

V A, 4/2/13

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
Board of Directors Meeting  
March 5, 2013  
MINUTES

A regular meeting of the Hunterdon County Educational Services Commission Representative Assembly / Board of Directors was held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on Tuesday, March 5, 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**

REPRESENTATIVE ASSEMBLY / BOARD OF DIRECTOR MEMBERS

Charles Miller (E AMWELL), President	John Melick (HUNTERDON/VOORHEES)
Dr. Debra Sheard (CALIFON)	David Livingston (READINGTON)
Tom Bruhl (DELAWARE)	Joanne Calabro (SO HUNTERDON REG)
Greg Nolan (FLEMINGTON RARITAN REG)	John Dupuis (W AMWELL)
Kim Metz (HUNTERDON POLYTECH)	Albert Purdy (BLOOMSBURY)
Jason Komegay (LEBANON TWP)	Joe Kennedy (HIGH BRIDGE)
Teresa Kane (MILFORD)	

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)	Pam Mills (DIRECTOR OF SCHOOL SERVICES)
Corinne Steinmetz (SCHOOL BUS ADMIN)	Nisha Littel (TEACHER)
Marie Kisch (ASSISTANT SUPERINTENDENT)	Daria Kriegl (TEACHER)

III. **CALL TO ORDER**

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

IV **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

EXECUTIVE SESSION

4:18 pm - Greg Nolan moved, seconded by Tom Bruhl to enter into Executive Session  
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** discussions regarding **Superintendent Search** and **other matters involving potential legal actions**, until such time as the subject no longer defeats the purpose of the executive session.

Action will be taken.

4:40 pm - The Board returned to Public Session

David Livingston moved, seconded by Tom Bruhl to appoint Marie B. Kisch as Superintendent, pending final approval from the Hunterdon County Superintendent, effective July 1, 2013 through June 30, 2016 at an initial salary of \$125,000.00 plus potential merit bonuses and annual increases based on review.

Discussion:

Executive Hiring Committee for the Superintendent search consisted of Charles Miller, William Moebus, Greg Nolan, Tom Bruhl, David Livingston, Linda Adams, John Dupuis; with some input from William Martin.

Charles Miller explained that we received 30 applications, which the Executive Hiring Committee selected 7 for the initial interview. One candidate did not show up and the committee invited 3 candidates back for the second round of interviews. Marie Kisch was recommended by the Hiring Committee for Superintendent.

Committee feels confident that the process handled by NJSBA provided a complete and thorough process .

**ROLL CALL VOTE - PASSED UNANIMOUSLY**

Tom Bruhl moved, seconded by John Melick to appoint Marie B. Kisch as Assistant Superintendent, effective immediately, through June 30, 2013, with a stipend of \$5,000.00.

**MOTION PASSED UNANIMOUSLY**

**BOARD BUSINESS**

John Melick moved, seconded by Greg Nolan to appoint Tom Bruhl (Chair of Finance) as Board Vice President until such time as William Moebus is able to resume responsibilities

**MOTION PASSED UNANIMOUSLY**

**REVISED AGENDA**

Greg Nolan moved seconded by David Livingston to approve the agenda, with added items, in bold

**MOTION PASSED UNANIMOUSLY**

**V. APPROVAL OF MINUTES**

- A Greg Nolan moved, seconded by John Melick to approve the minutes of the February 5, 2013 Board of Directors meeting, respectfully submitted by the Board Secretary.

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Tom Bruhl moved, seconded by Greg Nolan to:

- A approve the line item transfers and budget appropriations for the month of February 2013
- B approve the February 2013 Board Secretary Report
- C Cooperative Purchasing Savings Report, presented by Corinne Steinmetz
- D increase the budget, as follows:

Program		
Glen Gardner Transp	\$ 45,000.00	Increased Contracted Services
Paraprofessionals	\$ 154,133.00	Increased Teacher Assistant Services
Tewksbury Academy	\$ 50,000.00	Increased Enrollment / additional staff
	<u>\$ 249,133.00</u>	

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

- A Tom Bruhl moved, seconded by Jason Kornegay to approve the following list of bills:

1	March 5, 2013	List of Bills	\$ 410,059.16
2	February 2013	Handchecks	\$ 18,259.34
3	February 15, 2013	Consultant Handchecks	\$ 17,570.00
4	February 2013	Payroll	\$ 916,080.25
5	March 5, 2013	List of Bills	ADDED \$ 20,754.36
			<u>\$ 1,382,723.11</u>

**MOTIONS PASSED UNANIMOUSLY**

## VIII CORRESPONDENCE

Charles Miller informed the Board that on April 30, 2013 HCESC will be sponsoring a workshop on The Boards Roles and Responsibilities with Special Education, according to statute. A panel, including John Comegno will offer an open format. Workshop will potentially be held at JP Case and will be open to Board Members throughout New Jersey

Charles Miller is on a special education task force, headed by Jerry Vernica that is responsible for identifying how we can decrease the cost of special education, while maintaining / increasing quality

- A Cooperative Purchasing Flyer - February 2013
- B Committee Selection form - if you have not done so yet, please complete and submit to Corinne Steinmetz
- C School Ethics Memo
- D HCESC Educational Programs - Open House / Program Information

## IX COMMITTEE MEETINGS for November 2012:

- A Building and Grounds, presented by David Livingston
- B Programs and Services, presented by David Livingston
- C Public Relations did not meet
- D Policy did not meet
- E Personnel, presented by Greg Nolan
- F Finance, presented by Tom Bruhl
- G Executive met to review agenda

John Melick left at 5:06 pm

## X SUPERINTENDENT'S REPORT

Tom Bruhl moved, seconded by Greg Nolan to approve items XA through XE to:

### A ADMINISTRATION

- 1 approve facility usage rates, effective March 1, 2013, as follows:

	<u>Classroom</u>		<u>Gym</u>	
	<u>1st Hour</u>	<u>Ea Add'l Hr</u>	<u>1st Hour</u>	<u>Ea Add'l Hr</u>
Governmental Agency	\$ 20.00	\$ 10.00	\$ 35.00	\$ 15.00
NonProfit Organization	\$ 20.00	\$ 10.00	\$ 35.00	\$ 15.00
Business/Corporations	\$ 30.00	\$ 15.00	\$ 50.00	\$ 25.00

- 2 authorize Corinne Steinmetz, SBA to appoint broker of record for Benefits, pending ratification of the Board.

### B SCHOOLS

- 1 revise the 2012-13 SCHOOL calendar to support professional development trainings for evaluation systems and emergency school closings
- 2 award maintenance services on water treatment system to lowest respondent of quotes to Samuel Stothoff Co Inc at the following rates:
  - Two man crew \$ 180.00 per hour (for both men)
  - One man crew \$ 115.00 per hour

**C TRANSPORTATION**

- 1 renew Select Benefits Group Indemnity insurance policy for purchase by drivers per contract, effective April 1, 2013 through March 31, 2014 at the following rates (no increase):

	<u>Single</u>	<u>Family</u>
Indemnity Policy	\$ 82.96	\$ 185.67
Group Accident Policy	\$ 13.97	\$ 31.27
<b>TOTAL MONTHLY PREMIUM</b>	<b>\$ 96.93</b>	<b>\$ 216.94</b>

- 2 approve Special Education Transportation Routes, as follows:

**NEW CONTRACTS**

<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Daily Rate</u>
1318	Lakeview School	Joy Transportation	\$200.00
1326	Union Twp Elementary	Snyder Bus	\$130.00
1327	ESC School (West Amwell)	Leh's Transportation	\$155.00

- 3 provide athletic transportation services to Summit High School at \$70.00 per hour, effective February 15, 2013 through June 30, 2013
- 4 provide CDL with "P", "S" and Air Break endorsement training to Emmanuel Casimir in the amount of \$800.00

**D PERSONNEL**

approve the following personnel items, as recommended by the Superintendent:

**West Orange**

approve FMLA request of Charlotte Culver-Winckler, Coordinator, effective February 4, 2013 through February 19, 2013

terminate Veris Dort, Part-Time School Bus Driver, effective February 27, 2013

terminate Jacqueline Lemy, Part-Time School Bus Monitor, effective February 27, 2013

approve Gloria Smart, Part-Time Bus Monitor, at a rate of \$9.50/hr., effective March 4, 2013

approve Tanise Pierre, Part-Time Bus Monitor, at a rate of \$9.50/hr., effective March 4, 2013

**Schools**

approve Jason Feldman, Part-Time Temporary Teacher Assistant, at a rate of \$17.73/hr. effective February 25, 2013

approve Caitlin Howley, Part-Time Temporary Teacher Assistant, at a rate of \$17.73/hr. effective February 26, 2013

hire Part-Time Teacher Assistant at Tewksbury at a rate up to approved rate.

change employment status of Donna Leach to full-time Nurse / School Secretary at a annual amount of \$40,000.00 (pro-rated)

approve the FMLA request of David Lutzky, School Counselor/SAC, effective approximately April 28, 2013 through June 10, 2013, as needed

**Department of School Services**

rescind offer of employment to Amy Honchar, Part-Time Off Site Teacher Assistant, board approved November 13, 2012

approve Lauren Schwab, Part-Time Temporary Off Site Teacher Assistant, at a rate of \$15.55/hr. effective February 19, 2013

approve Cathleen Fay, Part-Time Temporary Off Site Teacher Assistant, at a rate of \$17.73/hr. effective February 28, 2013

accept the written resignation of Nancy Tyerech, Homework Club Consultant, effective February 28, 2013

approve the retirement request of Meredith Higgins, Part-Time Off Site Teacher Assistant, effective April 1, 2013

**Technology Services**

approve John Gault, Network Technician, at a rate of \$35/hr., not to exceed 32 hours per week, effective February 12, 2013

**E PROFESSIONAL DEVELOPMENT**

1 approve the following staff members for professional development workshops:

<b><u>Position</u></b>	<b><u>Workshop</u></b>	<b><u>Date</u></b>	<b><u>Cost</u></b>
(2) Transportation Supervisors	Communication: Key to Success & Dealing with Angry People	3/1/13	Free
(2) School Administrators	Legal One: Special Education Administrators	3/14/13	\$25/each
School Secretary	School Logic User Group	3/14/13	Free
(1) Teacher	Classroom Management and Effective Teacher	3/14/13	\$154.00
(1) Teacher	Classroom Management and Effective Teacher	3/15/13	\$154.00

**MOTIONS APPROVED UNANIMOUSLY**

**XI OLD BUSINESS**

**XII NEW BUSINESS**

- A Superintendent Evaluation, presented verbal status report
  - 1 Smooth Transition with new Superintendent, Marie Kisch is underway
  - 2 Year End Surplus goal of \$250,000 is on target
- B Board Self Evaluation will be provided on line:
- C Special Education Meeting for Board Members regarding their responsibility with Special Education

Kim Metz leaves 5:12

- D Open House at school locations
  - ESC Academy at Tewksbury March 19, 2013 8 am - 11:30 am
  - ESC School at West Amwell March 22, 2013 9 am - 11:30 am

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XIV ADJOURNMENT**

David Livingston moved to adjourn the meeting. Since there was no further items to discuss, the meeting was adjourned at 5:14 pm

Respectfully submitted by

Corinne Steinmetz  
SBA/Board Secretary