

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**Board of Directors Meeting**  
**November 9, 2011**  
**Minutes**

A **regular** meeting of the Hunterdon County Educational Services Commission **Board of Directors** was held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on **Wednesday, November 9, 2011**

**I. OPEN PUBLIC MEETING STATEMENT**

The meeting was officially advertised in the Courier News and with the County Clerk.

**II. ROLL CALL**

**BOARD MEMBERS**

Charles Miller (E AMWELL), President

Linda Adams (ALEXANDRIA)

William Moebus (HOLLAND), Vice President

Lou Pennucci (NO HUNTERDON/VOORHEES)

Judy Burd (LEBANON TWP)

Teresa Kane (MILFORD)

David Livingston (READINGTON)

Greg Nolan (FLEMINGTON RARITAN REG)

**ADMINISTRATION / STAFF PRESENT**

Dennis Cox (SUPERINTENDENT)

Nisha Littel (TEACHER)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Daria Kriegl (TEACHER)

Andrea Romano (SCHOOL DIRECTOR)

Travis Omillian (TEACHER)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

**GUESTS**

John B. Comegno, Attorney - Comegno Law Firm

1 member from the public

Kathy Acosta, Attorney - Comegno Law Firm

**III. CALL TO ORDER**

At **4:15 pm** in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board **President Charles Miller** called the meeting to order. Recess called until quorum is met.

4:26 pm public session called back to order as quorum has been met

Charles Miller informed the board that administration has identified financial concerns that drives recommendations today. Board attorney was invited to address concerns

John Comegno addressed the board, administration and public regarding reduction in force (RIF) due to financial circumstance. Difficult (painful) decisions need to be made and will be made recognizing statute to reduce staff / abolish position since funds are not in a position. It is not allowed to reduce compensation across the board - it can only be done for just cause. compensation can not be reduced for the good of the whole. School Districts are left with the only option of reducing to offset 6 digit projected loss. First in / first out is required. RIFs are in no way a reflection of performance, strictly due to financial matter. The individuals affected is to some of the finest employees of the organization.

Discussion today will be in executive session, however members of the public are welcome to speak at appropriate time.

Charles Miller informed the board that one individual previously request public discussion, which has since been withdrawn

Corinne Steinmetz discussed projected year-end loss and adjustments recognized with implementation of recommended action

#### **IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE**

##### **REVISED AGENDA**

William Moebus moved, seconded by Greg Nolan to approve the agenda with added items, as highlighted

**MOTION PASSED UNANIMOUSLY**

#### **V. APPROVAL OF MINUTES**

A William Moebus moved, seconded by Judy Burd to approve the minutes of the October 4, 2011 Board of Directors meeting, respectfully submitted by the Board Secretary.

**MOTION PASSED UNANIMOUSLY**

#### **VI FINANCIAL REPORTS**

William Moebus moved, seconded by Judy Burd to:

A approve the line item transfers and budget appropriations for the month of October 2011

B approve the Board Secretary Report for October 31, 2011

**MOTIONS PASSED UNANIMOUSLY**

#### **VII LIST OF BILLS**

A William Moebus moved, seconded by Linda Adams to approve the following list of bills:

- |   |                  |                    |
|---|------------------|--------------------|
| 1 | October 31, 2011 | Handchecks         |
| 2 | November 1, 2011 | Computer Generated |

**MOTIONS PASSED UNANIMOUSLY**

#### **VIII CORRESPONDENCE**

**Charles Miller presented the following:**

A Letter to employees regarding year end financial projection and program initiatives

B Thanksgiving Feast at ESC School at West Amwell - Tuesday, November 22, 2011 at 11:45. Please let Corinne Steinmetz know if you will be joining us.

#### **IX COMMITTEE MEETINGS**

A Building and Grounds Committee, 10/17/11

B Programs and Services Committee, 10/17/11

C Public Relations Committee, did not meet

D Policy Committee, 10/20/11

E Personnel Committee, 10/20/11

F Finance Committee, 10/20/11

G Executive Committee, 10/20/11 & 11/4/11

X SUPERINTENDENT'S REPORT

G HARASSMENT INTIMIDATION & BULLYING

Judy Burd moved, seconded by Greg Nolan to affirm Harassment Intimidating & Bullying incidents presented by Dennis Cox:

	NJ Anti-Bullying Bill of Rights Law		NJ Anti-Bullying Bill of Rights Law
1	WA-6	YES	5 WA-10
2	WA-7	YES	6 WA-11
3	WA-8	NO	7 WA-12
4	WA-9	NO	8 TW-2

NOTE: One student was terminated from our Tewksbury campus and accepted at our ESC School at West Amwell,

MOTION PASSED UNANIMOUSLY

A TRANSPORTATION

William Moebus moved, seconded by Greg Nolan to:

- 1 approve special education routes as follows:

COORDINATED TRANSPORTATION SERVICES

- Central Regional School District
- Phillipsburg School District
- White Twp. Consolidated School
- Woodbridge Twp. School District

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
SHR-8	South Hunterdon	Rick Bus	\$146.00

- 2 train the following as a Bus Driver, waiving the training fee due to need for drivers, effective October 17, 2011:

Ray Virgilio	Kristin Costa
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- 4 authorize Superintendent to negotiate with Educational Services Commission of Morris County for bus parking and fuel.

DISCUSSION: Dennis Cox discussed the move of Morris Depot office to West Orange depot. Estimated savings are projected in revised YE numbers

MOTIONS PASSED UNANIMOUSLY

William Moebus moved items XB & XC, seconded by Judy Burd to:

B SCHOOLS

- 1 award snow removal contract to lowest respondent of quotes for HCESC Schools, as follows:

LOCATION AWARD TO	West Amwell RGI Landscaping	Tewksbury Garrett Concerns
0" - 4"	\$225.00	\$140.00
4.1" - 8"	\$495.00	\$175.00
8.1" - 12"	\$800.00	\$200.00
12.1" - 16"	\$1,300.00	\$230.00
16" +	\$1,500.00	\$230.00 plus \$25/inover 16"
Salt (per Ton)	\$195.00	\$60 / per 350lbs

DISCUSSION: Additional shared service arrangements will be explored in efforts of reducing expenses on snow plowing at HCESC West Amwell Campus

**C COOPERATIVE PURCHASING**

- 1 award School Vehicle Tires-New & Recap Services Bid #138 effective 11/4/11 through 11/3/12 to Custom Bandag in the amount of \$118,820.51
- 2 award Technology Supplies & Accessories Bid #139-3 effective 11/8/11 through 11/7/12 to EPlus Technologies in the amount of \$42,875.14
- 3 award Assessment & Data Management for Students & Teachers Bid #TEC-05 to LinkIt, subsidiary of Assessment Systems, Inc. effective 11/1/11 through 10/31/12

DISCUSSION: Tracking on the number of districts/students utilizing LinkIt Assessment Software will be presented on a monthly basis. Programs & Services Committee will monitor program in greater depth.

Suggested that added marketing efforts be made to highlight each bid awarded on and individual basis to member and nonmember districts

- 4 accept Manalapan-Englishtown Regional School District as the 152nd member of the Cooperative Service Purchasing Cooperative

**MOTIONS PASSED UNANIMOUSLY**

**D DEPARTMENT OF SCHOOL SERVICES**

- 1 William Moebus moved, seconded by Judy Burd to provide Child Study Team Services to Hillsborough Township Public Schools, at board approved rates, effective October 17, 2011

**MOTION PASSED UNANIMOUSLY**

**E ADULT BASIC EDUCATION**

- 1 William Moebus moved, seconded by Greg Nolan to approve budget adjustments for Adult Basic Education programs as follows:

<b>Program</b>	<b>Original Budget</b>	<b>Change</b>	<b>Revised Budget</b>
Work First NJ - GAFS (General Asst. Food Stamps)	\$ 96,000.00	\$ 95,153.00	\$ 191,153.00
Work First NJ - TANF (Temporary Asst. for Needy Families)	\$ 287,358.00	\$ 34,906.00	\$ 322,264.00
Learning Link	\$ 115,422.43	\$ (3,922.43)	\$ 111,500.00
ABE - Federal	\$ 425,838.00	\$ (39,693.00)	\$ 386,145.00
ABE - County Carryover	\$ -	\$ 15,127.97	\$ 15,127.97

**MOTION PASSED UNANIMOUSLY**

William Moebus moved, seconded to Judy Burd to change the agenda number to identify PERSONNEL as E-A

**E(a) PERSONNEL**

William Moebus moved, seconded by Linda Adams to:

- 1 approve revised Monitor or Bus Aide job description
- 2 approve the following Personnel items, as recommended by the Superintendent:

**West Orange**

hire Raquel Pearson, Bus Driver, at a rate of \$15.25/hr., effective September 26, 2011

hire Juaquita Miles, Monitor, at a rate of \$9.50/hr., effective October 3, 2011

accept the resignation of Jean Racine, Bus Driver, effective October 31, 2011

**Glen Gardner**

hire Kristin Costa, Substitute Bus Monitor, at a rate of \$10.55/hr., effective October 17, 2011

change the status of Kristin Costa, from Substitute Monitor to Bus Driver, at a rate of \$16.75/hr., effective October 25, 2011

hire Ray Virgilio, Bus Driver, at a rate of \$16.75/hr., effective November 8, 2011

accept the written resignation of Linda Payne, Bus Driver, effective October 7, 2011

approve Meg Kaplowitz, Monitor, at a rate of \$10.55/hr., effective October 24, 2011

**Department of School Services**

hire Joann Caldara, Off Site Teacher Assistant, at a rate of \$17.73/hr., effective October 24, 2011

hire Patricia Glen, CSN, RN, Part Time Non Public Nurse, at a rate of \$33/hr., not to exceed 34 hrs./wk., effective November 2, 2011

approve Rosemary Braniff, School Social Worker Consultant, at Board Approved rates, effective November 2, 2011

approve Melinda Roethke, Off Site Teacher Assistant, at a rate of \$16/hr., effective October 24, 2011

accept the written resignation of Helene Caliguari, Off Site Teacher Assistant, effective November 7, 2011

approve Karen Skinner, Off Site Teacher Assistant, at a rate of \$17.73/hr., effective November 7, 2011

approve Richard Lachner, Off Site Teacher Assistant, at a rate of \$15.55/hr., effective November 7, 2011

approve the following Consultants, at a rate of \$50 per 1 hr. session, not to exceed 60 (1) hour sessions, to provide an after school program at Immaculate Conception School, as long as funding is available, effective December 1, 2011:

Theresa Craig, Elementary Teacher

Jacqueline Martoccia, Elementary Teacher

Anastasia Jones, Elementary Teacher

Theresa Monthony, Teacher of Math/Teacher of Science

approve Nancy Webb, Elementary Teacher, at a rate of \$50 per 1 hr. session, non pensionable, not to exceed 60 (1) hour sessions, to provide an after school program at Immaculate Conception School, as long as funding is available, effective December 1, 2011

approve the following Consultants, at a rate of \$50 per 1 hr. session., not to exceed 30 (1) hour sessions, to provide a Homework Club program at St. Matthias School, as long as funding is available, effective November 15, 2011:

Darlene Galtieri - Elementary Teacher/Teacher of Reading

Nick Fornarotto - Elementary Education Teacher (SUB ONLY)

Barbara Sury - Social Studies Teacher/ Elementary Teacher

Gail Iozzi - Speech Specialist

Jeanne Miller - Elementary Teacher/Teacher of the Handicapped

approve Deborah Szwarc, Homework Club Teacher, at a rate of \$50 per 1 hr. session., non pensionable, not to exceed 30 (1) hour sessions, to provide a Homework Club program at St. Matthias School, as long as funding is available, effective November 15, 2011

approve Michelle Capano-Morley, Homework Club Teacher, at a rate of \$50 per 1 hr. session., non pensionable, not to exceed 30 (1) hour sessions, to provide a Homework Club program at St. Matthias School, as long as funding is available, effective November 15, 2011

**Adult Basic Education**

accept the FMLA request of Adrienne Jackson, ABE Instructional Assistant, effective November 2, 2011

**MOTION PASSED UNANIMOUSLY**

**F PROFESSIONAL DEVELOPMENT**

1 William Moebus moved, seconded by Judy Burd to approve the following staff members for professional development workshops:

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Bookkeeper	Systems3000 - Fund Acctg.	11/2/2011	FREE
School Director	The Transition to the Core Common State Standards : Best Practices	12/13/2011	
Math Teacher	Understanding the New Normal: Tools for Personal Finance	11/29/2011	
Bookkeeper	Fund Accounting Review Training	11/2/2011	Free
HR Admin/Payroll Admin	Worker's Comp Training	11/16/2011	\$20/each

**MOTIONS PASSED UNANIMOUSLY**

**G HARASSMENT INTIMIDATION & BULLYING**

William Moebus moved, seconded by Judy Burd to affirm 6 incidents presented by Dennis Cox

<u>Bill of Rights Law</u>		<u>Bullying Bill of Rights Law</u>	
1	WA-6 YES	5	WA-10 YES
2	WA-7 YES	6	WA-11 YES
3	WA-8 NO	7	WA-12 YES
4	WA-9 NO	8	TW-2 YES

**MOTION PASSED UNANIMOUSLY**

**H EXECUTIVE SESSION**

**CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE**

At 4:59 pm William Moebus moved, seconded by Judy Burd to enter into executive session to discuss matters related to finances and personnel

**MOTIONS PASSED UNANIMOUSLY**

WHEREAS, section 8 of the Open Public Meetings Act, Chapter 213, P.O. 1975, permits the exclusion of the public from a meeting in certain circumstances;

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission Board of Directors that the public shall be excluded from **PERSONNEL and FINANCIAL** discussions until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

5:49 pm - RETURNED TO PUBLIC SESSION

Charles Miller explained that discussions in executive session consisted of the commission's financial condition along with year-end projections and recommendations made to minimize projected loss. Recommendations will impact individuals, however as difficult as it is - it is also necessary. Future positions will be explored with consideration to those impacted with the decision.

William Moebus moved, seconded by Louis Pennucci to:

1 WHEREAS, N.J.S.A. 18A:28-9 provides, in part, that a board of education may “reduce the number of teaching staff members, employed in the district whenever, in the judgment of the board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause”; and

WHEREAS, the budget adopted by the Board for the 2011-2012 school year will result in a budgetary shortfall; and

WHEREAS, the Board deems it necessary to reorganize and restructure, and to eliminate certain educational positions, programs and activities; and

WHEREAS, for reasons of economy, reorganization, and reduction of personnel based upon the foregoing and information provided by the Administration, the Board finds it advisable to reduce the total number of staff for the 2011-2012 school year through a reduction in force;

WHEREAS, IT IS HEREBY RESOLVED by the Board as follows:

- a. That the following positions are hereby eliminated and/or modified as a result of a reduction in force:
 

(3) Special Education Teachers	Eliminated
(3) Teacher Assistants	Eliminated
(1) Personal Aide	Eliminated
(1) Counselor	Eliminated
(1) School Administrative Assistants	Reduced to Part-Time
(1) Purchasing Administrative Assistants	Reduced to Part-Time
(1) Off Site Driver Supervisor	Eliminated
(1) Part-Time Dispatcher	Eliminated
(2) Part-Time Transportation Office Clerks	Eliminated
- b. That the affected employees will promptly receive appropriate notification of their employment status.
- c. That the Superintendent is authorized to provide the necessary notification to the affected employees.

This resolution will take effect immediately on the 23rd day of November, 2011.

2 Enact 90 day notification to terminate Interlocal Agreement with Educational Services Commission of Morris County for facility rental of bus depot, effective January 31, 2012.

Charles Miller (E AMWELL)	YES	Linda Adams (ALEXANDRIA)	YES
William Moebus (HOLLAND)	YES	Lou Pennucci (NO-HUNTERDON/VOORHEES)	YES
Judy Burd (LEBANON TWP)	YES	Teresa Kane (MILFORD)	YES
David Livingston (READINGTON)	YES	Greg Nolan (FLEMINGTON RARITAN REG)	YES

**MOTIONS PASSED UNANIMOUSLY, with regret**

**XI OLD BUSINESS**

**XII NEW BUSINESS**

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XIV ADJOURNMENT**

William Moebus moved, seconded by Linda Adams to adjourn the meeting. Since there was no further action to discuss, the meeting was adjourned at 5:55 pm.

Respectfully submitted by:

Corinne Steinmetz, SBA/Board Secretary