

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors Meeting
April 2, 2013
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 Tuesday, April 2, 2013

I. OPEN PUBLIC MEETING STATEMENT

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

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President

Linda Adams (ALEXANDRIA)

Tom Bruhl (DELAWARE)

Jason Komegay (LEBANON TWP)

William Martin (DEL-VAL REG)

Teresa Kane (MILFORD)

Greg Nolan (FLEMINGTON RARITAN REG)

Joanne Calabro (SO HUNTERDON REG)

David Livingston (READINGTON)

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)

Marie Kisch (ASST. SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

III. CALL TO ORDER

At 4:18 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board President Charles Miller called the meeting to order.

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

V. APPROVAL OF MINUTES

A Linda Adams moved, seconded by Jason Komegay to approve the minutes of the March 5, 2013 Board of Directors meeting, respectfully submitted by the Board Secretary.

MOTION PASSED, with William Martin abstaining

VI. FINANCIAL REPORTS

Tom Bruhl moved, seconded by William Martin to:

A approve the line item transfers and budget appropriations for the month of March 2013

B approve the March 2013 Board Secretary Report

MOTIONS APPROVED UNANIMOUSLY

REVISED AGENDA

Tom Bruhl moved, seconded by Greg Nolan to approve the agenda with added items, as highlighted

MOTION APPROVED UNANIMOUSLY

VII. LIST OF BILLS

A Tom Bruhl moved, seconded by Linda Adams to approve the following list of bills:

1	April 2, 2013	List of Bills		\$ 347,442.96
2	March 2013	Handchecks		\$ 13,680.87
3	March 15, 2013	Consultant Handchecks		\$ 43,975.00
4	March 2013	Payroll		\$ 899,551.59
5	April 2, 2013	List of Bills	ADDED	\$ 17,570.87
				<u>\$ 1,322,221.29</u>

MOTION APPROVED UNANIMOUSLY

VIII CORRESPONDENCE

- A The Board's Responsibility regarding Special Education - April 30, 2013, presented by Charles Miller
- B Democrat article regarding Harlem Globetrotter visit with HCESC West Amwell students, presented by Dennis Cox
- C Dennis Cox updated the Board on the condition of our fellow Board Member, William Moebus

IX COMMITTEE MEETINGS for November 2012:

- A Building and Grounds, 3/18/13 - presented by David Livingston
Corinne Steinmetz informed the Board that there will be a recommendation at our May meeting for both the purchase and sale of school transportation vehicles.
- B Programs and Services, 3/18/13 - presented by David Livingston and Dennis Cox
- C Public Relations did not meet
- D Policy did not meet
- E Personnel, 3/19/13 - presented by Greg Nolan
- F Finance, 3/19/13 - presented by Tom Bruhl
- G Executive, met 4/2/13 to review agenda and outstanding

X SUPERINTENDENT'S REPORT

Tom Bruhl moved, seconded by Linda Adams to approve action items XA and XB to:

A ADMINISTRATION

- 1 ratify appointment of Brown & Brown Benefit Advisors (BBBA) as HCESC's group insurance broker of record, effective April 1, 2013, for Medical, Dental and prescription drug programs
- 2 approve agreement with Educational Information and Resource Center (EIRC) for the purpose of School Bus Advertising, TCPN National Purchasing Cooperative and TCG Energy Saving Program
- 3 approve Bus Advertising Participation Agreement with EIRC for shared service agreement for the purpose of generating alternative revenue from corporate sponsorship, effective April 2, 2013 through April 1, 2016, at the following revenue split:

HCESC	55%
EIRC	45%

DISCUSSION: Charles Miller explained difference between two EIRC Agreements

B SCHOOLS

- 1 host Get Fit program at our ESC School at West Amwell, by The Family Resource Network to increase focus on physical activity and improving nutrition in children grades K-12
- 2 submit 2013-2016 Technology Plan to the Hunterdon County Department of Education for approval, as required.

MOTIONS APPROVED UNANIMOUSLY

Tom Bruhl moved, seconded by Greg Nolan to approve action items XC and XD to:

C TECHNOLOGY

- 1 provide technology services to Greenwich Township, at board approved rates, as needed for the 2012-13 school year.
- 2 approve Products and Services Agreement with Century Link Sales Solutions, Inc for EMBARQ Dedicated Internet Access and EMBARQ Classic Ethernet Services, at a rate of \$1,746.00 per month, effective July 1, 2013 through June 30, 2016
- 3 approve Services Agreement with Comcast Business Class PRI Lines, at a rate of \$389.00 per month, effective July 1, 2013 through June 30, 2015

D PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
188	Englewood Board of Education
189	Township of Montgomery
190	Ocean County Vocational School

2 award the Interactive Whiteboards and Accessories bid #136 effective April 9, 2013 through April 8, 2015 to the following vendors:

Keyboard Consultants	\$ 783,811.00
TeleMeasurements	\$ 74,384.00
Tequipment	\$ 178,232.00

MOTIONS APPROVED UNANIMOUSLY

E PERSONNEL

Tom Bruhl moved, seconded by William Martin to approve the following personnel items, as recommended by the Superintendent:

approve the School Clerk - Tewksbury job description

West Orange

approve the FMLA request of Veronica Jones-Muhammad, Part-Time School Bus Driver, effective February 28, 2013 through March 31, 2013

terminate Anjell Broadie, Part-Time School Bus Driver, effective March 26, 2013

Glen Gardner

approve Meta Velasco, Part-Time Bus Monitor, at a rate of \$10.55/hr., effective February 1, 2013

approve the Leave of Absence request of Judi Turi, Part-Time School Bus Driver, effective March 11, 2013 through March 25, 2013

approve Sean Latino, Substitute Bus Monitor, at a rate of \$10.55/hr., effective March 21, 2013

approve Amy Silveira, Part-Time Bus Driver, at a rate of \$17.10/hr., Part-Time Bus Monitor, at a rate of \$10.55/hr., effective March 25, 2013

Schools

approve Connie Wygera, Part-Time Temporary Teacher Assistant, at a rate of \$17.73/hr., effective March 13, 2013

rescind change of employment status of Donna Leach to full-time Nurse / School Secretary at an annual amount of \$40,000.00 (prorated) approved at the March 5, 2013 Representative Assembly / Board of Directors Meeting

change employment status of Donna LaPira-Leach to full-time Nurse / School Clerk, at an annual salary of \$40,000.00 (prorated), effective March 16, 2013

Department of School Services

approve Diana Billitz, Part-Time Off Site Personal Assistant, at a rate of \$15.55/hr., effective March 8, 2013

approve Nike Brandner, Part-Time Substitute Nurse, at a rate of \$33/hr., effective March 19, 2013

approve Kristyna Barbella, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective March 20, 2013

approve the FMLA request of Lorie King, Part-Time Off Site Teacher Assistant, effective March 21, 2013 through April 15, 2013

approve JoAnn Kernan, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective March 22, 2013. Rate to increase to \$17.73/hr. once teaching certificate is received

approve the Leave of Absence request of Lisa Santoro, Part-Time Off Site Teacher Assistant, effective April 24, 2013 through June 21, 2013

MOTIONS APPROVED UNANIMOUSLY

F PROFESSIONAL DEVELOPMENT

1 Linda Adams moved, seconded by Tom Bruhl to approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Counselor	NJ Core Standards - PARCC - NJ ASK Transition	4/2/13	\$75.00
(6) Administrators (2) Counselors	MUJC Training on Danielson Model	4/24/13	\$145 / each
(3) Administrators	NJSBAIG Legal One Training	6/24 & 6/25/13	\$252 / each
(3) Instructional Aides	LACES Training	4/23/13	Free
(2) ABE Staff	NJALL 2013 Spring Conference	5/10/13	\$100 / each
External Transportation Director	45th Annual NJ Pupil Transportation Conference & Equipment Show	4/15/13	\$125.00
Transportation Coordinator	45th Annual NJ Pupil Transportation Conference & Equipment Show	4/15-4/16/13	\$325.00
ABE Instructor	NJTESOL Spring Conference	5/29/13	\$179.00
(2) ABE Instructors	NJTESOL Spring Conference	5/30/13	\$179/ea
Asst. Superintendent	SAGE Training	4/18/13	Free
(3) Administrators	Special Education Panel Discussion	4/30/13	Free

MOTIONS APPROVED UNANIMOUSLY

G HARASSMENT INTIMIDATION & BULLYING - No Incidents

XI OLD BUSINESS

- A Superintendent Evaluation, report attached for comment - will be presented on-line
- B Board Self Evaluation LINK: <http://www.surveymonkey.com/s/L7GWWJ6>

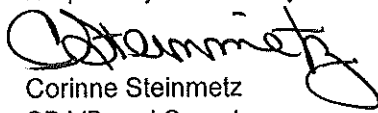
XII NEW BUSINESS

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIV ADJOURNMENT

Tom Bruhl moved, seconded by William Martin to adjourn the meeting. Since there was no further items to discuss the meeting was adjourned at 5:11 pm

Respectfully submitted by:


Corinne Steinmetz
SBA/Board Secretary