November 11, 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)
Thomas Loughlin (DELAWARE VALLEY)
John Capuano (EAST AMWELL)
Daniel Kerr (HAMPTON)
Gregory Hobaugh (HIGH BRIDGE)
Seth Cohen, Vice President (CLINTON GLEN GARDNER)
Donna Herbel (KINGWOOD TOWNSHIP)
Teresa Kane (MILFORD)
Anthony Suozzo (SOUTH HUNTERDON)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Michael Codis (TECHNOLOGY)
Heidi Gara (BUSINESS ADMINISTRATOR)

III CALL TO ORDER

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

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

A Anthony Suozzo moved, seconded by Daniel Kerr to adopt the agenda
MOTION PASSED UNANIMOUSLY

B Anthony Suozzo moved, seconded by Daniel Kerr to approve the following Minutes:
1 Board of Directors Meeting Minutes October 7, 2025 as submitted by the Board Secretary
MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Anthony Suozzo moved, seconded by Daniel Kerr to approve the financial Reports:

A UNAUDITED September 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 September 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 September 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 September 2025 (Adj #027 - 039)

C UNAUDITED October 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 October 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 October 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.

D Line item transfers and budget appropriations for the period of October 2025 (Adj #040 - 055)
MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Anthony Suozzo moved, seconded by Daniel Kerr to approve the following list of bills:

1	September 2025 List of Bills	$1,011,644.25		Payroll
2	October 2025 List of Bills	$1,356,458.28		Payroll
3	October 2025 Handchecks	$9,897.99		Handchecks
4	October 15, 2025 List of Bills	$11,193.75		Consultant Payroll
5	November 11, 2025 List of Bills	$1,190,184.61		Computer Generated
6	November 15, 2025 List of Bills	$14,785.40		Consultant Payroll
		$3,594,164.28	**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

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. Michael Codis discussed the technology solutions and provided an overview of each and the benefits provided related to cyber security for the ESC and Districts supported. Ms. Steinmetz Thanked Michael Codis for attending and providing the information.

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

A ADMINISTRATION

1 approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials for the 2025-2026 School Year
2 approve submission of 2024-2025 HIB Self Assessment
3 approve the following resolution regarding maximum travel:
Whereas, N.J.A.C. 6A:23A-7.3 provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2025-2026 school year
Now Therefore Be It Resolved, that the Hunterdon County ESC Board of Directors hereby establishes the school district travel maximum for the 2025-2026 school year at the sum of $25,000 and
Be It Further Resolved that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded
Be It Further Resolved that the Hunterdon County ESC Board of Directors established for the 2024-2025 school year, as of June 30, 2025 $12,919.54 was spent
4 purchase copiers, as authorized at the June 24, 2025 Board of Directors Meeting, from Atlantic Tomorrows Office, per State Contract #25-COMG-99562, as follows:

Program	Model	Cost	Notes
Hunterdon Transportation	RICOH IM 4000*	$4,592.00	Includes Dual Scan, Document Feeder, Duplex, Two 550 Sheet Paper Drawers, 100 Sheet Bypass, USB/SD Port, Console, Inner Staple Finisher, Network Printing, Color Scanning and Fax

Thrive Day Habilitation	RICOH IM 4000*	$4,259.00	Includes Dual Scan, Document Feeder, Duplex, Two 550 Sheet Paper Drawers, 100 Sheet Bypass, USB/SD Port, Console, Inner Staple Finisher, Network Printing, Color Scanning

*Maintenance & Supply: *black & white copies $.04/copy, Includes: all parts, labor, drums, toner & developer

B FACILITIES

1 approve the following change order for the ADA Ramp & Parking Project from General Allowance and final project cost of $158,236.99:

	$164,000.00	**Project Award**
	$15,000.00	General Allowance
Approved 8/26/25	$1,860.81	Concrete Landing
Approved 8/26/25	$1,324.18	AW-02 Installation of New Step
Approved 10/7/25	$6,052.00	Building Permits ~ Lebanon Township
	$5,763.01	Contract Credit
	$158,236.99	**Final Project Cost**

C THRIVE

1 accept the following donations:

DONOR	VALUE	Description
ESC Staff and Thrive Participants	$15.00	Pizza Party Fundraiser Donation - Pavilion
Schmidt Family	$158.00	Pavilion

D ADULT BASIC EDUCATION

1 approve the Memorandum of Understanding with Franklin Township Board of Education (Somerset) for the period of September 15, 2025 through June 15, 2026

E DEPARTMENT OF SCHOOL SERVICES

1 approve the 2025-2026 Nursing Services Plan

F PURCHASING

approve CoOp Purchasing items to:

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

#	DISTRICT
930	Cliffside Park School District
931	Magnolia Board of Education
932	Edgewater Park Township School District
933	Borough of Seaside Park
934	Vineland Housing Authority

2 Terminate Contract to Premier Building & Construction Management, Inc.for Masonry Services Bid #HCESC-SER-24-13, as follows:

WHEREAS, the Hunterdon County Educational Services Commission previously awarded a contract to Premier Building & Construction Management, Inc. (“Contractor”) for Masonry Services pursuant to Masonry Services Bid #HCESC-SER-24-13; and

WHEREAS, pursuant to the terms of the contract and the Contractor’s General Requirements, Section A12.1, the Contractor is obligated to report all sales made under the contract, charge all participating members at or below the awarded contract rates, and perform all work in accordance with contract terms and applicable law; and

WHEREAS, the Hunterdon County Educational Services Commission has determined that the Contractor is in default of its contractual obligations by:

1 Failing to report sales as required under the contract;
2 Charging at least one participating member rates above the awarded contract pricing; and
3 Refusing to perform work for at least one member, stating that performing such work would cause the Contractor to lose money; and

WHEREAS, given the nature and seriousness of these violations, the Board has determined that granting the Contractor an opportunity to cure is neither feasible nor warranted; and

WHEREAS, the Hunterdon County Educational Services Commission further reserves its rights under Section A12.1 of the Contractor’s General Requirements and applicable State law to classify this matter as “prior negative experience” and to bar the Contractor from future bidding opportunities with the Board or its cooperative purchasing entities;

NOW, THEREFORE, BE IT RESOLVED, that the Hunterdon County Educational Services Commission hereby terminates the contract with Premier Building & Construction Management, Inc. effective October 27, 2025, for default as set forth above; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized and directed to provide written notice of this termination to Premier Building & Construction Management, Inc. and to take all other actions necessary to effectuate this Resolution; and

BE IT FURTHER RESOLVED, that the Board reserves all rights and remedies available under the contract and applicable law arising from this default and termination

3 Rescind Contract Award and Terminate Contract for Remediation Services - Water, Mold, Asbestos, & Lead, Bid#HCESC-SER-25-11, as follows:

WHEREAS, the Hunterdon County Educational Services Commission awarded a contract for Remediation Services - Water, Mold, Asbestos, & Lead, Bid#HCESC-SER-25-11, to Various Vendors and

WHEREAS, the award was initially made at the October 7, 2025 Board of Directors meeting, and

WHEREAS, subsequent to the award, the Hunterdon County Educational Services Commission has determined that there is a substantial change required in the bid specifications for the services provided under the Contract, which materially alters the scope, character, or requirements from those upon which the initial bids were solicited and the Contract was awarded; and

WHEREAS, New Jersey public contracting law, specifically N.J.S.A. 18A:18A-22(d), permits the rejection of all bids and/or the rescission of a contract award when a Board of Education determines that it must substantially revise the specifications for the goods or services; and

WHEREAS, it is recommend to rescind of the initial award and the termination of the Contract(s) to ensure compliance with competitive bidding requirements and to allow for the rebidding of the services under the revised, accurate specifications.

NOW, THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission, that:

1 The award of the contract(s) for Remediation Services, #HCESC-SER-25-11, made to Various Vendors is hereby rescinded.
2 The resulting contract(s) for Remediation Services, #HCESC-SER-25-11, are hereby terminated, effective immediately, due to the need for a substantial revision of the bid specifications.
3 The Administration is hereby authorized and directed to take all necessary steps, including notification to the affected vendor(s), to implement this rescission and termination.
4 The Administration is further authorized to proceed with the re-advertisement and rebidding of the Remediation Services contract with the substantially revised specifications in accordance with the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.).

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

a. **General School Supplies #219** effective January 16, 2026 - January 16, 2027

5 authorize Administration to award the following:

a. **Furniture and Equipment - School and Office #HCESC-CAT-26-01**
b. **Arts and Crafts Supplies and Equipment #221**
c. **Remediation Services - Water, Mold, Asbestos, & Lead #HCESC-SER-25-11R**

6 Terminate Contract to City Peak Construction LLC for Masonry Services Bid #HCESC-SER-24-13, General Construction Repairs & Carpentry Services Bid #HCESC-SER-24-18, Fencing Repair & Replacement Bid #HCESC-SER-24-19 and Painting Services Bid #SER-24-20, as follows:

WHEREAS, the Hunterdon County Educational Services Commission previously awarded a contract to City Peak Construction LLC(“Contractor”) for Masonry Services pursuant to Masonry Services Bid #HCESC-SER-24-13, General Construction Repairs & Carpentry Services Bid #HCESC-SER-24-18, Fencing Repair & Replacement Bid #HCESC-SER-24-19 and Painting Services Bid #SER-24-20; and

WHEREAS, pursuant to the terms of the contract and the Contractor’s General Requirements, Section A12.1, the Contractor is obligated to report all sales made under the contract, and

WHEREAS, the Hunterdon County Educational Services Commission has determined that the Contractor is in default of its contractual obligations by:

1 Failing to report sales as required under the contract;

WHEREAS, given the nature and seriousness of these violations, the Board has determined that granting the Contractor an opportunity to cure is neither feasible nor warranted; and

WHEREAS, the Hunterdon County Educational Services Commission further reserves its rights under Section A12.1 of the Contractor's General Requirements and applicable State law to classify this matter as "prior negative experience" and to bar the Contractor from future bidding opportunities with the Board or its cooperative purchasing entities;

NOW, THEREFORE, BE IT RESOLVED, that the Hunterdon County Educational Services Commission hereby terminates the contract with City Peak Construction LLC effective November 11, 2025, for default as set forth above; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized and directed to provide written notice of this termination to Premier Building & Construction Management, Inc. and to take all other actions necessary to effectuate this Resolution; and

BE IT FURTHER RESOLVED, that the Board reserves all rights and remedies available under the contract and applicable law arising from this default and termination

G TECHNOLOGY

1 purchase technology solutions for improved practices for system maintenance & monitoring, cyber protection and insurance requirements, 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, as authorized at the October 7, 2025 Board of Directors meeting, as follows:

	Technology Solution	Vendor	Cost	Term
EDR	End Point Detection & Response	Huntress	$29.40/per person/yr	annual
SAT	Security Awareness Training	Huntress	$13.20/per person/yr	annual
RMM	Remote Monitoring Maintenance	NinjaOne, LLC	$8,400.00	11/1/25-6/30/27

2 purchase of technology solutions 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, as follows:

Technology Solution	Vendor	Cost	Term
Backup Solution (onsite)	NinjaOne, LLC	$6,000.00	11/1/25-6/30/27
Backup Solution (cloud)	NinjaOne, LLC	$1,200.00	11/1/25-6/30/27

H TRANSPORTATION

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

License, with Endorsements

NAME	Endorsement(s)	Fee
Sendia Beneche	Passenger, School Bus, Air Brake	$2,500.00

b License, with Endorsements, fee to be waived with (1) one year of employment :

NAME	Endorsement(s)	Fee waived w/employment
Edward Holt	Passenger, School Bus, Air Brake	$2,500.00

2 approve Special Education Transportation Quoted Routes, as listed:

			October 7, 2025 - June 30, 2026	
Route#	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**
Q2641	Copper Hill School	Pharaoh Transportation	$259.00	$60.00
Q2642	Shepard School	Alyft Transport	$264.00	NA
Q2643	Robert Hunter	Jeisa Transportation	$214.00	NA
Q2644	Newgrange	St Mary Transportation, LLC	$241.00	NA

3 approve addendum for the following route:

			September 1, 2025 - June 30, 2026	
Route #	**Destination**	**Contractor**	**Per Diem Cost**	**Aide Per Diem**
2614	North Hunterdon	Jeisa	NA	$60.00

4 approve Special Education Transportation Routes, as listed:

			August 25, 2025 - June 30, 2026	
Route#	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**
2631	NH AH Home	HCESC	$100.00	$60.00
2632	NH JR Home	HCESC	$100.00	NA

5 approve the following resolution for Athletic and Other Transportation Services, per Bid #T102526, effective November 6, 2025, through June 30, 2026:

WHEREAS, due to the nature of athletic and other transportation services, the Board seeks to approve a priority list of vendors to ensure the timely and efficient scheduling of trips on an as-needed basis, based on the most favorable pricing and availability.

NOW, THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission that the following vendors are hereby approved for Athletic and Other Transportation Services, Bid #T102526, effective November 6, 2025, through June 30, 2026, at the rates specified in their respective bid submissions:

54 Passenger Vehicle

a	Priority Vendor	Vendor	Cost for First 3 Hours Flat Rate	Each Additional Hour Per hour	Less than 3 hours Per Hour
	1	Snyder Bus	$300.00	$60.00	$60.00
	2	Delaware Valley Regional	$300.00	$90.00	N/A
	3	Montauk	$450.00	$150.00	$150.00
	4	Byram Bus	$525.00	$98.00	$175.00

16 or 24 Passenger Vehicle

b	Priority Vendor	Vendor	Cost for First 3 Hours Flat Rate	Each Additional Hour Per hour	Less than 3 hours Per Hour
	1	Snyder Bus	$300.00	$60.00	$60.00
	2	Delaware Valley Regional	$300.00	$90.00	N/A
	3	Montauk	$375.00	$125.00	$125.00
	4	Byram Bus	$525.00	$98.00	$175.00

BE IT FURTHER RESOLVED that trips shall be awarded to the approved vendors in the specified order of priority, pending their availability and ability to fulfill the specific trip request, until June 30, 2026

MOTIONS PASSED UNANIMOUSLY

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

I PERSONNEL

1 **APPOINTMENTS***

Name	Position	Department	Rate/Salary	Effective On or About

Avery Gunn	Teacher Assistant	School Services	$18.50 / Hour	10/23/2025
Jennifer Mills	Teacher Assistant	School Services	$18.50 / Hour	11/4/2025
Olivia Gibson	Office Assistant	Adult Programs and Services	$22.00 / Hour	10/16/2025
Linda Stiansen	Instructor	Adult Programs and Services	$40.00 / Hour	10/20/2025
Kristen Jaheriss	Instructor	Adult Programs and Services	$40.00 / Hour	10/20/2025
Nour Abouhaib	Instructor	Adult Programs and Services	$40.00 / Hour	10/27/2025
Francine Leddy	Instructional Coach	School Services	$65.00 / Hour	11/6/2025
Colleen Schiller	Substitute School Nurse	School Services	$56.00 / Hour	11/5/2025
Sixta Reyes Ruiz Diaz	Bus Monitor	Transportation	$19.00 / Hour	10/30/2025
Robyn McGill	Driver	THRIVE	$27.00 / Run	7/14/2025

2 **Resignation/Retirement/Termination**

Name	Position	Department	Reason	Effective On or About
Taylor Grant	Teacher Assistant	School Services	Resignation	10/17/2025
Miranda Van Orden	Teacher Assistant	School Services	Resignation	10/30/2025
Rachael Picone	Teacher Assistant	School Services	Resignation	11/4/2025
James Hayes	Teacher Assistant	School Services	Termination	11/17/2025
Patrick Shanagan	Teacher Assistant	School Services	Termination	11/24/2025
Shaniece Hartman	Teacher Assistant	School Services	Resignation	11/21/2025
Castinvil Pierrilus	Bus Driver	Transportation	Resignation	6/30/2025
Eva Pelczer	Bus Monitor	Transportation	Resignation	10/31/2025
Nathan Weldon	Bus Monitor	Transportation	Resignation	11/17/2025
Sixta Reyes Ruiz Diaz	Bus Monitor	Transportation	Resignation	10/30/2025
Nancy Szymanski	Transportation Specialist	Transportation	Resignation	11/30/2025
Lisa Lombardo-Claus	Instructor	Adult Services and Programs	Resignation	10/31/2025

3 **Leaves**

Name	Department	Reason	Effective On or About
Employee #5411	School Services	Leave of Absence	Effective 10/20/2025 Up to 8 paid days
Employee #5436	School Services	Leave of Absence	Effective 10/27/2025
Employee #5154	School Services	Leave of Absence	Effective January 5, 2026 Up to 33.5 paid days
Employee #5469	Transportation	Leave of Absence	Effective 11/3/2025
Employee #4814	Transportation	Leave of Absence	Effective 9/1/2025 Up to 4.5 paid days
Employee #4789	Transportation	Leave of Absence	Effective 9/1/2025 Up to 3 paid days

4 **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	7/1/2025 - 12/31/2025
Transportation Coordination	$25.00 / Customer*	7/1/2025 - 12/31/2025
Childcare	$320.00 / Customer**	7/1/2025 - 12/31/2025
Car Repair	$300.00 / Customer	7/1/2025 - 12/31/2025
License Restoration	$340.00 / Customer	7/1/2025 - 12/31/2025

*Scheduled repeating rides will be billed once.

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

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
Paraprofessional Coordinator	Career & Internship Fair	11/12/2025	$50.00
Transportation Director	STS Membership Meeting	12/3/2025	$0.00
Director of School Services	CPI Instructor Renewal Course	1/28/2026	$2,349.00

K BENEFITS

1 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for full time staff members working 37.5 or more hours per week, at $8.65 per employee, per month, effective January 1, 2026 through December 31, 2026:

Maximum benefits as follows:

Preventive & Diagnostic, Basic and Major Services	$1,000 per covered person per calendar year, $2,500 per family maximum per calendar year
Orthodontia Services	$1,000 per covered person for lifetime

2 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits, for staff members working between 30 and 37.5 hours per week, at $8.65 per employee, per month, effective January 1, 2026 through December 31, 2026:

Maximum benefits as follows:

Preventive & Diagnostic	$500 per covered person per calendar year

MOTIONS PASSED UNANIMOUSLY

XII EXECUTIVE SESSION

XIII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Daniel Kerr moved, seconded by Anthony Suozzo to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:46 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara