May 5, 2026
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)
Thomas Loughlin (DELAWARE VALLEY)
Clifford Burns (FLEMINGTON RARITAN)
Daniel Kerr (HAMPTON)
Seth Cohen, Vice President (CLINTON-GLEN GARDNER)
Gregory Hobaugh (HIGH BRIDGE)
Donna Herbel (KINGWOOD)
Anthony Suozzo (SOUTH HUNTERDON)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Deborah Voria (ASSISTANT COORDINATOR)
Heidi Gara (BUSINESS ADMINISTRATOR)

III CALL TO ORDER

Board President Bruce Arcurio opened the meeting at 4:19 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V AGENDA / MINUTES

Anthony Suozzo moved, seconded by Donna Herbel to:

A adopt the Agenda
B approve March Board Minutes:
1 Board of Directors Meeting Minutes April 14, 2026 as submitted by the Board Secretary

MOTIONS PASSED UNANIMOUSLY

Anthony Suozzo moved, seconded by Gregory Hobaugh to approve VI A & VII A1-4 to:

VI FINANCIAL REPORTS

financial Reports:

A Line item transfers and budget appropriations for the period of April 2026 (Adj #155 - 169)

VII LIST OF BILLS

A list of bills A1-A4:

1	April 2026 List of Bills	$1,081,045.36		Payroll
2	April 2026 Handchecks	$9,926.30		Handchecks
3	April 15, 2026 List of Bills	$14,172.50		Consultant Payroll
4	May 5, 2026 List of Bills	$1,049,070.72		Computer Generated
		$2,154,214.88	**TOTAL**	

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

VIX 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

X POLICY No Action Items

Ms. Steinmetz noted that we a completely new Policy manual with Strauss Esmay will be presented for 1st reading at the June 2, 2026 meeting and 2nd reading at the August 25, 2026 Meeting

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda; noting that the HCESC continues to review P.L. 2025 c. 180 (Bill S3041) and will reinstate suspended bids as possible with additional guidance. Ms. Steinmetz discussed employment contract renewals for 2026-2027, noting the rest of employment renewals will be presented in June, with some recommendations for non-renewal.

A ADMINISTRATION No Action Items

B FACILITIES

1 Seth Cohen moved, seconded by Daniel Kerr to authorize administration to submit offer and negotiate terms for the purchase of 4 Walter E. Foran Blvd, Suite 301, as recommended by the Superintendent:

WHEREAS, the Adult Basic Education Program is currently located at 8 Bartles Corner Road, Flemington, and must vacate that property by July 1, 2026, due to the sale of the building; and

WHEREAS, the Administration has evaluated alternative locations, which was deemed unfavorable due to high renovation costs and uncertain maintenance obligations; and

WHEREAS, a preferred property located at 4 Walter E. Foran Blvd, Suite 301, Raritan Township (Block 18.02, Lot 2) has become available for purchase at a listing price of $295,000; and

WHEREAS, this property is a 3,600 square foot end-unit office condominium in move-in condition, featuring ADA accessible first-floor space, a kitchen/break room, and a finished basement; and

WHEREAS, the relocation to this site offers strategic advantages, including proximity to public transportation, walkability to downtown Flemington, and adjacency to community partners such as United Way and NJ SHARES; and

WHEREAS, the Board has determined that purchasing this property is more fiscally responsible than renting and allows the organization to build a tangible asset rather than paying rent;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby recommends and authorizes the submission of an offer to purchase the property located at 4 Walter E. Foran Blvd, Suite 301, from the owner, Country Routes LLC, for the amount of $295,000.

BE IT FURTHER RESOLVED that administration is authorized to negotiate the final terms of the purchase agreement and take all necessary steps to facilitate the relocation of the Adult Basic Education Program by the July 1, 2026, deadline

Bruce Arcurio, President (LEBANON BOROUGH)	YES	Seth Cohen, Vice President (CLINTON-GLEN GARDNER)	YES
Thomas Loughlin (DELAWARE VALLEY)	YES	Gregory Hobaugh (HIGH BRIDGE)	YES
Clifford Burns (FLEMINGTON RARITAN)	YES	Donna Herbel (KINGWOOD)	YES
Daniel Kerr (HAMPTON)	YES	Anthony Suozzo (SOUTH HUNTERDON)	YES

2 Donna Herbel moved, seconded by Anthony Suozzo to contract with McManimon, Scotland & Baumann, LLC (MS&B), lowest responsible quote, as special council for Real Estate and/or Zoning consultation for our new Adult Basic Education location in Flemington, at the following rates

Attorney $225.00
Legal Asst. $155.00

Bruce Arcurio, President (LEBANON BOROUGH)	YES	Seth Cohen, Vice President (CLINTON-GLEN GARDNER)	YES
Thomas Loughlin (DELAWARE VALLEY)	YES	Gregory Hobaugh (HIGH BRIDGE)	YES
Clifford Burns (FLEMINGTON RARITAN)	YES	Donna Herbel (KINGWOOD)	YES
Daniel Kerr (HAMPTON)	YES	Anthony Suozzo (SOUTH HUNTERDON)	YES

Ms. Steinmetz discussed that the current location that houses this program has been sold and we need to vacate no later than June 30, 2026. We have been looking at several potential properties for the new location and have identified this property as the most desired location. She thank D. Voria for attending; Ms. Voria thanked the Board for supporting the new location for her program. Ms. Steinmetz noted that the HCESC will purchase the property and the program housed there will pay rent; good investment for the HCESC and program.

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

C THRIVE

1 accept the following donations:

DONOR	VALUE	Description
Adele Johnson	$100.00	Donation - Pavilion

D ADULT BASIC EDUCATION

1 Whereas, 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:

(5) Library and educational goods and services

Description of Purchase	Vendor
Adult Literacy Resources	CASAS - Comprehensive Adult Student Assessment Systems

E DEPARTMENT OF SCHOOL SERVICES

1 pay professional services at the following rates for the 2026 - 2027 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	$50.00 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
Teacher of the Deaf and Hard of Hearing	$95.00	$95.00 per hour
Elementary School Teacher K-6	$60.00	$60.00 per hour
Translator	$65.00	$50.00 per meeting

F PURCHASING

approve CoOp Purchasing items to:

1 authorize purchase of procurement software from OpenGov for the purpose of transitioning to a digital bidding system and streamline daily operations; 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; at the following rates:

Professional Services	Implementation/Training	June 1, 2026 - June 30, 2026	$26,084.80
Software License	1 Month	June 1, 2026 - June 30, 2026	NO CHARGE
Software License	12 Months	July 1, 2026 - June 30, 2027	$15,000.00
Software License	12 Months	July 1, 2027 - June 30, 2028	$15,750.00
Software License	12 Months	July 1, 2028 - June 30, 2029	$15,750.00

2 accept the following districts as members of the Hunterdon County Educational Services Commission Purchasing Cooperative:

#	DISTRICT
948	Mercer County Board of Social Services
949	Hoboken Charter School
950	Ringwood Board of Education
951	Borough of South Bound Brook

3 authorize Administration to award the following:

a. **Safety & Security Window Film #HCESC-26-03**
b. **Water Testing Services #HCESC-26-04**

4 authorize Administration to extend the contracts for three (3) months for the following bids due to bid reconstruction:

a. **Chromebook Refurbishment Parts & Accessories #HCESC-CAT-24-07** extended to October 3, 2026
b. **Type A, B & C School Vehicles #HCESC-VEH-22-10** extended to October 5 2026
c. **Multi-Purpose Transportation Vehicles #HCESC-VEH-22-11** extended to October 5, 2026
d. **Cosmetology Supplies & Equipment #HCESC-CAT-22-06** extended to October 18, 2026
d. **Food Service Supplies & Equipment #HCESC-CAT-22-08** extended to November 19, 2026

5 authorize Administration to renew the following bids for one year, with no changes:

a. **Health & Sports Medicine Supplies & Equipment #220**

6 authorize Administration to remove suspended/amended bids, as appropriate under P.L. 2025 c. 180 (S3041), to be ratified a subsequent board meeting

G TECHNOLOGY No Action Items

H TRANSPORTATION

1 approve Special Education Transportation Quoted Routes , as listed:

			April 17, 2026 thru June 30, 2026	
Route#	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**

Q2659	Gen Psych	US Academy Transportation LLC	$313.00	NA
Q2661	Montgomery Academy	K&D Bus Service LLC	$325.00	NA

2 approve Special Education Transportation Addendum , as listed:

			May 6, 2026 thru June 30, 2026	
Route#	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**
2404	Somerset Academy	Good Shepherd Transportation	N/A	$30.00

MOTIONS PASSED UNANIMOUSLY

Anthony Suozzo moved, seconded by Daniel Kerr to approve Personnel related agenda items XI I & XI J, as recommended by the Superintendent:

I PERSONNEL

1 2026-2027 Employment Contract Renewals

2 **APPOINTMENTS***

Name	**Position**	**Department**	**Rate/Salary**	**Effective On or About**
Jeremiah Mendez	Bus Monitor	Transportation	$19.00 / hour	5/5/2026
Chris Ward	Trip/Charter Liaison	Transportation	$20.50 / hour	5/11/2026

3 **Stipends***

Name	Additional Duties	AMOUNT		Effective
Scott Cahill	Trip/Charter Runs	$50.00	Per Run	4/1/2026 - 6/30/26
Nicole Stanzione	Vehicle Sales Support	$250.00	Per Pay	4/1/2026 - 6/30/26

4 **Resignation/Retirement/Termination**

Name	**Position**	**Department**	**Reason**	**Effective On or About**
Linda Stiansen	Instructor	Adult Education	Resignation	5/5/2026
Brenda Havens	Instructor	Adult Education	Resignation	6/30/2026
Mary Henry	School Psychologist	School Services	Resignation	6/30/2026
Olivia Gladis	Speech Language Pathologist	School Services	Resignation	6/30/2026
Maria McHugh	School Social Worker	School Services	Resignation	6/30/2026
Andrea Cerwinski	Paraprofessional	School Services	Resignation	5/28/2026
Celian Assade	Bus Driver	Transportation	Termination	5/4/2026
Mariano Caba	Bus Driver	Transportation	Termination	5/18/2026

5 **Leaves**

Name	**Department**	**Reason**	**Effective On or About**	
Employee #4759	Transportation	Leave of Absence	4/14/26	Upto 7 Paid Days
Employee #4753	Transportation	Leave of Absence	4/30/26	Upto 55.5 Paid Days*
Employee #4835	Transportation	Leave of Absence	5/5/26	Unpaid
Employee #4731	Transportation	Leave of Absence	5/7/26	Upto 20 Paid Days*

*pending receipt of paperwork

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 Nurse	BLS for Healthcare Professionals	5/4/26	$97.00
Lead Mechanic	Thomas Electrical Training	4/24/26	$0.00
Mechanic	Thomas Electrical Training	4/24/26	$0.00
Assistant Business Administrator	Educational Policy & School Law Seminar	5/29/26	$0.00

MOTIONS PASSED UNANIMOUSLY

XII EXECUTIVE SESSION

XIII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

Ms. Steinmetz Thanked the Board for completing their Ethics Disclosures

XV ADJOURNMENT

Anthony Suozzo moved, seconded by Daniel Kerr to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:53 pm.

Respectfully submitted by:

Heidi Gara