

June 4, 2024  
REPRESENTATIVE ASSEMBLY 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)  
April Abelman, (ALEXANDRIA)  
Laurie Anderson, (BEDMINSTER)  
Edward Abato (BETHLEHEM)  
Catherine Emory (CLINTON TOWNSHIP)  
Mary Lyons (DELAWARE)  
Thomas Loughlin (DELAWARE VALLEY)  
John Capuano (EAST AMWELL)  
Caroline Licwinko (FRANKLIN-HUNTERDON)  
Adam Blackburn (FRENCHTOWN)

Seth Cohen, Vice President (CLINTON-GLEN GARDNER)  
Daniel Kerr (HAMPTON)  
Gregory Hobbaugh (HIGH BRIDGE)  
James Muller (HOLLAND)  
Todd Bonsall (HUNTERDON VOCATIONAL)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)  
Anthony Suozzo (SOUTH HUNTERDON)  
James Charniga (TEWKSBURY)  
Nicole Rasvage (UNION)

**ADMINISTRATION PRESENT**

Corinne Steinmetz (SUPERINTENDENT)  
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)  
Fran Leddy (ADULT PROGRAMS)

**III CALL TO ORDER**

Superintendent Corinne Steinmetz opened the meeting at 4:18 pm

**IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS**

- A 2024 Fisherman's Mark - ESL Year End Celebration
- B "First Steps" Basic English Program - through Somerset County GRWIB

**V BOARD OF DIRECTORS**

- A Representative Assembly/Board of Directors

**1 Election of Board of Directors (15 Members)**

<u>DISTRICT</u>	<u>REPRESENTATIVE</u>
Bethlehem Township	Edward Abato
Bloomsbury	Jennifer Marycz
Clinton Glen Gardner	Seth Cohen
Delaware Valley Reg. H.S.	Thomas Loughlin
Delaware Township	Mary Lyons
East Amwell Township	John Capuano
Flemington-Raritan Regiona	Kari McGann
Hampton Public	Dan Kerr
HCVSD	Todd Bonsall
High Bridge	Gregory Hobbaugh
Kingwood	Donna M Herbel
Lebanon Borough	Bruce Arcurio
Lebanon Township	Hal Abraham
Milford	Teresa Kane
Union	Nicole Rasavage

**2 Election of Board President**

Superintendent, Corinne Steinmetz opened the floor for nominations of Board President

Seth Cohen moved, seconded by Daniel Kerr 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

**MOTION PASSED electing Seth Cohen as Board Vice President by Proclamation**

- B Committee Selection Form

*Will be sent after meeting*

**VI ANNUAL REPORTS**

- A Board Reports

*Ms. Steinmetz provided an overview of the Board of Directors and Representative Assembly. Board members present introduced themselves*

- B Administrative Report

*Staff members present introduced themselves*

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**VII REORGANIZATION**

Bruce Arcurio moved, seconded by James Charniga to approve the following reorganization motions for July 1, 2024 through June 30, 2025, as recommended by the Superintendent:

**A APPROVAL OF POLICIES**

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

**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: Hunterdon County Democrat, Courier News, Express-Times, Trenton Times, Star Ledger, [Indeed.com](http://Indeed.com), [yourmembership.com](http://yourmembership.com) and/or [Njschooljobs.com](http://Njschooljobs.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 \$29,075 (3.38% 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 each not to exceed \$250.00 per month for office incidentals

**H CONSTRUCTION & WATER**

- 1 appoint H2M Architects & Engineers as architect of record
- 2 appoint Max J. Huber 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 Christina Greaves, 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.

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- 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 2024-2025 School Year
- 8 approve participation in the Somerset County Cooperative Pricing Program for the 2024-2025 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 2024-2025 Board Meeting Dates, to be held at 4:15 pm, as follows:

<u>MEETING</u>	<u>DATE</u>	<u>LOCATION</u>	
Board of Directors	Tuesday, August 27, 2024	Califon	(Last Tuesday)
Board of Directors	Tuesday, October 1, 2024	Califon	
Board of Directors	Tuesday, November 12, 2024	Califon	(2nd Tuesday)
Board of Directors	Tuesday, December 3, 2024	Califon	
Board of Directors	Tuesday, January 7, 2025	Califon	
Board of Directors	Tuesday, February 4, 2025	Califon	
Representative Assembly	Tuesday, March 4, 2025	Califon	Budget Approval
Board of Directors	Tuesday, April 1, 2025	Califon	
Board of Directors	Tuesday, May 6, 2025	Califon	
Representative Assembly	Tuesday, June 3, 2025	Califon	Reorganization
Board of Directors	Tuesday, June 24, 2025	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 PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

IX APPROVAL OF AGENDA/MINUTES

- A Anthony Suozzo moved, seconded by Daniel Kerr to adopt the Agenda

MOTIONS PASSED UNANIMOUSLY

- B James Charniga moved, seconded by Donna Herbel approve the Board of Directors Meeting Minutes May 7, 2024 as submitted by the Board Secretary

MOTIONS PASSED, with Edward Abato and Adam Blackburn ABSTAINING

Corinne Steinmetz turned the meeting over to the President Bruce Arcurio

At 4:37 PM John Capuano left

X FINANCIAL REPORTS

James Charniga moved, seconded by Bruce Arcurio to:



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- A approve the UNAUDITED April 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 April 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 April 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 approve the UNAUDITED May 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 May 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 May 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 approve the line item transfers and budget appropriations for the period of May 2024 (Adj #219-245)
- MOTIONS PASSED, with Edward Abato ABSTAINING**

**XI LIST OF BILLS**

Todd Bonsall moved, seconded by James Charniga to:

- A approve the following list of bills:

1	April 2024 List of Bills - ADDED	\$69.03	Payroll
2	May 2024 Handchecks	\$91,832.50	Handchecks
3	May 2024 Handchecks	\$0.00	Handchecks - EANS
4	May 2024 List of Bills	\$1,303,923.90	Payroll
5	May 15, 2024 List of Bills	\$17,038.67	Consultant Payroll
6	June 4, 2024 List of Bills	\$1,201,019.41	Computer Generated
7	June 4, 2024 List of Bills	\$173,471.81	Computer Generated - EANS
		<b>\$2,787,286.29</b>	<b>TOTAL</b>

- B void the following list of stale checks totalling \$8,934.52:

Date	Check#	Trans Amt	Payee	Date	Check#	Trans Amt	Payee
3/2/2021	28240	\$250.00	ELIZABETH BABER WINTERS	2/7/2023	31216	\$100.00	NJ MOTOR VEHICLE COMMISSION
3/2/2021	28242	\$460.65	ANNA YEAGER	2/7/2023	31222	\$600.00	TOWNSHIP OF WEST ORANGE
6/29/2021	28694	\$443.75	DARRAH DEO	3/7/2023	31420	\$600.00	TOWNSHIP OF WEST ORANGE
3/8/2022	29711	\$500.00	ALICIA CONSTABLE	3/16/2023	31492	\$406.76	CARDMEMBER SERVICES
5/3/2022	29982	\$550.00	SELECT TOWING	3/16/2023	31497	\$750.00	CARDMEMBER SERVICES
4/28/2022	30021	\$500.00	RAZBERRY'S BANQUET & CONF CENTER	5/9/2023	31704	\$25.00	DARAN JARQUIN
6/28/2022	30214	\$500.00	SCOTT DEO	6/6/2023	31888	\$25.00	MHAMED ELBOURAKADI
6/28/2022	30247	\$500.00	OSVALDO PARDILLA	6/21/2023	31915	\$50.00	NJ MOTOR VEHICLE COMMISSION
7/26/2022	30416	\$540.36	JCP&L	6/27/2023	32097	\$511.00	ALISON RACINE
1/3/2023	31097	\$600.00	TOWNSHIP OF WEST ORANGE	6/30/2023	32165	\$1,022.00	PATRICK FARMER

**MOTIONS PASSED UNANIMOUSLY**

**XII CORRESPONDENCE / COMMUNICATION**

- A Cooperative Purchasing - June Newsletter  
B Interim County Superintendent - Governor's Educator of the Year Luncheon

**XIII 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                |                           |

**XIV POLICY**

No Action Items

**XV SUPERINTENDENT'S REPORT**

*Ms. Steinmetz provided an overview of the agenda. She noted that the HCESC is required to complete the HIB Report annually; difficult to score well since we do not have students. The HCESC has policy and procedures in place, but can not put them process without students.*

**A ADMINISTRATION**

Mary Lyons moved, seconded by Seth Cohen to:

- 1 approve the Shared Services Agreement, for the period July 1, 2024 to June 30, 2025, for subcontracted business administrator services with East Amwell Board of Education in accordance with the Uniformed Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., and NJSA 18A:17-14.1, as approved by the Interim Executive County Superintendent
- 2 approve the Shared Services Agreement, for the period July 1, 2024 to June 30, 2025, for subcontracted business administrator services with High Bridge Borough School District Board of Education in accordance with the Uniformed Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., and NJSA 18A:17-14.1, as approved by the Interim Executive County Superintendent
- 3 acknowledge the official 2022-2023 District and School Harassment, Intimidation, and Bullying (HIB) Grade Report
- 4 accept the updated Safe Return Plan

**MOTIONS PASSED, with Gregory Hobaugh ABSTAINING**

- |                                  |                 |
|----------------------------------|-----------------|
| B EANS                           | No Action Items |
| C HOFFMANS CROSSING              | No Action Items |
| D TECHNOLOGY                     | No Action Items |
| E ADULT BASIC EDUCATION / THRIVE |                 |
- Mary Lyons moved, seconded by Todd Bonsall to:

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- 1 authorize the submission of the application for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education (ABE) discretionary grant program for the purposes described in the application, in the amount of \$424,563, starting on July 1, 2024 and ending on June 30, 2025, and accept the award upon the subsequent approval
- 2 approve the Memorandum of Understanding (MOU) with Franklin Township Board of Education for the period of October 1, 2024 through May 31, 2025, at no cost
- 3 approve the Memorandum of Understanding (MOU) with Good Shepherd Lutheran Church for the period of September 9, 2024 through May 31, 2025, at no cost
- 4 accept donation of 225 Fish for pond on Califon campus, from Robert Bridgman, valued at \$940.00

**MOTIONS PASSED UNANIMOUSLY**

**F PARAPROFESSIONALS**

No Action Items

**G LEASE PURCHASING**

No Action Items

**H PURCHASING**

Mary Lyons moved, seconded by Todd Bonsall to:

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

#	DISTRICT
869	North Wildwood Board of Education
870	Sea Isle City
871	City of Gloucester City
872	Hillside, Township of

- 2 renew the Multi-Purpose Transportation Vehicles bid #HCESC-Veh-22-11, effective July 5, 2024 through July 5, 2025 with no changes
- 3 renew the Type A, B, & C School Vehicles bid #HCESC-Veh-22-10, effective July 5, 2024 through July 5, 2025 with no changes
- 4 renew the Food Service Equipment bid #HCESC-Cat-22-08, effective August 19, 2024 through August 19, 2025 with no changes
- 5 renew the Wastewater & Sludge Analysis bid #HCESC-Ser-22-12, effective August 5 2024 through August 5, 2025 with no changes
- 6 authorize Administration to award the Gasoline, Diesel & #2 Fuel Oil bid #HCESC-Fuel-24-25
- 7 award, as authorized at the April 9, 2024 Board of Directors meeting the Technology Installation & Integration Services RFP #HCESC-Tech-R-24-08 effective June 20, 2024 through June 20, 2026 as follows:

Evaluator	Signal Electric	ePlus	JCT	Kane Communications
#1	58	68	93	80
#2	79	88	93	87
#3	76	66	85	78
#4	61	78	93	81
#5	74	85	84	94
Total Points	348	385	448	420

- 9 award as authorized at the May 7, 2024 Board of Directors meeting the Mechanical & Electronic Door Locking Systems, Doors & Related Products bid #218, effective July 7, 2024 through July 7, 2026 to Hogan Security Group per attachment.
- 10 authorize Administration to award the Comprehensive Safety & Security RFP #HCESC-Tech-R24-09.
- 11 authorize Administration to award the Generators, Preventative Maintenance & Repair Services bid #HCESC-Cat/Ser-24-11

**MOTIONS PASSED UNANIMOUSLY**

**I DEPARTMENT OF SCHOOL SERVICES**

- 1 Thomas Loughlin moved, seconded by Daniel Kerr to contract for professional services July 1, 2024 through June 30, 2025 with the following consultants:  
Daniel Dryzga, Learning Disabilities Teacher Consultant  
Joan Heleine, School Social Worker Consultant  
Margaret Herman, Psychologist Consultant  
Frank Nascimento, Psychologist Consultant  
Carolyn Regan, Psychologist Consultant  
Kerri Svec, Learning Disabilities Teacher/ BCBA Consultant

**MOTIONS PASSED UNANIMOUSLY**

**J TRANSPORTATION**

Thomas Loughlin moved, seconded by Daniel Kerr to:

- 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, 2024 - June 30, 2025  
\$27,500 per month Rent      Property Tax as billed
- 2 award sale of School Transportation Vehicles for Bid #24-08, to M&T School Bus as follows:

**West Orange Terminal**

#	VIN	Year	Passenger	Make/Model	Top Offer	Results
50	1BAKFCA8BF279831	2011	54	Blue Bird Vision Conventional School Bus	\$14,200.00	ACCEPT
51	1BAKFCA1BF279833	2011	54	Blue Bird Vision Conventional School Bus	\$14,600.00	ACCEPT

- 3 approve Special Education Transportation Quoted Route, as listed:

May 17, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem
Q2476	Patrick McGaheeran School	Muphy Transportation	\$245.00	\$50.00

- 4 approve Special Education Transportation Quoted Route, as listed:

June 3, 2024 - June 30, 2024				
Route#	Destination	Contractor	Route Per Diem	Aide Per Diem



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Q2477	Holland Brook School	Trinity Transportation	\$225.00	N/A
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- 5 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 July 1, 2024 - September 30, 2025

\$5,100 per month Rent

Utilities \$375 per month

**MOTIONS PASSED UNANIMOUSLY**

**K PERSONNEL**

Seth Cohen moved, seconded by Todd Bonsal to approve the following personnel items, as recommended by the Superintendent:

- 1 Approve employment contract for Corinne Steinmetz, Superintendent, effective July 1, 2024 through June 30, 2029, as approved by Interim Executive County Superintendent
- 2 Approve employment contract and addendum for Heidi Gara, School Business Administrator, effective July 1, 2024 through June 30, 2025, as approved by Interim Executive County Superintendent
- 3 Approve employment contract addendum for Karolina Cywa, HCESC Payroll Administrator, for School Business Administrator Services at High Bridge School District, effective July 1, 2024 through June 30, 2025, as approved by the Interim Executive County Superintendent
- 4 Approve 2024-2025 Employment Contract Renewals
- 5 Approve 2024 Summer Employment Appointments
- 6 Approve Meeting Rate for Adult Programs and Services Instructors of \$31.00 / Hour for July 1, 2024 through June 30, 2025
- 7 Approve the Position of Green Coordinator

**8 Appointments\***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Paula Stanwick	Teacher Assistant	School Services	\$18.00 / Hour	05/20/2024
Victor Vinas	School Bus Driver	Transportation	\$25.00 / Hour	06/03/2024
Ralph Previlon	School Bus Driver	Transportation	\$25.00 / Hour	06/03/2024
Carley Marookian	Preschool Instructional Coach	School Services	\$60.00 / Hour	07/01/2024
<i>*pending completion of required paperwork</i>				

**9 Resignation/Retirement**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Ronald Marinelli	Temp Bldg & Grounds Mentor	Custodial/Maintenance	Resignation	5/03/2024
Rebecca Buonavolonta (Tromans)	Administrative Assistant	Transportation	Resignation	5/31/2024
Thomas Wentz	Technology Support Specialist	Technology	Resignation	6/30/2024
Amanda Casalins	Teacher Assistant	School Services	Resignation	6/30/2024
Maria McHugh	School Social Worker	School Services	Resignation	6/30/2024
Carol Gordon	SLP	School Services	Rescission of contract	9/01/2024

*Ms. Steinmetz disclosed that Christopher Farkas was her brother, but his employment is not in violation of the Nepotism policy, as he was employed prior to her appointment as Superintendent. Careful consideration, thoughtful process of transferring Mr. Farkas back to the Maintenance Department, where he previously worked.*

**MOTIONS PASSED, with Gregory Hobaugh ABSTAINING from approval of Preschool Instructional Coach**

**L PROFESSIONAL DEVELOPMENT**

Edward Abato moved, seconded by Mary Lyons to:

- 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.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
School Social Worker	The Rules Are Changing Fast	6/5/24	\$0.00

- 2 authorize Superintendent to approve travel expenditures for attendance at professional development conferences/workshops as needed, prior to Board ratification at the next meeting

**MOTIONS PASSED UNANIMOUSLY**

**XVI EXECUTIVE SESSION**

**XVII NEW BUSINESS / CITIZENS ADDRESS THE BOARD**

- A Field Trip June 10 - HCESC Board Members welcome to observe

*Collaboration between, HCESC, Hunterdon Vocational and Kingwood Township*

*Gregory Hobaugh congratulated Bruce Arcurio & Seth Cohen on their new positions on the Board. Ms. Steinmetz Thanked Charles Miller for his time on the Board*

**XVIII ADJOURNMENT**

Daniel Kerr moved, seconded by Edward Abato to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:05 pm.

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary