April 1, 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)
Jennifer Marycz (BLOOMSBURY)
Mary Lyons (DELAWARE)
Thomas Loughlin (DELAWARE VALLEY)
John Capuano (EAST AMWELL)
Daniel Kerr (HAMPTON)
Gregory Hobaugh (HIGH BRIDGE)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD)
Anthony Suozzo (SOUTH HUNTERDON)

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 4:17 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

V APPROVAL OF AGENDA/MINUTES

A Anthony Suozzo moved, seconded by Mary Lyons to adopt the agenda
MOTION PASSED UNANIMOUSLY

B Donna Herbel moved, seconded by Anthony Suozzo to approve the following minutes:
Representative Assembly Meeting Minutes March 4, 2025 as submitted by the Board Secretary
MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Mary Lyons moved, seconded by Daniel Kerr to approve:

A UNAUDITED March 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 March 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 March 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 March 2025 (Adj #151 - 175)
MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

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

1	March 2025 Handchecks	$29,348.38		Handchecks
2	March 15, 2025 List of Bills	$10,850.17		Consultant Payroll
3	March 2025 List of Bills	$1,133,652.98		Payroll
4	March 4, 2025 List of Bills	$10,593.00		Aid In Lieu
5	April 1 2025 List of Bills	$1,309,025.41		Computer Generated
		$2,493,469.94	**TOTAL**	

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE / COMMUNICATION

A Scholarship In Honor of Syrilda Miller

IX 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, 3/21/25

X POLICY

A Anthony Suozzo moved, seconded by Daniel Kerr to contract with Strauss Esmay Associates to develop a comprehensive Policy and Regulations Manual at a fee of $10,000 as per 18A:18A-5.Exceptions to requirement for advertising, (1) The subject matter thereof consists of Professional Service
MOTION PASSED UNANIMOUSLY

XI SUPERINTENDENT'S REPORT

Ms. Steinmetz provided an overview of the agenda. She discussed the GPS and Radio systems for Hunterdon Transportation vehicles and the Local 68 Union Agreement for the West Orange Drivers and Monitors

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

A ADMINISTRATION No Action Items

B HOFFMANS CROSSING - FACILITIES No Action Items

C THRIVE No Action Items

D ADULT BASIC EDUCATION

1 submit application for 2025 Title II Adult Education and Literacy funds in the amount of $582,613

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
911	Borough of Rumson
912	Benjamin Banneker Preparatory Charter School
913	Pequannock, Lincoln Park, & Fairfield Sewerage Authority
914	Maria L. Varisco-Rogers Charter School

2 renew the following bids for one year with no changes:

a. Industrial & Hardware Tools & Supplies #HCESC-CAT-23-10 effective May 8, 2025 - May 8, 2026
b. Outdoor Furniture & Accessories #HCESC-CAT-22-04 effective May 9, 2025 - May 9, 2026
c. Bus Surveillance & Security #217 effective May 20, 2025 - May 20, 2026
d. Safety & Security Window Film #HCESC-SER-23-11 effective May 22, 2025 - May 22, 2026

3 reject all bids and rebid per 40A:11-13.2d due to substantial change to bid specifications:

a. Technology Supplies & Equipment #HCESC-CAT-25-06

4 extend contract for 60 days:

a. Technology Supplies & Equipment #HCESC-CAT-22-01

5 authorize Administration to award the following:

a. Technology Supplies & Equipment #HCESC-CAT-25-06-R
b. Overhead Doors Repair & Replacement #HCESC-CAT/SER-25-04-R
c. Water Testing Services #HCESC-SER-25-07

6 award, as authorized at the March 4, 2025 Representative Assembly meeting, the Office Supplies #HCESC-CAT-25-05 bid, effective April 18, 2025 through April 18, 2026 as follows:

Staples Contract & Commercial LLC	Print - 21% off, Ink - 32% off, Office Machines (Shredders) - 33% off, Calculators - 35% off, Toner - 38% off, Breakroom - 42% off, Pack and Ship - 54% off, Other Office Supplies - 58% off, Other Paper - 62% off, Binders, Writing and Pads - 63% off, Presentation, Tools - 64% off, Filing, Forms, Envelopes - 66% off, Cut Sheet Paper - 66% off. Pricing on file in the Board Office.
The Tree House, Inc.	30% Discount on Brother Ink and Toner, Lexmark Ink and Toner, Xerox Ink and Toner, 32% Discount on Canon Ink and Toner, 34% Discount on HP Ink, 40% Discount on HP Toner, and 80% Discount on Compatible Ink and Toner. Price sheets on file in the Board Office
School Specialty, LLC	30% Discount on Adhesives, Business Machines, Document Storage, Office/Classroom Supplies, Paper, and Writing. Pricing can be viewed via store.schoolspecialty.com

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
JN Mary Wilkens	Passenger, School Bus and Air Brake	$2,000.00
Rony Romain	Passenger, School Bus and Air Brake	$2,000.00

2 approve Vehicle Tracking (GPS) Subscription with Verizon Connect, lowest responsible quote, effective on or about May 1, 2025 at a rate of $18.95 per month, per vehicle with a 50% discount for the first 6 months

3 approve purchase of Cellular Radios from Verizon Wireless, as follows:

Approx #	Description	PRICE	FREQUENCY	ANNUAL COST	NOTES
52	Push to Talk Plan	$19.99	$1,039.48 PER MONTH	$12,473.76	NASPO Value Point NJ State Contract #MA152-1
52	Siyata SD7 Radios	$0.00	One time setup	$0.00	NASPO Value Point NJ State Contract #MA152-1
46	Siyata SD7 Vehicle Kit	$304.50	One time setup	$14,007.00	Lowest responsible quote

4 approve transfer of Barker Bus Company, Inc transportation contract, Bid #SN112425, Route 2546, to Montauk Transit, LLC, effective January 2, 2025

5 approve Special Education Transportation Quoted Routes, as listed:

			March 1, 2025 - June 30, 2025	
Route #	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**
Q2569	Round Valley	Cassidy	$149.00	NA
Q2571	Voorhees HS	Trinity School Transport	$285.00	NA

6 approve BID #SN022425 for Special Education Transportation Routes as listed:

			March 4, 2025 - June 30, 2025	
Route#	**Destination**	**Contractor**	**Route Per Diem**	**Aide Per Diem**
2557	Midland School	DVR	$240.00	NA
2558	Montgomery	US Academy	$257.00	NA
2559	Somerset Academy	Muphy	$240.00	NA
2560	Allegro School	Muphy	$500.00	$45.00
2561	Pillar School	St. Abraham	$328.00	$50.00
2562	CEA South Hunt.	St. Abraham	$289.00	$50.00

2563	Voorhees/High-Bridge	Muphy	$265.00	NA

7 approve addendum for the following Routes:

			March 1, 2025 - June 30, 2025	
Route #	**Destination**	**Contractor**	**Mileage Adjustment**	**Revised Cost**
2525	Green Brook Academy	A&M Transport	$1.00	$14.92

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

Alexandria Township School District
Bethlehem Township School District
Belvidere Board of Education
Blairstown Township School District
Bloomsbury Township School District
Califon School District
Clinton Borough/Glen Gardner School District
Clinton Township School District
Delaware Township School District
Delaware Valley Regional High School District
Denville Board of Education
East Amwell Township School District
ESC of Morris
Franklin Township School District
Frenchtown School District
Great Meadows Regional School District
Hampton School District
High Bridge Board of Education
Holland Township School District
Hunterdon Central Regional High School
Kingwood Township School District
Lambertville School District
Lebanon Borough School District
Lebanon Township School District
Middlesex Public School District
Milford School District
North Hunterdon Regional High School District
Readington Township School District
South Hunterdon Regional High School District
Tewksbury Township School District
Union Township School District
Warren County Special Services
West Orange Board of Education

MOTIONS PASSED UNANIMOUSLY

I EXECUTIVE SESSION

Daniel Kerr moved, seconded by Donna Herbel to enter into executive session for the purpose of Personnel and Legal matters at 4:38pm; action may be taken
MOTION PASSED UNANIMOUSLY

Anthony Suozzo moved, seconded by Daniel Kerr to return to public session at 5:00 pm
MOTION PASSED UNANIMOUSLY

Anthony Suozzo moved, seconded by Mary Lyons to approve the Personnel agenda items XI J & K, as recommended by the Superintendent to:

J PERSONNEL

1 approve Separation Agreement with Employee #5162

2 approve MOA terms and conditions for Local 68 Union Agreement for West Orange Drivers and Monitors, effective July 1, 2024 through June 30, 2027, as follows:

Drivers	**2024-2025**	**2025-2026**	**2026-2027**
Starting Rate	$30.00 per hour	$30.00 per hour	$30.00 per hour
Pay Increase	$3.00 Incr (Min $30)	4.50%	4.50%
Charter & Meeting Rate	$25.00 per hour	$25.00 per hour	$25.00 per hour

Monitors	**2024-2025**	**2025-2026**	**2026-2027**
Starting Rate	$20.00 per hour	$20.00 per hour	$20.00 per hour
Pay Increase	$2.75 Incr (Min $20)	4.50%	4.50%
Meeting Rate	$20.00 per hour	$20.00 per hour	$20.00 per hour

Other	**2024-2025**	**2025-2026**	**2026-2027**
Bus Maintenance Rate	$16.00	$16.00	$16.00

Longevity	**2024-2025**	**2025-2026**	**2026-2027**	**Eligible Employees**
5-9 years	$100 annually	$100 annually	$100 annually	Employees hired before 9/1/2024
10-14 years	$250 annually	$250 annually	$250 annually	Employees hired before 9/1/2024
15-19 years	$500 annually	$500 annually	$500 annually	Employees hired before 9/1/2024
20-24 years	$1,000 annually	$1,000 annually	$1,000 annually	Employees hired before 9/1/2024
25 or more years (ADDED)	$1,500 annually	$1,500 annually	$1,500 annually	Employees hired before 9/1/2024

3 **RESCIND**

Name	**Position**	**Department**	**Action**	**Approved**
Sabine Dabady	School Bus Driver	Transportation	Resignation	March 4, 2025
Hannah Fay	Teacher Assistant	School Services	Resignation	March 4, 2025

4 **APPOINTMENTS***

Name	**Position**	**Department**	**Rate/Salary**	**Effective On or About**
Jonas Meriseme	School Bus Driver	Transportation	25.00 / Hour	3/13/2025
Clercant Clerjuste	School Bus Driver	Transportation	25.00 / Hour	3/31/2025
Heidi Hack	School Bus Monitor	Transportation	$18.00 / Hour	04/10/2025
Lana Lunt-Fuller	Instructor	Adult Programs and Services	$40.00 / Hour	3/31/2025
Marisa Estrada	Teacher Assistant	School Services	$18.00 / Hour	4/2/2025

pending completion of required paperwork

5 **Change in Assignment**

Name	Position (From)	Position (To)	Department	Rate/Salary	Effective On or About
Richard Peterson	Substitute School Bus Driver	School Bus Driver	Transportation	$30.00 / Hour	3/15/2025
Courtney Chandonnet	Substitute School Bus Monitor	School Bus Monitor	Transportation	$18.00 / Hour	3/15/2025
John Tigar	School Bus Monitor	Substitute School Bus Monitor	Transportation	$18.00 / Hour	3/1/2025

6 **Resignation/Retirement**

Name	Position	Department	Reason	Effective On or About
Ursula Valentin-Gonzalez	Instructor	Adult Programs and Services	Resignation	3/3/2025
Luc Marseille	School Bus Driver	Transportation	Resignation	3/13/2025
Debra Miller	School Bus Driver	Transportation	Retirement	6/30/2025
Jonathan Phillips	Technology Manager	Technology	Resignation	6/30/2025

7 **Leaves**

Name	Department	Reason	Effective On or About
Employee #4500	Transportation	FMLA	3/18/2025
Employee #4026	Facilities	FMLA	3/28/2025

K 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
Transportation Director	Rutgers Routing and Scheduling	5/13/25	$575
Superintendent	NJASA Spring Leadership Conference	5/14/25-5/16/25	$0 plus Hotel

MOTIONS PASSED UNANIMOUSLY

XII NEW BUSINESS / CITIZENS ADDRESS THE BOARD

2025 Personal/Relative Disclosure Statement - Reminder to Complete

XII 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 5:03 pm.

Respectfully submitted by:

Heidi Gara

Heidi Gara