

VA

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTORS MEETING  
April 12, 2016  
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, April 12, 2016 at 4:15 pm

**I. OPEN PUBLIC MEETING STATEMENT**

This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and that adequate notice has been published in The Hunterdon County Democrat and The Courier-News. This notice was also posted in the Board Office and a copy has been sent to the county office

**II. ROLL CALL**

**BOARD MEMBERS**

Charles Miller, President (E AMWELL)  
William Martin (DEL-VAL REG)  
Dr. Kimberly Metz (HC POLYTECH)  
Jason Kornegay (LEBANON TWP)  
Jeffrey Bender (UNION)

Tom Bruhl, Vice President (DELAWARE)  
Joseph Somers (HOLLAND)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)

Dr. Maryrose Caulfield (FLEMINGTON RARITAN REG)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)  
Corinne Steinmetz (SCHOOL BUS ADMIN)

**III. CALL TO ORDER**

At 4:15 pm in the HCESC ABE building at 200 Main Street, Flemington, Board President, Charles Miller called the meeting to order

Tom Bruhl moved, seconded by William Martin to amend agenda item XI C-1:

Motion to approve Security Camera Installation for ESC of Sussex County, in the amount of \$2,480.70, inclusive of labor and equipment

*to read:*

Motion to approve **contract to provide** Security Camera Installation for ESC of Sussex County, in the amount of \$2,480.70, inclusive of labor and equipment

**MOTION PASSED UNANIMOUSLY**

Thomas Bruhl moved, seconded by William Martin to adopt the agenda, including additional items as highlighted:

**MOTION PASSED UNANIMOUSLY**

**IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**V. APPROVAL OF MINUTES**

A Thomas Bruhl moved, seconded by William Martin to approve the March 1, 2016 Representative Assembly Meeting minutes, respectfully submitted by the Board Secretary

**MOTION APPROVED with Jeffrey Bender ABSTAINING**

**VI. FINANCIAL REPORTS**

Thomas Bruhl moved, seconded by William Martin to:

A approve the line item transfers and budget appropriations for the period of March 2016 (Adj #183 - 200)

B approve the unaudited March Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII. LIST OF BILLS**

A Thomas Bruhl moved, seconded by William Martin to approve the following list of bills:

1	March 2016	\$999,577.31	Payroll
2	March 2016 Consultants	\$17,694.00	Computer Generated
3	March 2016	\$706,389.01	Hand checks
4	April 12, 2016 List of Bills	\$411,264.69	Computer Generated
5	April 2016 Consultants	\$49,536.14	Computer Generated
		<u>\$2,184,461.15</u>	

**MOTION PASSED UNANIMOUSLY**

At 4:19 pm Dr. Maryrose Caulfield arrived

**VIII. CORRESPONDENCE/COMMUNICATION, presented by Marie Kisch**

A 2015 HCESC Cooperative Purchasing Savings Summary

B April Cooperative Purchasing Newsletter

C March 2016 Teacher Assistant Newsletter

D Hooked on Fishing Not on Drugs - event June 11, 2016 at Hoffmans Crossing campus

**IX COMMITTEE MEETINGS**

- A Building and Grounds, did not meet
- B Programs and Services, did not meet
- C Public Relations, did not meet
- D Policy, did not meet
- E Personnel, did not meet
- F Finance, did not meet
- G Executive, April 8, 2016

**X POLICY (no action items)**

**XI SUPERINTENDENT'S REPORT**

William Martin moved, seconded by Thomas Bruhl to approve action items XI A & B:

**A ADMINISTRATION**

- 1 approve the 2016-17 12 Month Staff Calendar
- 2 contract with PlanConnect, for 403(b) Third Party Administration services, at no cost
- 3 contract with William York to complete EPA Environmental Education Grant at a rate of \$2,400.00, effective March 3, 2016  
 DISCUSSION: Marie Kisch explained that the educational grant includes partnerships with HCVSD, NJDEP & ANJEE. Also includes subgrantees with Hunterdon Art Center, Hidden Pasture Farms & Raritan Rivershed Association. Donation of alpaca & goats are forthcoming and will allow us to offer a Farm to Fiber program. There are only 3 grants awarded per region. Although we may not receive one, the process was good for identifying purpose of property.
- 4 authorize administration to submit Comprehensive Equity Plan to Hunterdon County Superintendent of Schools Office effective April 1, 2016
- 5 authorize administration to act as pass through for New Jersey Department of Education EdTechFest program, effective April 13, 2016
- 6 provide Biomedical Teacher to Hunterdon County Vocational School District, as follows:

SERVICE	RATE	EFFECTIVE DATES
Biomedical Teacher/Instruction	\$65,000 (10 months)	8/22/16 to 6/30/17
Biomedical Program Development/Training	\$60 / hr (as needed)	4/15/16 to 6/30/17

DISCUSSION: Subgrantee of HCVSD BioMedical Grant program that will be housed at North Hunterdon High School

**B SCHOOLS**

- 1 operate the following Summer School Programs:

PROGRAM	LOCATION	DATES
Extended School Year	ESC at West Amwell	7/1/16 - 7/29/16 No class 7/4/16
Remedial Summer School \$350 / 5 credit course	Franklin Middle School (Grades 7-12) Somerset County	6/29/16 - 7/27/14 No class 7/4/16
Remedial Summer School \$350 / 5 credit course	Voorhees High School (Grades 9-12)	6/20/16 - 7/25/16 No class on Fridays; 7/4/16

DISCUSSION: Same Summer School Programs as last year

- 3 discard 1991 Scag Walk Behind Mower, model SWZ-18BV
- 4 approve School Bus Emergency Exit Drills completed at ESC School at West Amwell on March 24, 2016 for the following bus routes:
 

Rick Bus Co - 1	Rick Bus Co - 3	Rick Bus Co - 4
Rick Bus Co - 5	Rick Bus Co - 7	Rick Bus Co - 8
Rick Bus Co - 9	Joy Transportation	North Hunterdon High School
- 5 charge Brookmill Farm for parking lot rental at West Amwell Campus, a fee of \$3,000.00, effective May 1, 2016 through November 30, 2016
- 6 accept \$1,000.00 donation from Friends of Teen Arts, Inc, as a Thank You for the years of use of space at West Amwell Campus

**MOTIONS PASSED with Dr. Kimberly Metz ABSTAINING from XI A-6**

Jason Kornegay moved, seconded by Dr. Kimberly Metz, to approve action items XI C, F-H:

**C TECHNOLOGY**

- 1 approve contract to provide Security Camera Installation for ESC of Sussex County, in the amount of \$2,480.70, inclusive of labor and equipment

**D ADULT BASIC EDUCATIO (no action items)**

**E PARAPROFESSIONALS (no action items)**

**F LEASE PURCHASING**

- 1 increase 2015-2016 Lease Purchase budget from \$107,935.00 to \$142,935.00 (increase of \$35,000.00), based on new service to provide Sale and Leaseback of textbook bidding and advisory service
- 2 approve fee schedule for Sale and Leaseback of Textbooks of 2% or \$8,500.00, whichever is greater
- 3 contract with Educational Funding Sources, LLC for Valuation of Textbooks for Sale and Leaseback of Textbooks, for North Haledon School District, in the amount of \$4,250.00, effective March 2, 2016



- 4 contract with E.E.F, Inc for Valuation of Textbooks for Sale and Leaseback of Textbooks, for City of Long Branch Board of Education, in the amount of \$28,015.64 effective March 2, 2016
- 5 WHEREAS, the Hunterdon County Educational Services Commission ("HCESC"), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), solicited public bids for Ticket Tax Exempt Lease Purchase Program (TELP) on two occasions (bid numbers TELP-1 and TELP-1.2), pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and
- WHEREAS, the Hunterdon County Educational Services Commission did not receive bids responsive to either bid solicitation; and
- WHEREAS, absent the receipt of responsive bids, the HCESC negotiated a contract with Municipal Leasing Consultants (MLC) 7 Olde Town Lane, Grand Isle Vermont, for the provision of TELP pursuant to N.J.S.A. 18A:18A-5c and N.J.S.A. 40A:11-5(1); and
- WHEREAS, the final negotiated contract with MLC, contains amendments to some of the terms and conditions originally contained in the bid specifications for this project, which amendments are reflected in the modified Agreement commencing on April 12, 2016 for a term of two (2) years, with the option to renew for an additional two (2) years in accordance with the terms and conditions of the original bid documents, a copy of which is available to the public upon request;
- NOW, THEREFORE, BE IT RESOLVED that the Hunterdon County Educational Services Commission hereby approves the negotiated contract with MLC, in accordance with the terms and conditions set forth therein.
- DISCUSSION: Website will be created for districts to easily apply / rates are already on fee schedule

**G PURCHASING**

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

#	DISTRICT
344	Robbinsville Board of Education
345	Cedar Grove Board of Education
346	Alpine Board of Education
347	Monmouth County Vocational School
348	Franklin Township Board of Education (Gloucester)
349	Saddle Brook Board of Education
350	Stafford Township Board of Education
351	Passaic Board of Education
352	Tenafly Board of Education
353	Essex Fells Board of Education
354	Closter Board of Education

- 2 revise award to Storr Tractor under Bid#HCESC-CAT-16-04 Facility & Grounds Supplies & Equipment, approved at the February 9, 2016 Board of Directors meeting, as follows:

**The following discounts apply:**

20%-Toro Commercial	35%-Toro Golf Irrigation	26%-Toro Snow	28%-Toro RLC
35%-Toro Rescom Irrigation	10%-Case L500 Loaders	2%-MB	15%-Woods
20%-Case Compact Series Tractors	10%-Case L705 Loaders	5%-First Products	2%-Erskine
15%-Case C, U & A Series Tractors	15%-Case 100A Series Tractors	10%-McCormick	5%-Kifco
5%-Alamo HydroSelect & Universal			

- 3 extend the 16 & 24 Passenger Type B School Vehicle Bid #TRANS 13-04 to August 6, 2016, increase not to exceed Current Price Index
- 4 extend the 54 Passenger Type C School Vehicle Bid #TRANS 13-05 to October 31, 2016, increase not to exceed Current Price Index
- 5 WHEREAS, the Hunterdon County Educational Services Commission ("HCESC"), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), solicited public bids for proprietary Apple technology products on two occasions (bid numbers HCESC-TEC-16-01 and HCESC-TEC-16-01-RE-BID), pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the HCESC did not receive bids responsive to either bid solicitation; and

WHEREAS, absent the receipt of responsive bids, the HCESC negotiated a contract with Apple, Inc., for the provision of proprietary Apple technology products pursuant to N.J.S.A. 18A:18A-5c and N.J.S.A. 40A:11-5(1); and

WHEREAS, the final negotiated contract with Apple, Inc., contains amendments to some of the terms and conditions originally contained in the bid specifications for this project, which amendments are reflected in the modified Apple Direct Customer Agreement dated March 25, 2016, for a term of one (1) year, with the option to renew in accordance with the terms and conditions of the original documents, a copy of which is available to the public upon request;

NOW, THEREFORE, BE IT RESOLVED that the Hunterdon County Educational Services Commission hereby retroactively approves the negotiated contract with Apple, Inc., in accordance with the terms and conditions set forth therein.

**H DEPARTMENT OF SCHOOL SERVICES**

increase 2015-2016 Nonpublic 192 budget from \$55,432.00 to \$56,617.00 (increase of \$1,185.00) based on new services being provided for Flemington Raritan Board of Education

**MOTIONS PASSED UNANIMOUSLY**

**I TRANSPORTATION**

Thomas Bruhl moved, seconded by Dr. Kimberly Metz to:

- 1 extend Joint Transportation Agreement with West Orange Board of Education through school year 2019-20, with an annual increase at 2% or CPI, whichever is less

2 approve the following rates for the West Orange Board of Education for the 2016-2017 school year:

<b>TO AND FROM SCHOOL</b>		
Run Type	Vehicle Type	Amount
Single	up to 54P Bus	\$51,467.32/annual
Double	up to 54P Bus	\$68,623.09/annual
Triple	up to 54P Bus	\$80,417.69/annual
SpEd (Single)	16P Van	\$50,395.08/annual
SpEd (Single)	16P Bus	\$51,467.32/annual
Aide	n/a	\$12,545.16/annual
Trial Run	n/a	\$35.38/hour

<b>LATE RUNS</b>		
Run Type	Vehicle Type	Amount
Before 3:45 PM	up to 54P Bus	\$20.37/hour
After 3:45 PM	up to 54P Bus	\$43.95/hour

<b>CHARTERS</b>		
Run Type	Vehicle Type	Amount
To and From	up to 54P Bus	\$71.34/hour
One Way - In District	up to 54P Bus	\$37.53/hour
One Way - Out of District	up to 54P Bus	\$53.61/hour

<b>Vehicle Maintenance Service</b>		
Service	Vehicle Type	Amount
Labor	n/a	\$70.31/hour
Parts	n/a	At cost
Vehicle Rental	n/a	\$80.41/day

- approve Interlocal Vehicle Sale Agreement with Kinnelon Board of Education, effective March 14, 2016 through June 14, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- approve Interlocal Vehicle Sale Agreement with Roxbury Public Schools Board of Education, effective April 7, 2016 through July 7, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- approve Vehicle Rental Agreement with Timothy Christian School, at a rate of \$150/day, monthly minimum of 10 days, for (1) vehicle, effective March 15, 2016 through June 30, 2016
- extend Bus Advertising Participation Agreement with EIRC for shared service agreement for the purpose of generating alternative revenue from corporate sponsorship, effective April 1, 2016 through March 31, 2018
- renew School Bus Advertising of Robert Wood Johnson (RWJ), through HCESC's contract with EIRC for School Bus Advertising, for a period of twelve (12) months on twenty-two (22) HCESC buses for revenue share of \$5,577.0
- approve School Bus Advertising of Sahara Sam's Oasis, through HCESC's contract with EIRC for School Bus Advertising, for a period of twelve (12) months on ten (10) HCESC buses for revenue share of \$1,950.00
- approve School Bus Advertising of Sahara Sam's Oasis, through HCESC's contract with EIRC for School Bus Advertising, for a period of twelve (12) months on ten (10) HCESC buses for revenue share of \$1,950.00
- approve Special Education Transportation Routes, as listed:

<b>BID Routes - Sussex County Cooperative</b>				<b>April 1, 2016 - June 30, 2016</b>	
Route#	Sending District	Destination	Contractor	Daily Rate	Aide Rate
E-318	Orange	Mt. Carmel Guild	HCESC	\$180.00	\$50.00
E-149	Orange, West Orange	New Beginnings	HCESC	\$186.00	\$66.00

11 approve parental contract with Kim Torres, parent of S.T., effective February 1, 2016 through June 30, 2016 as listed:

Route#	Destination	Contractor	Daily Rate	Aide Rate
0802R	Midland School	HCESC	\$35.00	\$30.00

**MOTIONS PASSED UNANIMOUSLY**

Thomas Bruhl moved, seconded by William Martin to approve action items XI J & K:

**J PERSONNEL**

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

**1 Appointments**

Name	Position	Location	Rate/Salary	Effective
Katherine Wicks	PT Teaching Assistant	Bedminster	\$15.75	3/14/2016
Stacey LaVoie	PT Teaching Assistant	FRSD-JP Case	\$15.75	3/23/2016
Tammy Shuba	PT Teaching Assistant	FRSD - RFIS	\$15.75	4/13/2016
Kathy Vandenburg	PT Teaching Assistant	Holland Twp	\$15.75	4/25/2016
Donna Badgwell	Biomedical Teacher	HC Polytech	\$45.00	4/15/2016

**2 Leaves of Absence (LOA)**

Name	Position	Location	Reason	Effective
Milan D'Angelo	PT Teaching Assistant	FRSD-RFIS	Teacher LOA	3/22/2016 - 6/30/2016



Lindsay Jordan. PT Teaching Assistant Holland Twp. Teacher LOA 4/26/2016- 6/30/2016  
 Lawrence Zanetti Custodian ESC - HC Medical - FMLA 4/25 - 5/04/2016 (8 sick days)

3 revise the following Leave of Absence approved February 9, 2015:

Lori Pacheco PT Teacher Assistant FRSD - Copper Medical Leave 2/08/2016 - 3/08/2016 4 sick days, 16 banked sick days  
 to  
 Loriann Pacheco PT Teaching Assistant FRSD-Copper Medical Leave 2/08/2016 - 4/13/2016 4 sick, 19.5 banked sick, 16.5 unpaid

4 Resignations / Retirements / Terminations

Name	Position	Location	Reason	Effective
Donald Calabrese	PT Teaching Assistant	FRSD-JP Case	Termination	2/26/2016
Robert Bilko	PT Bus Driver	Glen Gardner	Resignation	2/11/2016
Rebecca Frazier	PT Bus Driver	West Orange	Resignation	3/2/2016
Samantha DeCandia	Admin Asst Dept. School Services	Hoffmans	Resignation	3/18/2016
Anthony Moore	PT Bus Driver	West Orange	Resignation	4/7/2016
Patrick Plutta	PT Bus Driver	Glen Gardner	Resignation	4/15/2016

5 change the status of Nicole Barbella, PT Custodian, ESC School West Amwell from part-time 12 month, to substitute custodian, \$12.50/hr. effective 03/10/2016.

6 reinstate emp #4332 effective 03/07/2016.

K PROFESSIONAL DEVELOPMENT

1 approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan

Position	Workshop	Date	Cost
School Business Administrator	Public School Bidding	4/20/2016	\$237.00
Financial Advisory Manager	Annual NJASBO Conference	6/8-6/10/2016	\$150.00

MOTIONS PASSED UNANIMOUSLY

XII EXECUTIVE SESSION

At 4:45 pm, Jason Kornegay moved, seconded by William Martin 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 discussions of LEGAL and PERSONNEL matters; 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 5:03 pm, the Board returned to Public Session

XIII UNFINISHED BUSINESS

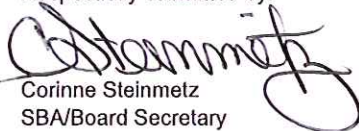
XIV NEW BUSINESS

XV CITIZENS ADDRESS THE BOARD OF DIRECTORS

XVI ADJOURNMENT

William Martin moved to adjourn the meeting. Since there was no further items to discuss, the meeting was adjourned at 5:04 pm

Respectfully submitted by:

  
 Corinne Steinmetz  
 SBA/Board Secretary