

VA, 9/14/12

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors Meeting
August 7, 2012
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, August 7, 2012.

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

Greg Nolan (FLEMINGTON RARITAN REG)

William Moebus (HOLLAND), Vice President

Kim Metz (HUNTERDON POLYTECH)

William Martin (DEL-VAL REG)

Jason Kornegay (LEBANON TWP)

Tom Bruhl (DELAWARE)

Teresa Kane (MILFORD)

Linda Adams (ALEXANDRIA)

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)

Andrea Romano (DIRECTOR OF SCHOOLS)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At 4:17 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board President Charles Miller called the meeting to order.

Board took a moment of silence in memory of Board Member, Louis Pennucci. He is remembered of all his dedication and commitment to Hunterdon County ESC, he will be missed.

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

REVISED AGENDA

William Moebus moved, seconded by Linda Adams to approve the agenda with added items, as highlighted

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by Jason Kornegay to approve the minutes of the June 28, 2012 Representative Assembly/Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION PASSED with Teresa Kane abstaining

VI. FINANCIAL REPORTS

William Moebus moved, seconded by Linda Adams to:

A approve the line item transfers and budget appropriations for the month of June 2012

B approve the line item transfers and budget appropriations for the month of July 2012

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

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

- | | | |
|---|---|---------------------|
| 1 | June 29, 2012 | Payroll |
| 2 | June 29, 2012 | Consultant Pay |
| 3 | June 30, 2012 | List of Bills |
| 4 | July 2012 | Payroll |
| 5 | August 7, 2012 | List of Bills |
| 6 | August 8, 2012 | ADDED List of Bills |
| 7 | void stale checks from prior to 2008-09 totaling \$16,748.71, effective June 30, 2012 | |

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE

IX COMMITTEE MEETINGS

Next Mtg. Date Next Mtg. Time Location

Committee Members / Schedule - Board Members are requested to review and let us know what committees they can sit on. Members are needed.

- A Building and Grounds Committee, did not meet
- B Programs and Services Committee, did not meet
- C Public Relations Committee, did not meet
- D Policy Committee, did not meet
- E Personnel Committee, did not meet

Greg Nolan, Chair discussed the need to explore NJSBA for superintendent search to determine process and cost. Charles Miller explained that typically the cost will be based on the level of need and involvement of NJSBA in completing the search.

Greg Nolan moved, seconded by William Martin to authorize administration to contact NJSBA to discuss process and obtain proposal for superintendant search.

MOTION PASSED UNANIMOUSLY

- F Finance Committee, did not meet
- G Executive Committee, did not meet
- H Strategic Planning Committee, did not meet

X SUPERINTENDENT'S REPORT

Dennis Cox discussed with the board:

WEST ORANGE TRANSPORTATION

Change in administration at West Orange Board of Education

Fuel tank at our West Orange Depot is in and received appropriate approvals to operate.

SUMMER SCHOOL PROGRAMS

Franklin Board of Education supported a number of their students financially

Franklin had 300 sessions (includes some other district students)

Voorhees had 100 sessions

ESY at ESC School at West Amwell had 25 students

SCHOOL PROGRAM

New Principal at Franklin (Somerset)

New Superintendent at Trenton

HCESC School at West Amwell identified to participate in MOSS (Making our Schools Safe)

William Moebus moved, seconded by Linda Adams to approve action items XA and XB to:

A ADMINISTRATION

- 1 Motion approve the purchase of NJSBA's online policy update service at an annual rate of \$2,000.00.

B TRANSPORTATION

- 1 contract with Transfinder for transportation Routing and Scheduling Software System at a price of \$15,245.00 (Future annual support and Maintenance will be charged at \$4,000.00)
- 2 approve Special Education Transportation routes, as follows:

COORDINATED TRANSPORTATION SERVICES

Ocean Township
Plainfield School District
Bridgewater Raritan

NEW CONTRACTS

Route #	Destination	Contractor	Per Annum	Aide
NP13082	Imm. HS, Imm. Con, St Anne	DVR	\$ 42,140.00	
NP13083	Imm. HS, Imm. Con, St Anne	First Student	\$ 44,500.00	
NP13085	Imm. HS, Imm. Con, St Anne	DVR	\$ 36,244.00	
NP13153	Imm. Conception	DVR	\$ 39,560.00	

RENEWAL CONTRACTS

Route #	Destination	Contractor	Daily Rate	Aide
0201R	Valley View	ESC	\$200.16	
0210R	Clinton Public	ESC	\$165.42	
0235R	Spruce Run Elementary	ESC	\$163.50	
0235A	Spruce Run Elementary	ESC	\$163.50	
0237R	Spruce Run Elementary	ESC	\$163.50	
0237A	Spruce Run Elementary	ESC	\$163.50	
0733R	Allegro	ESC	\$210.00	\$79.60
0802R	Midland	ESC	\$226.00	\$65.00
0805R	DLC, Warren	ESC	\$216.33	\$63.79
0903R	Newgrange	ESC	\$214.44	
0924R	Voorhees H.S.	ESC	\$135.99	
0925R	High Bridge Ele.	ESC	\$183.06	
0938R	Montgomery Academy	ESC	\$227.34	
1005R	Matheny School	ESC	\$251.05	\$61.75
1047R	Windsor School	Kensington Bus	\$196.64	
1106R	Mercer Elementary	Ralph Bus	\$169.15	\$56.72
1109R	DLC, Warren	Ralph Bus	\$157.80	\$52.60
1110R	Newmark	Ralph Bus	\$172.19	
1125R	New Roads School	Ralph Bus	\$175.34	
1200R	Midland	ESC	\$186.00	\$60.00
1201R	Celebrate the Children	Snyder Bus	\$190.18	
1202R	East Amwell School	Snyder Bus	\$136.08	
1205R	Valley View	Leh's Transportati	\$134.49	
1207R	Douglas Dev. Center	Snyder Bus	\$159.51	\$71.32
1209R	Katzenbach	George Dapper Jr	\$112.28	
1210R	New Roads School	Kensington Bus	\$190.53	
1233R	ESC West Amwell	ESC	\$191.00	\$58.00

Route #	Destination	Contractor	Per Annum	Aide
NP11064	Imm. Conception	DVR	\$38,500.00	
NP11067	Imm. Conception	DVR	\$38,500.00	
NP11068	Imm. Conception	DVR	\$40,080.00	

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate	Aide
1320S	PG Chambers	ESC	\$198.00	\$58.00
1322S	Friendship Connection	ESC	\$192.00	
1323S	Eden	ESC	\$198.00	
1324S	Tewksbury Elementary	ESC	\$165.00	

3 change the Administration Fee for 2012-13 Non Public Transportation from 5.5% to not to exceed aid in lieu per student

4 bid the sale of the following vehicles:

Unit #	HCESC LOCATION	VIN #	CHASSIS	YEAR	# pass
6	Glen Gardner	1GDJ7T1C0YJ519030	Bluebird	2001	54
15	Glen Gardner	1GDJ7T1C9YJ520760	Bluebird	2001	54
17	Glen Gardner	1GDJ7T1C3YJ520852	Bluebird	2001	54
44	Glen Gardner	1GDJ7T1C8YJ520569	Bluebird	2001	54
46	Glen Gardner	1GDJ7T1C42J510581	Bluebird	2002	54
47	Glen Gardner	1GDJ7T1C72J511384	Bluebird	2003	54
V-16	Glen Gardner	1GBHG31F221224374	Chevy	2004	16
3	West Orange	1GDJ7T1CXJY519018	GMC	2001	54
8	West Orange	1GDJ7T1CXJY518709	GMC	2001	54
13	West Orange	1GDJ7T1C3YJ518907	GMC	2001	54
14	West Orange	1GBG31RW1077972	GMC	2001	54
35	West Orange	1GDJ7T1C5YJ520996	GMC	2001	54
37	West Orange	1GDJ7T1C9YJ520841	GMC	2001	54
38	West Orange	1GDJ7T1C7YJ520787	GMC	2001	54
40	West Orange	1GDJ7T1C5YJ520920	GMC	2001	54
45	West Orange	1GDJ7T1C8YJ520877	GMC	2001	54
120	West Orange	1GDJ7T1CXJY518774	GMC	2001	54
V238	West Orange	1GBHG31F221190307	Chevy	2003	16
341	West Orange	1BAAGCPA51F094532	bluebird	2001	54
529	West Orange	1BAKFCKH35F226639	Vision	2005	54
VAN	Tewksbury	1GBFG15R0T1017578	Chevy	1996	Conv Van

5 rescind the sale of the following vehicles:

V-27	Glen Gardner	1GBHG31F521102866	Chevy	2002	16
V-29	Glen Gardner	1GBHG31F721139000	Chevy	2003	16

6 renew the transportation routes with ESC Morris County, at approved CPI of 1.89% for the following summer routes:

Route	School		Daily Rate	Incr/Decr	Aide
SN600	PG Chambers	QUOTE RENEWAL	\$ 180.00	\$ 1.25	\$ 50.00
SR057	ECLC-Chatham	ADJUSTMENT			\$ 55.00

- 7 renew the transportation routes with ESC Morris County, at approved CPI of 1.89% for the 2012-13 school year.
- 8 purchase proprietary items per 18A:18A-5a(10) for transportation vehicles as needed for the 2012-13 school year from the following vendors:

VENDOR	ITEMS	MAX AMT
Brightbill Body Works	Bluebird Parts	\$ 20,000.00
Cummins Power System	OEM Diagnostics & Service	\$ 20,000.00
Foley	Caterpillar Diagnostics & Service	\$7,500.00
Atlantic Detroit Diesel	Diesel Engine Diagnostics & Service	\$7,500.00

- 9 award 2012-13 towing services for Glen Gardner Terminal to Somerset Hills Towing, lowest respondent of quotes, at the following rates:

Company Name	Per Hour Charge 54 Passenger	Charge-16 Passenger	Mileage Charges	Additional Charges
Somerset Hill Towing	\$68.98	\$38.98	N/A	N/A
Mike's Auto Body	\$185.00	\$85.00	\$4.00	\$25.00 drive shaft
Dave's Heavy Towing	\$105.00	\$90.00	N/A	\$25.00 drive shaft
Superior Towing	\$125.00 2 hour minimum	\$125.00	\$5.00 after 25 miles	N/A
J & D Auto Body	\$100.00	\$85.00	N/A	N/A

- 10 train Gerald Andre as a Bus Driver, at a fee of \$300, effective July 27, 2012

DISCUSSION: Virtual on-line instruction program being explored as an additional school program for credit recovery and credit advancement.

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by William Martin to approve action items XC & XD to:

C SCHOOLS

- 1 approve the following price charge for school nutrition breakfast and lunch program as allowed by NJ Department of Agriculture (no increase)

National School Nutrition Program	LUNCH	BREAKFAST
K-12	\$ 3.25	\$ 2.00
Reduced Rate	\$ 0.40	\$ 0.30
Adult	\$ 3.75	\$ 2.50

- 2 renew snow removal contract for HCESC Schools, as follows:

LOCATION	West Amwell	Tewksbury
AWARD TO	RGI Landscaping	Garrett
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
Loader (if needed)		\$70 00/hr

- 3 approve payment to NJ Department of Treasury of \$49,529.00 for reimbursement of unused funds associated with 1998 Youth Corps Program of Hunterdon.

D COOPERATIVE PURCHASING

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

<u>MEMBER #</u>	<u>DISTRICT</u>
173	Hoboken Dual Language Charter School
174	East Orange Community Charter School

- 2 extend the pricing on the Technology Installation & Integration Bid #TEC-03 until September 4, 2012.

- 3 award Manufacturer of Converged Networking Equipment #TEC-06-RFP as follows:

Cisco Systems, Inc.
Dell Marketing LC

- 4 give 60 days notice to terminate the School Bus Parts Bid #140 for convenience effective September 18, 2012, with the following vendors:

Dover Brake & Clutch
Samuel Inc. t/a Buy Wise Auto Parts
Fred Beans parts
American Bus & Coach

- 5 contract with E-Maxed Custom Software Solutions for annual system support and maintenance at the following rates:

3 hours support per quarter	\$	220.00	per quarter
Additional hours beyond 3 hours per quarter	\$	90.00	per hour

MOTIONS PASSED UNANIMOUSLY

5:15 pm - Kim Metz leaves

E PERSONNEL

Linda Adams moved, seconded by William Moebus to approve the following personnel items, as recommended by the Superintendent to:

approve the Teacher Assistant/Personal Aide / Off-Site Vocational Teacher Assistant job description

approve the Teacher of the Deaf and Hard of Hearing job description

approve the Itinerant Teacher of the Deaf and Hard of Hearing job description

Glen Gardner

approve Judi Turi, Part-Time Bus Driver, at an hourly rate of \$17.35, effective July 10, 2012 through August 31, 2012

approve Melissa DeBatt, Part-Time Bus Monitor, at an hourly rate of \$10.55, effective July 10, 2012 through August 31, 2012

accept the verbal resignation of Kristen Costa, Part-Time Bus Driver, effective September 1, 2012

accept the verbal resignation of Leonard Spitzer, Part-Time Bus Driver, effective September 1, 2012

rescind offer of employment to Edward Koller, Part-Time Summer Bus Driver, approved at the June 28, 2012 Board of Directors/Representative Assembly Meeting

rescind offer of employment to Robert Bilko, Part-Time Summer Bus Driver, approved at the June 28, 2012 Board of Directors/Representative Assembly Meeting

West Orange

accept the verbal resignation of Carol Averett, Part-Time Bus Driver, effective July 19, 2012

accept the written resignation of Marilyn Cooke, Part-Time Bus Driver, effective July 20, 2012

accept the written resignation of Raymundo Rodriguez, Part-Time Bus Driver, effective July 23, 2012

accept the written resignation of Joseph Redwar, Part-Time Bus Monitor, effective August 10, 2012

approve the following staff members, effective July 1, 2012 through August 31, 2012

LaTarshia Irving, Part -Time Driver \$18.82 /hr	Carolyn Graves, Part -Time Driver \$18.45/hr
Shurliana Haley, Part -Time Driver \$15.52/hr	Jerome Vincent, Part -Time Driver \$16.20/hr
Mamie Simmons, Part-Time Monitor \$11.17/hr	Joseph Hall, Part-Time Monitor \$11.71/hr
Pamela Kimbrough, Part-Time Monitor \$10.39/hr	Melanie Vilsaint, Maintenance Help \$11/hr

Adult Basic Education

accept the FMLA request of Liesel Mesker, Instructional Aide, effective July 19, 2012

Department of School Services

accept the written resignation of Kathleen Herman, Part-Time Off Site Teacher Assistant, effective July 3, 2012

accept the written resignation of Michelle Dysart, Part-Time Off Site Teacher Assistant, effective August 1, 2012

approve James Rinaldi, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Nancy Parker, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Marianne Gallo, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Kristen Moronese, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Melissa Carver, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.76/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Michael Santagata, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Kim Johnson, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Thomas Sharkey, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Dawn Reich, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Monte Blew, Part-Time Off Site Vocational Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Eve Cassidy, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

transfer Christine Carr, Part-Time Teacher Assistant to Part-Time Off Site Teacher Assistant, no change in rate of pay, effective September 1, 2012

approve Jamie Foy, Part-Time Off Site Teacher of the Deaf and Hard of Hearing, at an annual salary of \$40,161.00, not to exceed 5.5 hrs/day, 27.5 hrs/week, 10 sick days, no other benefits apply, effective September 4, 2012

approve Kara Dunlap, Teacher of the Deaf and Hard of Hearing, at a rate of \$30/hr., part-time, as needed, not to exceed 6.5 hrs/day, 32.5 hrs/week, effective August 23, 2012

approve Kristine Diliberto, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Dawna Spangler, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

increase Christopher Mitcheltree, Part-Time Off Site Teacher Assistant, from \$15.55/hr. to \$17.73/hr., no change in hours or benefits, due to additional certification completion, effective September 1, 2012

approve the Leave of Absence request of Paul Otis, Part-Time Off Site Teacher Assistant, effective September 4, 2012 through March 2013

hire additional Part-Time Off Site Teacher Assistants, as needed, to fill openings as they occur; rate of pay and benefits as approved by the Board

Schools

rescind offer of employment to Aja Clark, Remedial Summer School Teacher, approved at the June 5, 2012 Board of Directors Meeting

rescind offer of employment to Marina Day, Extended School Year Teacher Assistant, approved at the June 5, 2012 Board of Directors Meeting

approve Jeffrey Donaldson, Remedial Summer School Math Teacher, at an hourly rate of \$32, no to exceed 6.25 hrs/day, effective July 2, 2012 through August 1, 2012

approve Nessa Rosenstein, Remedial Summer School Math Teacher, at an hourly rate of \$32, no to exceed 6.25 hrs/day, effective July 2, 2012 through August 1, 2012

MOTIONS PASSED UNANIMOUSLY

F PROFESSIONAL DEVELOPMENT

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

<u>POSITION</u>	<u>WORKSHOP</u>	<u>DATE</u>	<u>COST</u>
Buildings & Ground Spvr	Asbestos O&M Refresher Course	10/26/12	\$175.00
S.B.A.	Nutrition Processing	8/22/12	Free
Bookkeeper	Nutrition Processing	8/22/12	Free
(2) Administrators	504 Compliance Training	9/20/12	\$50/ea
C.S.T. Supervisor	504 Compliance Training	9/20/12	\$50

MOTIONS PASSED UNANIMOUSLY

XI **OLD BUSINESS - NONE**

XII **NEW BUSINESS**

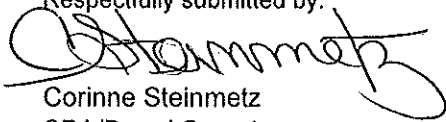
- A Strategic Planning - Bylaws state President appoints. No recommendation to change.

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XIV ADJOURNMENT

William Moebus moved, seconded by Greg Nolan to adjourn the meeting. Since there was no further items to discuss the meeting adjourned at 5:25 pm.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Corinne Steinmetz', written in a cursive style.

Corinne Steinmetz
SBA/Board Secretary