Nidia Luna	Teacher Assistant	School Services	\$18.91 / Hour	11/04/2024
Erin Lowry	Teacher Assistant	School Services	\$18.00 / Hour	11/11/2024

**pending completion of required paperwork*

4 **Resignation/Retirement**

Name	Position	Department	Reason	Effective On or About
Jessica Gallaway	Teacher Assistant	School Services	Resignation	10/18/2024
Amy Fox	Teacher Assistant	School Services	Resignation	11/1/2024
Alexis Rusin	School Bus Monitor	Transportation	Resignation	10/23/2024
Tania DaSilva	Instructor	Adult Programs and Services	Resignation	11/8/2024
Maria (Dolores) Duran	Instructional Assistant	THRIVE	Retirement	6/30/2025

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
School Social Worker	Prevention Resources Fall Conference 2024	11/14/24	\$50.00

MOTIONS PASSED UNANIMOUSLY

XVI EXECUTIVE SESSION

Donna Herbel moved, seconded by Nicole Rasavage to enter into executive session for the purpose of Personnel and Legal matters at 4:28 pm; action may be taken

MOTION PASSED UNANIMOUSLY

Seth Cohen moved, seconded by Anthony Suozzo to return to public session at 4:32 pm

MOTION PASSED UNANIMOUSLY

XVII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

A Programs & Services Meet & Greet - Monday, November 25, 2024 at 12:00 pm

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XVIII ADJOURNMENT

Seth Cohen moved, seconded by Donna Herbel to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:34 pm.
Respectfully submitted by:

Heidi Gara

Heidi Gara