June 3, 2025
REORGANIZATION 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)
Mary Lyons (DELAWARE)
Thomas Loughlin (DELAWARE VALLEY)
John Capuano (EAST AMWELL)
Kari McGann (FLEMINGTON-RARITAN)
James Giordano (FRANKLIN-HUNTERDON)
William Grippo (FRANKLIN-SOMERSET)
Adam Blackburn (FRENCHTOWN)
Daniel Kerr (HAMPTON)
Seth Cohen, Vice President (CLINTON-GLEN GARDNER)
Gregory Hobaugh (HIGH BRIDGE)
Jessica Roethel (HUNTERDON CENTRAL)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Hal Abraham (LEBANON TOWNSHIP)
Richard Bergacs (NORTH HUNTERDON-VOORHEES)
Anthony Suozzo (SOUTH HUNTERDON)
Nicole Rasvage (UNION)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)
Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Yasmin Findeis (BUSINESS OFFICE SPECIALIST)

III CALL TO ORDER

Superintendent Corinne Steinmetz opened the meeting at 4:15 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V BOARD OF DIRECTORS

A Representative Assembly/Board of Directors

1 Election of Board of Directors (15 Members)

DISTRICT	REPRESENTATIVE
Bethlehem Township	Edward Abato
Clinton Glen Gardner	Seth Cohen
Delaware Township	Mary Lyons
Delaware Valley Reg. H.S.	Thomas Loughlin
East Amwell Township	John Capuano
Flemington-Raritan Regional	Kari McGann
Hampton Public	Dan Kerr
HCVSD	Todd Bonsall
High Bridge	Gregory Hobaugh
Kingwood	Donna M Herbel
Lebanon Borough	Bruce Arcurio
Lebanon Township	Hal Abraham
Milford	Teresa Kane
South Hunterdon	Anthony Suozzo
Union	Nicole Rasavage

2 Election of Board President

Superintendent, Corinne Steinmetz opened the floor for nominations of Board President
Seth Cohen moved, seconded by Kari McGann to nominate Bruce Arcurio as President
Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board President
MOTION PASSED electing Bruce Arcurio as Board President by Proclamation

3 Election of Board Vice President

Superintendent, Corinne Steinmetz opened the floor for nominations of Board Vice President
Bruce Arcurio moved, seconded by Daniel Kerr to nominate Seth Cohen as Vice President
Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board Vice President

B Committee Selection Form

Will be sent after meeting

MOTION PASSED electing Seth Cohen as Board Vice President by Proclamation

Ms. Steinmetz turned the meeting over to Board President Arcurio

VI ANNUAL REPORTS

A Board Reports

Ms. Steinmetz provided an overview of the Regorganization motions

B Administrative Report

None

VII REORGANIZATION

William Grippo moved, seconded by Todd Bonsall to approve the following motions for July 1, 2025 through June 30, 2026, as recommended by the Superintendent, to:

A APPROVAL OF POLICIES

adopt all existing Board Policies and Bylaws and Regulations located online at www.hunterdonesc.org (copy available in board office and on website)

Ms. Steinmetz noted that the HCESC is in the process of updating with Strauss Esmay and all policies, regulations and bylaws will be approved upon completion

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B LEGAL COUNSEL

appoint:

1 Comegno Law Group as legal counsel, at a rate of:

Partner $225/hour Associate $195/hour Paralegal $100/hour

2 Busch Law Group LLC as legal counsel for Cooperative Pricing Program and Purchasing, at a rate of:

Attorney $175/hour Paralegal/Law Clerk $85/hour

3 New Jersey Schools Insurance Group - Personnel Hotline, at no cost

4 New Jersey Schools Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

1 appoint TD Bank as the official depository of the Commission

2 approve checks to be signed by two of the following three: Board President, Vice President and Superintendent

3 approve the use of electronic facsimile and /or stamped signatures

D ADVERTISEMENT

approve the following as the Commission's official newspapers: Courier News, Express-Times, Trenton Times, Star Ledger, Handshake Indeed.com, and/or yourmembership.com

E INSURANCE

1 appoint Clyde Paul (Richland Knowles) Agency as the Commission's insurance broker for general liability, property and automobile insurance

2 appoint Integrity Consulting as the Commission's insurance broker for health benefits

3 appoint Marsh USA Co. as the Commission's bonding agent for school transportation contracts

F AUDIT

1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of $30,225 (3.96% increase)

G PETTY CASH

1 authorize petty cash funds for Hunterdon Transportation Office and the HCESC Business and Administrative Office, each to be monitored by the Business Office, and each not to exceed $100.00 per month for office incidentals

2 authorize petty cash funds for THRIVE Program, to be monitored by the Business Office, and not to exceed $250.00 per month for office incidentals

H CONSTRUCTION & WATER

1 appoint H2M Architects & Engineerss as architect of record

2 appoint Pace Analytical as License Operator for Drinking Water

I APPOINTMENTS

1 appoint Heidi Gara as Board Secretary

2 appoint Heidi Gara as Custodian of Records

3 appoint Dana Nitzsche, David Lutzky and Dennis Schiller as Affirmative Action Officers

4 appoint Corinne Steinmetz as ADA Compliance Officer

5 appoint Heidi Gara as Public Agency Compliance Officer

6 appoint Ryan Tucker as Integrated Pest Management Coordinator

7 appoint Ryan Tucker as Hazardous Communications Coordinator

8 appoint Ryan Tucker as AHERA Coordinator

9 appoint Ryan Tucker as Right to Know Contact Person

10 appoint Ryan Tucker as Indoor Air Quality Designee

11 appoint Heidi Gara as Safety & Health Designee

12 appoint Dennis Schiller as Attendance Officer

13 appoint Dennis Schiller as Anti-Bullying Specialist for the ESC Academy

14 appoint David Lutzky as District Anti-Bullying Coordinator

15 appoint Sarah Chittenden as District Homeless Education Liaison

16 appoint Dennis Schiller as District State Testing Coordinator

17 appoint Dennis Schiller as Title IX Coordinator

18 appoint Dennis Schiller as Section 504 Officer

19 appoint Corinne Steinmetz as School Safety Specialist

20 appoint Ryan Tucker as Water Intrusion Manager

J PURCHASING

1 appoint Heidi Gara as Qualified Purchasing Agent

2 authorize award of contracts according to Public Contracting Law (N.J.S.A. 18A:18A-1) as follows:

Bid Threshold	$44,000.00
Quote Threshold	$6,600.00

3 approve procurement of Goods and Services through State Contract

4 approve procurement of Goods and Services through Cooperative Bids

5 Pursuant to PL 2015, Chapter 47, the Hunterdon County Educational Services Commission Board of Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A;18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.217 et Seq.

6 waive bidding requirements for vehicle repair service from Rannix Corporation, DBA Truck Body East, and J&D Auto Body, approved vendors, for claims filed through New Jersey Schools Insurance Group

7 approve participation in the Educational Services Commission of New Jersey Cooperative Pricing Program for the 2025-2026 School Year

8 approve participation in the Somerset County Cooperative Pricing Program for the 2025-2026 School Year

9 PAY TO PLAY AUTHORIZATION

WHEREAS, the Hunterdon County Educational Services Commission has a need to acquire goods and/or services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5, as appropriate; and,

WHEREAS, the qualified purchasing agent has determined that the value of the acquisition will exceed $17,500.00; and

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and
WHEREAS, the business entity submitted a proposal indicating they will provide the requested goods and/or services at the agreed price; and
WHEREAS, the business entity completed and submitted a Business Entity Disclosure Certification which certifies that the organization and or it's owners of 10% or more has not made an reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005c. 271, s.2); and

WHEREAS, the Business Administrator certifies the Commission will have sufficient funds available to meet its financial obligations as required under N.J.S.C. 5:30-5.4.
NOW THEREFORE, BE IT RESOLVED that the Representative Assembly of the Hunterdon County Educational Services Commission authorizes the Administration to enter into a contract under such circumstances, as required described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

K TRAVEL REIMBURSEMENT
approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of employee's current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines

L HEALTH OFFICE
appoint Premier Family Medicine to represent Hunterdon County Educational Services Commission at an annual fee of $800.00

M VETERINARIAN
appoint Equiheart Veterinary Services for animal healthcare

N SCHOOL
approve the evaluation models to be used in accordance with AchieveNJ:

Danielson Model	(Teachers)
NJPEPL Observation Instrument	(Principals)

O SCHEDULE
approve 2025-2026 Board Meeting Dates, to be held at 4:15 pm, as follows:

MEETING	DATE	LOCATION	
Board of Directors	Tuesday, August 26, 2025	Califon	(Last Tuesday)
Board of Directors	Tuesday, October 7, 2025	Califon	
Board of Directors	Tuesday, November 11, 2025	Califon	(2nd Tuesday)
Board of Directors	Tuesday, December 2, 2025	Califon	
Board of Directors	Tuesday, January 6, 2026	Califon	
Board of Directors	Tuesday, February 3, 2026	Califon	
Representative Assembly	Tuesday, March 3, 2026	Califon	Budget Approval
Board of Directors	Tuesday, April 14, 2026	Califon	(2nd Tuesday)
Board of Directors	Tuesday, May 5, 2026	Califon	
Representative Assembly	Tuesday, June 2, 2026	Califon	Reorganization
Board of Directors	Tuesday, June 30, 2026	Califon	(Last Tuesday)

P PARLIAMENTARY AUTHORITY
approve Robert's Rules of Order, Newly Revised, to govern the Board in its deliberations and acts in all cases in which it is not inconsistent with the statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws

Q ADMINISTRATION
1 authorize Superintendent to hire as needed, prior to Board approval at the next meeting
2 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting
3 authorize the Superintendent to award bid results, prior to Board ratification at the next meeting

MOTIONS PASSED UNANIMOUSLY

VIII APPROVAL OF AGENDA/MINUTES

A Todd Bonsall moved, seconded by Donna Herbel to adopt the Agenda
MOTIONS PASSED UNANIMOUSLY

B Todd Bonsall moved, secoded by William Grippo to approve May Board Minutes:
1 Board of Directors Meeting Minutes May 6, 2025 as submitted by the Board Secretary
2 Executive Session Meeting Minutes May 6 2025 as submitted by the Board Secretary

MOTIONS PASSED UNANIMOUSLY

IX FINANCIAL REPORTS

Todd Bonsall moved, seconded by William Grippo to approve financial Reports:

A UNAUDITED May 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 May 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 May 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 Line item transfers and budget appropriations for the period of May 2025 (Adj #208 - 221)

MOTIONS PASSED UNANIMOUSLY

X LIST OF BILLS

Adam Blackbrun moved, seconded by Donna Herbel to:

A approve list of bills:

1	May 2025 Handchecks	$86,904.60		Handchecks
2	May 15, 2025 List of Bills	$12,449.17		Consultant Payroll
3	May 2025 List of Bills	$1,310,710.75		Payroll
4	June 3, 2025 List of Bills	$1,260,133.06		Computer Generated
		$2,670,197.58	**TOTAL**	

MOTIONS PASSED UNANIMOUSLY

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XI CORRESPONDENCE / COMMUNICATION

A Governor's Educator of the Year Luncheon letter of appreciation - Juan Torres, Interim Executive County Superintendent
B Cooperative Purchasing - June Newsletter 2025

XII 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

XIII POLICY No Action Items

XIV SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. Ms. Steinmetz noted that the Golf Outing raised roughly $20,000 and thanked everyone for their support. Mr. Grippo inquired about sharing Pavillion support information with the Board

Anthony Suozzo moved, seconded by Daniel Kerr to approve consent agenda items XIV A to XIV H, as presented by the Superintendent:

A ADMINISTRATION

1 acknowledge the official 2023-2024 District and School Harassment, Intimidation, and Bullying (HIB) Grade Report

B HOFFMANS CROSSING - FACILITIES No Action Items

C THRIVE

1 accept the following donations to be used toward Pavilion:

DONOR	VALUE
Bridgman Family	$250.00
H. Norman Bott	$30.00

Ms. Steinmetz noted that the Golf Outing raised roughly $20,000 and thanked everyone for their support. Mr. Grippo inquired about sharing Pavillion support information with the Board

D ADULT BASIC EDUCATION No Action Items

E DEPARTMENT OF SCHOOL SERVICES

1 contract for professional services July 1, 2025 through June 30, 2026 with the following consultants:
Joan Heleine, School Social Worker Consultant

F PURCHASING

approve CoOp Purchasing items to:

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

#	DISTRICT
918	Sea Girt Elementary School
919	Township of Robbinsville
920	Borough of Bradley Beach

2 award, as authorized at the April 1, 2025 Board of Directors meeting, the **Technology Supplies & Equipment #HCESC-CAT-25-06-R** bid, effective June 19, 2025 through June 19, 2026 as follows:

Audio Enhancement, Inc	35% discount off all products with an option of .5% within 10 net for a prompt payment discount.
B&H Foto and Electronics Corp	0.5%-25% discount off all products. Quotes over $5,000 can be evaluated for possible volume discount.
Clinton Learning Solutions, LLC	5%-36% discount off all products.
Commercial Interiors Direct Inc.	30% discount off all products.
Coskey Electronic Systems, LLC	5%-33% discount off all products.
Digital Team Six, Inc.	6%-15% on cybersecurity software products only.
Educate-Me.Net	1%-10% discount off technology products only.
ePlus Technology, Inc.	1.25%-35% discount off all products.
GovConnectionc, Inc. dba Connection Public Sector Solutions	3.25%-9.25% discount off all products.
Howard Technology Solutions	3%-21% discount off all products.
Integrated Micro Systems, Inc.	1%-26% discount off all products.
Millennium Communications Group, Inc.	10% discount off all products.
PC University Distributors Inc	1%-53% discount off all products.
PureTek Group Inc	5%-50% discount off all products.
Staples Contract & Commercial LLC	28%-50% discount off all products. Prompt payment discount of 1% for 10 days, net 30. Volume discount available upon request. A trade-in/recycling program is awarded as well.
Trafera, LLC	5% discount off all products.
Unified Technology Partners Corporation	5%-10% discount off all products.

3 award, as authorized at the May 6, 2025 Board of Directors meeting, the **Wastewater & Sludge Analysis Services #HCESC-CAT-25-09** bid, effective August 6, 2025 through August 6, 2027 to Garden State Laboratories, Inc, the lowest responsible bidder.

4 authorize administration to renew the following bids for one year with no changes:

a. **Type A, B, & C School Vehicles #HCESC-VEH-22-10** effective July 5, 2025 - July 5, 2026
b. **Multi-Purpose Transportation Vehicles #HCESC-VEH-22-11** effective July 5, 2025 - July 5, 2026
c. **Cosmetology Supplies & Eqipment #HCESC-CAT-22-06** effective July 18, 2025 - July 18, 2026
d. **Food Service Supplies & Equipment #HCESC-CAT-22-08** effective August 19, 2025 - August 19, 2026
e. **Synthetic Turf Maintenance & Repair Services #HCESC-SER-23-12** effective September 23, 2025 - September 23, 2026

5 authorize Administration to award the following:

a. **Overhead Door Repair & Replacement #HCESC-CAT/SER-25-04-R-1**

6 award the **Indoor/Outdoor Signs & Graphics #HCESC-SER-25-08-R** bid, effective July 21, 2025 through July 21, 2027, to KC Sign and Awnings, the lowest responsible bidder

7 approve HCESC Cooperative Purchasing Vendor/Member Fees in response to DLGS 5:34-7.9 (m):

Vendors on all bids with the exception of:	Commission of 2% of sales made by vendor to be paid quarterly to Hunterdon County ESC
Facility Grounds Equipment #HCESC-CAT/SER-23-06	Commission of 1% of sales made by vendor to be paid quarterly to Hunterdon County ESC
Multi-Purpose Transportation Vehicles #HCESC-VEH-22-11	$500 per vehicle of 20FT Multi-Purpose Transportation Vehicle/$250 per vehicle sale of 130 Inch Wheelbase Multi-Purpose Transportation Vehicle
Type A, B, & C School Vehicles #HCESC-VEH-22-10	$250 per vehicle sale of Type A & B School Vehicle/$450 per vehicle sale of Type C School Vehicle
Gasoline, Diesel & #2 Fuel Oil #HCESC-Fuel-24-25	$50 Administrative Fee per season for registered members

G TECHNOLOGY No Action Items

H TRANSPORTATION

1 approve addendum to lease premises from All State Salvage Corporation, for facility located at 47 Standish Avenue, West Orange, NJ at the following terms and conditions, effective July 1, 2025 - June 30, 2026:

$28,000 per month Rent Property Tax as billed

2 approve the renewal of Rental Agreement with Clinton Township School District, for office and parking spaces, at 27 Belvidere Ave, Clinton, at the following terms and conditions, effective July 1, 2025 - June 30, 2026:

Monthly Rental Cost, including utlilities $5,078.53

3 approve addendum to lease premises from G.S. Likus Design Build, LLC, for facility located at 1460 Route 22 W, Annandale, NJ at the following terms and conditions, effective October 1, 2025 - September 30, 2026:

Rent $5,100 per month Utilities $375 per month

4 approve Coordinated Transportation, effective July 1, 2025 through June 30, 2026, for the following:

Flemington-Raritan Regional School District Greenwich Township School District

5 approve Special Education Transportation Quoted Routes, as listed:

			May 19, 2025 - June 30, 2025	
Route #	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**
Q2579	Rutgers Day	Bright Start	$198.00	NA

MOTION PASSED with Kari McGann ABSTAINING from XIV H4

Todd Bonsall moved, seconded by Anthony Suozzo to approve Personnel related agenda items XIV I to XIV K, as recommended by the Superintendent:

I PERSONNEL

1 Approve 2024 Summer Employment Appointments

2 Approve employment contract for Heidi Gara, School Business Administrator, effective July 1, 2025 through June 30, 2026, as approved by Interim Executive County Superintendent

3 Approve employment contract for Stephanie Voorhees HCESC Interim School Business Administrator for Branchburg School District, effective July 1, 2025 through June 30, 2026, as approved by the Interim Executive County Superintendent

4 Approve Meeting Rate for Adult Programs and Services Instructors of $31.00 / Hour for July 1, 2025 through June 30, 2026

5 Approve renewal of Vincent Jerome, Transportation, of Mechanic Helper at $18.25 / Hour for September 1, 2025 through June 30, 2026

6 **APPOINTMENTS***

Name	**Position**	**Department**	**Rate/Salary**	**Effective On or About**
Rachel Every	Substitute School Nurse	School Services	$44.15 / Hour	5/13/2025
Jack Bonham	Tech Support Specialist	Technology	$50,000.00 / Annual	6/16/2025
Anthony Oddo	Custodian - Outdoor Facilities	Transportation	$18.00 / Hour	7/1/2025
Louella Anderson	Custodian - Indoor Facilities	Transportation	$18.00 / Hour	7/1/2025

7 **Change in Assignment**

Name	**Position (From)**	**Position (To)**	**Department**	**Rate/Salary**	**Effective On or About**
Kevin Nadal	Tech Support Specialist	Tech Support Specialist with Google Cert	Technology	$55,000	6/1/2025

8 **Resignation/Retirement/Termination**

Name	**Position**	**Department**	**Reason**	**Effective On or About**
Kristine Melanson	School Bus Driver	Transportation	Termination	5/27/2025
Marc Viscomi	School Bus Driver	Transportation	Resignation	6/2/2025
Zoe Castro-Abrica	Instructor	Adult Programs and Services	Resignation	5/15/2025
Stephanie Glacken	Long Term Substitute	School Services	Resignation	8/30/2025
Lynn Altmaier	Teacher Assistant	School Services	Termination	6/4/2025
Gabriella Colucci	Teacher Assistant	School Services	Termination	6/16/2025
Kerry Hugo	Teacher Assistant	School Services	Resignation	5/27/2025
Jacqueline Zajac	Teacher Assistant	School Services	Resignation	6/16/2025
Nandhini Murugan	Teacher Assistant	School Services	Resignation	6/12/2025

Jonathan Findeis	Teacher Assistant	School Services	Resignation	6/12/2025

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
Technology Support Specialist	Technical Support Fundamentals	Up to 4 months	$49/month
Superintendent	NJASA/LEAD Summer Conference	7/31/25	$125

MOTIONS PASSED UNANIMOUSLY

XIII EXECUTIVE SESSION NONE

XIV NEW BUSINESS / CITIZENS ADDRESS THE BOARD

President Arcurio thanked everyone for the last year

XV ADJOURNMENT

William Grippo moved, seconded by John Capuano to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:42 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara

SBA/Board Secretary