

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
November 11, 2014
Minutes

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 200 Main Street, Flemington, New Jersey on Tuesday, November 11, 2014

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised in the Hunterdon County Democrat, The Courier News, with the Executive County Superintendent and with the County Clerk, as required per 18A:10-4 and HCESC Policy 9321.

II. ROLL CALL

BOARD OF DIRECTORS MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT

William Moebus (HOLLAND)

Tom Bruhl (DELAWARE) - VICE PRESIDENT

Dr. Kimberly Metz (HUNTERDON POLYTECH)

Linda Adams (ALEXANDRIA)

Jason Komegay (LEBANON TWP)

Dr. Edward Keegan (BETHLEHEM)

Teresa Kane (MILFORD)

William Martin (DEL-VAL REG)

John Melick (NO HUNTERDON/VOORHEES)

ADMINISTRATION/STAFF PRESENT

Marie Kisch (SUPERINTENDENT)

Ed Ashton (TECHNOLOGY)

Corinne Steinmetz (SBA/BOARD SECRETARY)

Dennis Balodis (LEASE PURCHASING)

Chuck Miles (FACILITY CONSULTANT)

III. CALL TO ORDER

At **4:18 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, **Board President Charles Miller** called the meeting to order

William Moebus moved, seconded by William Martin to accept the November 11, 2014 agenda with additional items

MOTION PASSED UNANIMOUSLY

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - none

V APPROVAL OF MINUTES

William Moebus moved, seconded by Linda Adams to:

A approve the minutes of the August 26, 2014 Executive Session meeting, respectfully submitted by the Board Secretary.

B approve the minutes of the October 7, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary.

C approve the minutes of the October 7, 2014 Executive Session meeting, respectfully submitted by the Board Secretary.

MOTIONS PASSED, with Tom Bruhl and Ed Keegan abstaining

William Moebus moved, seconded by Linda Adams to:

VI FINANCIAL REPORTS

A approve the line item transfers and budget appropriations for the period of October 2014

B approve the unaudited October 2014 Board Secretary Report

C approve budget increase of \$10,000 in the Cooperative Purchasing Department for the 2014 - 2015 school year for increased cost of legal review fees

D approve budget increase of \$5,000 in the Lease Purchasing Department for the 2014 - 2015 school year for increased cost of legal review fees
Corinne Steinmetz explained the need to increase the budget for attorney services for new/expanded of bidding services

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A William Moebus moved, seconded by Tom Bruhl to approve the following list of bills:

1	October 2014	\$1,078,528.83	Payroll
2	October 2014	\$13,045.00	Consultant
3	October 2014	\$151,822.54	Hand checks
4	November 11, 2014	\$348,263.11	Computer Generated
5	November 11, 2014	\$30,938.17	Computer Generated - ADDED
		<u>\$1,622,597.65</u>	

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE

- A Sample letter requesting increase in E-Rate funding
- B Press Release from NJ Schools Insurance Group announcing HCESC as a recipient of their 2014 Safety Award

EXECUTIVE SESSION

At 4:22 pm William Moebus moved, seconded by Jason Kornegay 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 AND LEGAL discussions **personnel, finance and facilities** until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

At 4:36 pm - Teresa Kane Arrived

At 5:22 pm - The Board returned to Public Session

IX COMMITTEE MEETINGS

- A Building and Grounds, 10/23/14
- B Programs and Services, 10/22/14
- C Public Relations, did not meet
- D Policy, 10/22
- E Personnel, 11/5/14
- F Finance, 11/5/14
- G Executive, 11/5/14

William Moebus moved, seconded by Jason Kornegay to approve consolidated agenda items to:

X POLICY

- A approve the second reading of the following policies:
 - 1 Policy 5113 Student Attendance
 - 2 Policy 5131.6 Drugs, Alcohol, Steroids, and Tobacco
 - 3 Policy 6142.4 Physical Education and Health

B The following policies are presented for first reading:

- 1 Policy 4131.1 Tuition Reimbursement
- 2 Policy 4145/4245 Early Return to Work

XI SUPERINTENDENT'S REPORT

A ADMINISTRATION

- 1 contract with McManimon, Scotland & Baumann, LLC, as Special Counsel for advice and assistance in connection with acquisition and improvement of properties, and the authorization, execution and delivery of lease purchase financing, at a rate of \$215.00 per hour, effective November 12, 2014, as needed, as attached:
- 2 authorize administration to enter into negotiations for the purchase of a property up to \$2,000,000.00
- 3 authorize School Business Administrator to open new checking account for the processing of ACH dental provider payments

B TRANSPORTATION

- 1 sell 2005 BlueBird 54-Passenger bus (VIN#1BABGCKA95F219081) to BelovEd Charter School for \$15,000, as negotiated.
- 2 approve Interlocal Vehicle Sale Agreement with Somerville Board of Education for HCESC to sell their vehicles, as needed, for an administrative fee of 10% of the sale price.
- 3 approve a 2014-15 school year clothing allowance of \$250.00 each, in lieu of mechanic uniforms, for James Heater, Robert Em and James Fulmer.
- 4 apply for an EPA School Bus Rebate Program, for an amount to be determined.
- 5 approve Transportation routes as follows:

Glen Gardner Terminal

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate	Aide
1520T	North Hunterdon High	ESC	\$ 45.00	
1521T	North Hunterdon High	ESC	\$ 139.00	
1523T	Montgomery Academy	Ralph's Bus	\$ 203.00	\$ 52.00

RENEWALS

Route #	Destination	Contractor	Annual Rate	Aide
L-3	Round Valley School	ESC	\$ 35,459.22	
O-3	Round Valley School	ESC	\$ 35,459.22	\$ 8,416.80
T-3	Round Valley School	ESC	\$ 35,459.22	
U-3	Round Valley School	ESC	\$ 35,459.22	
A-4	Clinton Twp. Middle School	ESC	\$ 35,459.22	
D-4	Clinton Twp. Middle School	ESC	\$ 35,459.22	
E-4	Clinton Twp. Middle School	ESC	\$ 35,459.22	
I-4	Clinton Twp. Middle School	ESC	\$ 35,459.22	
CSPKA/CSPKM	Spruce Run School	ESC	\$ 13,050.00	

Route #	Destination	Contractor	Hourly Rate
As Needed	School Related Activities	ESC (54 P Vehicle)	\$ 49.50
As Needed	School Related Activities	ESC (16 P Vehicle)	\$ 49.00

C SCHOOLS

- 1 approve School Bus Emergency Exit Drills completed at our ESC School at West Amwell on October 9, 2014 for the following Bus Routes:

Rick Bus Co. - ESC1	Rick Bus Co. - ESC3	Rick Bus Co. - ESC3
Rick Bus Co. - ESC4	Rick Bus Co. - ESC5	Rick Bus Co. - ESC7
Rick Bus Co. - ESC8	Rick Bus Co. - ESC9	HCESC - ESC

- 2 approve School Bus Emergency Exit Drills completed at our ESC Academy at Tewksbury on October 16, 2014 for the following Bus Routes:

Joy Transportation - Q5222	HCESC - 1019R	Cassidy Trans - 1205A
Snyder's Transportation - E943		First Student - 14013

- 4 award snow removal services to the lowest respondent of quotes for HCESC schools, as follows:

LOCATION	WEST AMWELL	TEWKSBURY
AWARD TO	RGI LANDSCAPING	GARRETT CONCERNS
0-4 inches	\$225.00	\$180 for first 5 plows / \$140 thereafter
4.1-8 inches	\$495.00	\$215 for first 5 plows / \$175 thereafter
8.1 - 12 inches	\$800.00	\$240 for first 5 plows / \$200 thereafter
12.1 - 16 inches	\$1,300.00	\$270 for first 5 plows / \$230 thereafter
16+ inches	\$1,500.00	12.1 - 16 rate plus \$25/inch over 16
Salt	\$195 per Ton	\$60 per 350lbs

D DEPARTMENT OF SCHOOL SERVICES

- 1 approve Irene Howard, Consultant Teacher, for after school program services at Immaculate Conception School, Clinton Township, paid through IDEA nonpublic funding, at a rate of \$60.00/hr., not to exceed 50 hours, effective November 12, 2014, pending the successful completion of required documentation

E PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
277	Ocean Township
278	Roxbury Township Board of Education
279	Wanaque Board of Education

- 2 rescind award of Gasoline section of bid #14/15-02 awarded to Allied at the October 7, 2014 Board of Directors meeting at a margin of \$0.2497 over the OPIS low posted price - ULSD Dyed Newark
- 3 extend the gasoline award of Bid #1011r2 from October 7, 2014 to November 17, 2014 with Allied Oil
- 4 award the Gasoline (rebid) Bid#14/15-Fuel-03 to Allied Oil, effective November 18, 2014 through October 7, 2015, as follows:
 OPIS low posted price - Newark, unbranded regular with a margin of +\$0.2207
- 5 renew #154 - General School Supplies with Kurtz Bros. and School Specialty, effective January 13, 2015 through January 12, 2016, with no changes
- 6 renew #159 - Art/Craft Supplies with Kurtz Bros. and School Specialty, effective February 13, 2015 through February 12, 2016, with no changes
- 7 terminate, for default, contract with Keyboard Consultants for failure to meet deadlines, effective October 21, 2014 Bid#136 - Interactive Whiteboards & Accessories

F TECHNOLOGY

- 1 host Follett Destiny software application for Jersey City Public Schools, effective September 22, 2014 through June 30, 2015, as follows:

DESCRIPTION	QTY	RATE	AMOUNT
Destiny & Titlepeek Licenses (38 Location)	38	\$ 525.00	\$ 19,950.00
Hosting Destiny & Titlepeek (38 Location)	38	\$ 206.25	\$ 7,837.50
TOTAL			\$ 27,787.50

G FACILITIES

- 1 Motion ratify emergency purchases for pumping service and evaluation of repair to the West Amwell ESC School septic system and equipment, as follows:

Stinky's Septic Tank Pumping	1000 gallons pumped and system repair/inspection	\$ 1,200.00
Stinky's Septic Tank Pumping	2500 gallons pumped	\$ 650.00
Pumping Services Inc.	Septic Evaluation & Repair	up to \$ 1,500.00
Sam Stothoff Co, Inc.	Septic Inspection	\$ 175.00

- 2 award Pumping Services, Inc. the Repair of 2 Septic Pumps at our ESC School at West Amwell for the amount of \$24,265.00
- 3 award A.A. Frankenfield Contracting Co. Septic Tank Pumping, as required while pumps are repaired, at a rate of \$.20 per gallon, estimated 4,000 gallons every 4 days for an estimated cost of up to \$6,400.00, effective October 16, 2014 to November 30, 2014 (approx. 8 pumps)

H PERSONNEL

The following items are recommended by the Superintendent:

- 1 ratify October 10, 2014 Executive Committee approval of submission to the Executive County Superintendent application for emergent hires
- 2 ratify November 3, 2014 Executive Committee approval of submission to the Executive County Superintendent application for emergent hires

3 Appointments

approve the following appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Samuel Gabriel	P/T Bus Monitor	West Orange Terminal	\$9.50/hr.	10/27/14
Lisa Conover	P/T Teacher Assistant	F-R/JP Case	\$15.55/hr.	10/15/14
Jean Lazauskas	P/T Teacher Assistant	F-R/Desmares	\$17.73/hr.	10/20/14
Katherine Loh	P/T Teacher Assistant	HC Polytech	\$15.55/hr.	10/15/14
Nydia Peake	P/T Teacher Assistant	F-R/Desmares	\$17.73/hr.	10/15/14
Wendy VanDine	P/T Teacher Assistant	F-R/Copper Hill	\$15.55/hr.	10/15/14
Stacey Volkmann	P/T Teacher Assistant	F-R/RFIS	\$15.55/hr.	11/10/14

4 Leaves of Absence

extend the following leaves of absences:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Kara Dunlap	Itinerant Teacher of the Dea	Dep't of School Services	FMLA	10/23/14 to 12/19/14
Corinne Harris	Speech Teacher / Supervisor of Non Public	Dep't of School Services	FMLA	10/27/14 to 12/7/14

approve the following leaves of absences:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Christopher Mitcheltree	P/T Teacher Assistant	F-R/Copper Hill	LOA	10/14/14 to 12/23/14
Gladys Gomez	P/T School Bus Driver	West Orange Terminal	LOA	10/29/14 to 11/07/14
Magdalena Wojtowicz (pending paperwork)	P/T Teacher Assistant	F-R/RFIS	NJFLA	10/28/2014

5 Resignations / Retirements / Terminations

approve the resignation(s), retirement(s) and termination(s) of the following staff according to the effective date and reason shown:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Meta Velasco	P/T School Bus Driver	Glen Gardner Terminal	Resignation	10/29/2014
Jean Tunis	P/T School Bus Driver	West Orange Terminal	Termination	10/28/2014
Adeline Mitchell	P/T School Bus Driver	West Orange Terminal	Termination	11/25/2014

6 rescind the appointment of Katherine DeLong, P/T Teacher Assistant, approved by the Executive Committee on September 8, 2014 and ratified by the Board of Directors on October 2, 2014.

7 increase Christina Greaves, Off-Site Paraprofessional Coordinator, from P/T (.8) 10 month to full-time 10 month effective October 31, 2014 at an annual salary of \$50,000 (pro-rated).

I PROFESSIONAL DEVELOPMENT

approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
(2) Off Site Teacher Assistant	Intro to Applied Behavior Analysis and Teaching Verbal Behavior	10/20 - 10/21/14	Free
Principal	Scip Panel Seminar	10/21/2014	Free
CST Supervisor	Standards Based IEP's in the CCSS & PARCC Era	10/24/14	Free
A.B.E. Teacher	Introduction to Social Media	10/28/14	Free
Coordinator	LACES Advanced Training	10/30/2014	Free
Assistant Coordinator	LACES Intermediate/Advanced Training	10/31/2014	Free
CST Supervisor	Hunterdon Prevention Resources Annual Conference	11/12/14	\$35.00
(2) Counselor	Hunterdon Prevention Resources Annual Conference	11/12/14	\$35.00
CST Supervisor	Is it an IEP, 504 Accommodation Plan or What?	11/24/14	Free
CST Supervisor	Transition from School to Adult Life: Making the Process Meaningful	12/4/14	Free

MOTIONS PASSED UNANIMOUSLY

XIV OLD BUSINESS

XV NEW BUSINESS

A PROGRAM PRESENTATIONS

TECHNOLOGY

New Website - credit was given to Zumu for new look and ability to give staff what they wanted/needed

Tech Services - Offerings to local districts

Install and Configure Networking equipment (infrastructure, cameras, wireless network, firewall /content filtering)

Servers - Microsoft will no longer be supporting Windows 2003

Workstations (Chromebook, iPads)

Install and support interactive projectors / software (taking place of smart boards)

Google Apps - educational support

Hosted applications (Destiny, Magic, Financial software applications)

Many new technology initiatives into our own buildings that didn't exist before, which is being positively embraced by staff and students

Staff - 3 FT and 2 PT

Currently at a dozen districts with different levels of service

Other Services

LinkIt - Data Assessment available to districts through Cooperative Purchasing

Contract w/ State of NJ for Data Analysis - create reporting on ELL testing

LEASE PURCHASING FINANCING

School district bids throughout state

Small Ticket Lease Purchase Program - available to member districts

Working with council

Public Bidding Laws

Selling & bidding situation

Refinancing HCESC vehicles - saved \$10,000

Bid Results

Historical Results

This is a service to districts, not intended to be a revenue generator

XVI CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY

XVII ADJOURNMENT

William Martin moved, seconded by William Moebus to adjourn the meeting. Since there was no further action to be taken the meeting was adjourned at 5:48 pm

Respectfully submitted by:

Corinne Steinmetz
SBA/Board Secretary