



Board of Education - Hunterdon County, NJ

AGENDA

Working Session

Tuesday, March 17, 2026 at 7:00 p.m.

District Administration Office, 1445 Route 31, Annandale, NJ 08801

Click [March 17, 2026 BOE Meeting](#) to access the live stream/recording

Vision Statement:

Every student, empowered for tomorrow.

Mission Statement:

The North Hunterdon-Voorhees Regional High School District empowers all students through innovative and personalized learning to achieve their full potential, embrace lifelong learning, and contribute responsibly to a changing world.

1. Call to Order and Public Meeting Notice

The North Hunterdon-Voorhees Regional High School District Board of Education meeting on Tuesday, March 17, 2026 is now called to order.

In accordance with the requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notice giving the time, date, location, and to the extent known the agenda of this meeting was sent to the Hunterdon County Democrat, Star-Ledger and Courier News on January 7, 2026 and published on January 12, 2026, and subsequently re-advertised on the District website. In addition, notice of this meeting has been posted at North Hunterdon High School and Voorhees High School, provided to the municipal clerks of Bethlehem Township, Califon Borough, Town of Clinton, Clinton Township, Franklin Township, Glen Gardner Borough, Hampton Borough, High Bridge Borough, Lebanon Borough, Lebanon Township, Tewksbury Township and Union Township, as well as other interested parties, and posted on the [District website](#).

Fire exits are located in the direction indicated. If alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit. Restrooms are located through the doors behind this desk, and to the right as indicated. At this time, please silence all cell phones.

2. Roll Call

<u>Name</u>	<u>Municipalities Represented</u>	<u>Weighted Vote</u>
Nicole Ayers	Town of Clinton / Franklin Township / Glen Gardner Borough	0.9
Bryan Chapman	Clinton Township / Lebanon Borough	0.9
Andrew Hanley	High Bridge Borough / Lebanon Township	1.2
Tara Marie Hintz	High Bridge Borough / Lebanon Township	1.2
Richard Lordi	Union Township	1.4

<u>Name</u>	<u>Municipalities Represented</u>	<u>Weighted Vote</u>
Stephen Mathews	Clinton Township / Lebanon Borough	0.9
Brendan McIsaac	Town of Clinton / Franklin Township / Glen Gardner Borough	0.9
Merrill Mezzacappa	Califon Borough / Tewksbury Township	0.8
Richard Morgan	Bethlehem Township / Hampton Borough	1.2
Cynthia Reyes	Clinton Township / Lebanon Borough	0.9
Daniel Spanton	Clinton Township / Lebanon Borough	0.9
Andrea Stein	Califon Borough / Tewksbury Township	0.8

3. **Flag Salute**

4. **Minutes**

- 4.1. [Minutes](#) - February 17, 2026 Board Working Session Meeting
- 4.2. [Minutes](#) - February 24, 2026 Regular Meeting

5. **Chief School Administrator's Report**

- 5.1. [Resolution 032426-3](#) Recognition of Unsung Heroes
- 5.2. Report on Harassment, Intimidation and Bullying (HIB)
- 5.3. HIB Incidents reported at the February 24, 2026 Board meeting - None
- 5.4. [Monthly School Reports](#)
- 5.5. Legal Notice Publications are available on our [website](#)

6. **School Board President's Report**

- 6.1. NJSBA's Board self evaluation and CSA evaluation
- 6.2. Board Leadership Roundtable with constituent Districts
- 6.3. Adopt Preliminary Budget and Regular Board Meeting - March 24, 2026, 7:00 p.m. at the District Administration Office

7. **Opportunity for Public Comment** - [Click here for public participation policy](#)

During this portion of the meeting, the public is invited to address the Board of Education with comments. You are requested to sign the register provided and to state your name, municipality of residence, group affiliation if applicable, and direct your comments to the School Board President. While all comments will be considered by the Board of Education and a response may be forthcoming if and when appropriate, individual School Board members may not respond to the speakers at the time of their appearance. The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. You will be allocated three minutes to speak and no one will be permitted to speak more than once on the same topic until all others who wish to speak on that topic have been heard. Please keep your comments respectful and non-defamatory, and maintain the level of decorum appropriate for a public meeting where students may be present and in the audience.

8. **Curriculum, Instruction, and Technology**

- 8.1. [Home Instruction](#)

9. **Policy and School Security**

Policy Ad Hoc Committee Report

Call for a motion and second to approve agenda item 9.1. **Voice vote**

9.1. [Policy First Reading:](#)

9.1.1. 2131.2 - Employment of School Business Administrator/Board Secretary

9.1.2. 3514.1 - School Furnished Electronic Device: Distribution and Use

9.1.3. 4151.5, 4251.5 - Jury Duty

9.2. [Policy Regulations and Exhibit](#)

9.2.1. 2130(R) - Principal Evaluation (Regulation)

9.2.2. 3160(R) - Transfer of Funds (Regulation)

9.2.3. 3515(R) - Smoking Prohibition (Regulation)

9.2.4. 5131(R2) - Code of Conduct (Regulation)

9.2.5. 5136(R) – Fund Raising Activities (Regulation)

9.2.6. 9325.4(E) Voting Method (Exhibit)

9.3. Job Descriptions for [Assistant School Business Administrator](#), [Coordinator of Human Resources, Payroll & Benefits](#), and [Human Resources Assistant](#)

10. **Finance, Facilities and Transportation**

Report by K. Blew, Business Administrator, Board Secretary

10.1. Resolution 032426-4 Adoption of the 2026-27 Preliminary Budget and Annual Maximum Travel Expenditures

10.2. Resolution 032426-5 Ratification of Emergency Facility Repairs

10.3. [Special Education Medicaid Initiative \(SEMI\) Corrective Action Plan](#)

- 10.4. Contract with Honeywell, District Energy Service Company, to apply for the RETROFIT NJ Program as a continuation of the District's Energy

JOB DESCRIPTION

TITLE: Coordinator of Human Resources, Payroll & Benefits

QUALIFICATIONS:

1. High School diploma, Associate or Bachelor degree in related field preferred
2. Minimum 5 years of public school district office experience, including experience with payroll and benefits administration.
3. Knowledge and experience in public school employment programs, requirements, and procedures.
4. Proficiency in employee data management systems and in use of personnel and payroll management software.
5. Knowledge and experience with New Jersey public employee pension and benefit programs
6. Knowledge and experience with administration of public employee salary guides.
7. Strong organizational and problem solving skills.
8. Excellent communication skills to deal effectively with staff. 9. Required criminal history check, New Jersey residence in accordance with New Jersey First Act, and proof of U.S. citizenship or legal resident status.

REPORTS TO:

~~Assistant~~ Superintendent and School Business Administrator/Board Secretary

Supervises: Human Resource Staff

JOB GOAL:

- To serve as the point of entry for employee data and administer the district's payroll and benefits programs while maintaining the employee database with a high degree of responsibility, discretion and confidentiality, using independent judgment and performing routine work necessary for the smooth and efficient administration of the payroll and benefits program.
- To assist and support the Superintendent by maintaining a thorough and efficient operation, and facilitate all activities and functions of the Human Resources Department

PERFORMANCE RESPONSIBILITIES:

1. Manage and maintain the employee database, including ad hoc reporting.
2. ~~Administer all aspects of the payroll program from compilation and data entry to generation of payroll and all related reports and agency payments.~~
3. Compile and process payroll information including data entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. May enter data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
4. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards

- 10.5. Savings Improvement Plan (ESIP)

- 10.6. Approve the insurance defense counsel assignment of the Comegno Law Group, PC, per request of the Board's insurance carrier, at the hourly rates of \$225/hour

for partners, \$195/hour for associates, and \$125/hour for paralegals, to provide certain legal services regarding a covered matter, per the terms of the relevant insurance agreement

- 10.7. Tuition Contracts with Hunterdon County Vocational School District for [Full Time on-site Academy Programs](#) and [Shared Time Polytech Programs](#) for the 2026-27 school year
 - 10.8. [Participation in Coordinated Transportation](#) with Hunterdon County Educational Services Commission for the 2026-27 school year
 - 10.9. [Participation in Coordinated Transportation](#) with Warren County Special Services School District for the 2026-27 school year
 - 10.10. [Training and Travel Requests](#)
 - 10.11. Accept [District Donations](#)
 - 10.12. Declare [District Property](#) as damaged and/or obsolete and grant authorization for disposal and/or sale by the Business Administrator pursuant to N.J.S.A. 18A:18A-45
 - 10.13. Bills List for March 2026
 - 10.14. Resolution 032426-1 Monthly Financial Reports Certification for February 2026
 - 10.15. Monthly Financial Reports including Treasurer Report, Board Secretary Report and Transfer of Funds Report for February 2026
11. **Community Relations and Student Affairs**
 - 11.1. [Student Club Proposal-Bioethics Club at VHS](#)
 - 11.2. [Student Club Proposal-Hearts for Hope Club at VHS](#)
 - 11.3. [Student Club Proposal-Investment Club at VHS](#)
 12. **Delegates' Reports**
 13. **Call for a motion and second** to adopt [Resolution 031726-1](#) for an executive session to discuss matters reflected in the attached resolution. The Board expects to be in executive session for approximately 45 minutes, and upon return to public session, action will be taken. **Voice vote**
 14. **Call for a motion and second** to reconvene public session. **Voice vote**
 15. **Personnel and Executive Session Minutes**
 - 15.1. [Item P032426](#) - Personnel Agenda March 24, 2026
 - 15.2. Executive Session Minutes #1 - February 17, 2026
 - 15.3. Executive Session Minutes #2 - February 17, 2026
 - 15.4. Executive Session Minutes - February 24, 2026
 16. **Old and New Business**
 17. **Call for a motion and second** to adjourn. **Voice vote**