

HUNTERDON COUNTY
HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING

March 1, 2016
MINUTES

A REPRESENTATIVE ASSEMBLY meeting of the Hunterdon County Educational Services Commission Board of Directors was held at the ESC Academy, 37 Hoffmans Crossing Road Street, Califon, New Jersey on Tuesday, March 1, 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 (E AMWELL), President	Tom Bruhl, Vice President (DELAWARE)
Jennifer Giordano (BEDMINSTER)	Seth Cohen (CLINTON/GLEN GARDNER)
Kevin Sturges (CLINTON TWP)	William Martin (DEL-VAL REG)
Christine Crielly (FRANKLIN - HUNTERDON)	Pat Stanley (FRANKLIN - SOMERSET) 4:19PM
Dr. Gregory Hobaugh (HIGH BRIDGE)	Joseph Somers (HOLLAND)
Patrick Dugan (HUNTERDON CENTRAL)	Donna Herbel (KINGWOOD)
Jason Kornegay (LEBANON TWP)	Teresa Kane (MILFORD)
John Melick (NO HUNTERDON/VOORHEES)	Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)	Corinne Steinmetz (SCHOOL BUS ADMIN)
Edwin Ashton (TECHNOLOGY MANAGER)	Dennis Balodis (LEASE PURCHASING MANAGER)
Scott Cahill (ASST TRANSPORTATION COORDINATOR)	Christina Greaves (PARAPROFESSIONAL COORDINATOR)
Pamela Mills (DIRECTOR OF SCHOOL SERVICES)	Doreen Pirozzi (COOPERATIVE PURCHASING MANAGER)
Nancy Szymanski (TRANSPORTATION COORDINATOR)	

III. CALL TO ORDER

At 4:16 pm in the great room at ESC Academy 37 Hoffmans Crossing Rd, Califon, Board President Charles Miller called the meeting to order

At 4:19 pm Pat Stanley arrived

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Charles Miller moved, seconded by Cheryl Filler to adopt the agenda, including additional items, as highlighted:

MOTION PASSED UNANIMOUSLY

V APPROVAL OF MINUTES

A Thomas Bruhl moved, seconded by Cheryl Filler to approve the February 9, 2016 Board of Directors Meeting, respectfully submitted by the Board Secretary

MOTION APPROVED With Teresa Kane, Patrick Dugan, Joseph Somers, Seth Cohen and Kevin Sturges 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 February 2016 (Adj #161 - 182)

B approve the unaudited February Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Cheryl Filler moved, seconded by Christine Crielly to approve the following list of bills:

1 February 2016	\$981,671.54 Payroll
2 February 2016 Consultants	\$17,802.50 Computer Generated
3 February 2016	\$114,388.32 Hand checks
4 March 1, 2016 List of Bills	\$329,016.13 Computer Generated
	<hr/>
	\$1,442,878.49

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE/COMMUNICATION

A February Teacher Assistant Newsletter, presented by Christina Greaves

DISCUSSION: Currently employ 132 teacher assistants at 7 schools

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/Executive, February 23, 2016

X POLICY

A Jason Kornegay moved, seconded by Christine Crielly to approve the following policy on second reading:

- 1 Policy 4112.8/4212.8 Nepotism (M) (Revision)
- 2 Policy 5141.22 Medical Marijuana (M) (New)

MOTION PASSED UNANIMOUSLY

XI SUPERINTENDENT'S REPORT

Marie Kisch, thanked everyone for attending. We appreciate that so many members drove here for our representative assembly meeting. We are pleased to have made quorum. Ms. Kisch thanked the HCESC administrative team for their attendance at the meeting.

Since the Representative Assembly comes together twice a year, each representative in attendance took a moment to introduced themself.

A ADMINISTRATION

1 2016-17 Budget Presentation by Marie Kisch, Superintendent and Corinne Steinmetz, School Business Administrator

a William Martin moved, seconded by Cheryl Filler to approve the

FUND 10	SCHOOLS	\$3,075,459.00
FUND 20	GRANTS	\$1,378,195.00
FUND 40	DEBT	\$404,812.00
FUND 60	ENTERPRISE	\$13,731,855.00
TOTAL BUDGET		\$18,590,321.00

Charles Miller (E AMWELL), President	YES	Tom Bruhl, Vice President (DELAWARE)	YES
Jennifer Giordano (BEDMINSTER)	YES	Seth Cohen (CLINTON/GLEN GARDNER)	YES
Kevin Sturges (CLINTON TWP)	YES	William Martin (DEL-VAL REG)	YES
Christine Crielly (FRANKLIN - HUNTERDON)	YES	Pat Stanley (FRANKLIN - SOMERSET)	YES
Dr. Gregory Hobaugh (HIGH BRIDGE)	YES	Joseph Somers (HOLLAND)	YES
Patrick Dugan (HUNTERDON CENTRAL)	YES	Donna Herbel (KINGWOOD)	YES
Jason Kornegay (LEBANON TWP)	YES	Teresa Kane (MILFORD)	YES
John Melick (NO HUNTERDON/VOORHEES)	YES	Cheryl Filler (READINGTON)	YES

MOTION PASSED UNANIMOUSLY, via roll call vote

At 4:48 pm Christine Crielly left

B SCHOOLS

Thomas Bruhl moved, seconded by Jason Kornegay to :

1 contract with SchoolDude.com for MaintenanceEssentials Pro at the following rates, prorated as of start date, through June 30, 2016:

ITEM	TERM	INVESTMENT
MaintenanceEssentials Pro	5 months	\$373.75
MaintenanceEssentials ExpressStart	One-time fee	\$525.00
MaintenanceEssentials Pro QuickStart	One-time fee	\$520.00

MOTION PASSED UNANIMOUSLY

C TECHNOLOGY

Jason Kornegay moved, seconded by Thomas Bruhl to:

1 contract with AMC Software, for Maintenance and Support for Magic / uniPaas, at a rate of \$125 per hour, effective February 25, 2016

MOTION PASSED UNANIMOUSLY

D ADULT BASIC EDUCATIO (no action items)

E PARAPROFESSIONALS (no action items)

F LEASE PURCHASING

Jason Kornegay moved, seconded by Thomas Bruhl to:

1 provide Sale and Leaseback of textbook bidding and advisory services at a rate of \$4,000.00 or up to 2% of funds raised, whichever is greater, with each agreement approved individually

MOTION PASSED UNANIMOUSLY

Thomas Bruhl moved, seconded by Jason Kornegay to approve action items X G and X H to:

G PURCHASING

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

#	DISTRICT
340	Summit Free Public Library
341	Camden County ESC
342	County of Warren
343	Pascack Valley Regional Board of Education

- 2 renew the Interactive Technology for Classrooms & Meeting Rooms Bid #171, effective April 9, 2016 through April 8, 2017, with Tele-Measurements, Inc., with no changes
- 3 rescind award of Proprietary Apple Products Bid #HCESC-TECH-16-01, to Apple Incorporated, approved at the February 9, 2016 Board of Directors Meeting, due to exceptions to specifications
- 4 authorize administration to negotiate contract for purchase of Proprietary Apple Products, per N.J.S.A. 18A:18A-5; exception to requirements for advertising, (c.3) on one occasion no bids were received pursuant to (1) and on one occasion all bids were rejected to (2), in whichever sequence
- 5 authorize administration to award negotiated contract for purchase of Proprietary Apple Products, to be ratified at the April 2016 Board of Directors meeting

H DEPARTMENT OF SCHOOL SERVICES

- 1 increase 2015-2016 Non Public 192 budget from \$55,009.00 to \$55,432.00 (increase of \$423.00) based on new services being provided for Hunterdon Central Regional Board of Education
- 2 increase 2015-2016 Non Public 193 budget from \$146,215.00 to \$147,407.23(increase of \$1192.23) based on new services being provided for Hunterdon Central Regional Board of Education

MOTION PASSED UNANIMOUSLY With Donna Herbel ABSTAINING on X G3 through X G5

I TRANSPORTATION

Cheryl Filler moved, seconded by Thomas Bruhl to:

- 1 approve Charter Transportation to Ann Street School, School of Mathematics and Science, at a rate of \$75.00 per hour, effective February 22, 2016
- 2 approve Coordinated Transportation, for Maple Shade Board of Education, effective November 9, 2015 through June 30, 2016
- 3 approve Coordinated Transportation, for Lenape Valley Regional High School Board of Education, effective February 2, 2016 through June 30, 2016
- 4 approve Quoted Routes, at the following rates:

Lenape Valley Regional H.S. Board of Education		February 2, 2016 - June 30, 2016		
Route #	Sending District	Destination	Contractor	Daily Rate
LV1	Lenape Valley Regional	Lenape Valley Regional	ESC	\$205.00

MOTION PASSED UNANIMOUSLY

J PERSONNEL

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

1 Appointments

Name	Position	Location	Rate/Salary	Effective
Willy Damestoir	PT Bus Driver	West Orange	\$15.50	1/27/2016
Daniel Martlis	PT Bus Monitor	West Orange	\$9.75	2/16/2016
Mona Elveus Ferdinand	PT Bus Monitor	West Orange	\$9.75	2/22/2016
Isaac Dasson	PT Bus Driver	West Orange	\$15.50	2/22/2016
Tracey Norris	PT Teaching Assistant	Bedminster	\$15.75	2/22/2016
Ronene Manzo	PT Teaching Assistant	FRRSD - JP Case	\$15.75	2/29/2016
Flor Torres	PT Bus Driver	West Orange	\$15.50	2/29/2016
Vincent McEnroe	PT Teaching Assistant	FRRSD - JP Case	\$15.75	3/1/2016

2 reinstate employee #4370, effective 2/26/2016

3 Leaves of Absence (LOA)

Name	Position	Location	Reason	Effective
William Groff	Mechanic	West Orange	Medical	3/10/2016 - 6/30/2016 (banked sick time)
Bernadette Neuhauser	PT Teacher Assistant	FRRSD-RFIS	NJFLA Leave	2/22/2016 - 2/26/2016 (unpaid)

4 Resignations / Retirements / Terminations

Name	Position	Location	Reason	Effective
Caitlyn Howley	PT Teaching Assistant	FRRSD - JP Case	resignation	2/19/2016
Ryan Tucker	Temp Maintenance	Hoffmans Crossing	termination	2/19/2016
Benny Smit	PT Bus Driver	Glen Gardner	termination	2/22/2016
Rebecca Dietz	PT Teaching Assistant	FRRSD - Copper Hill	resignation	2/24/2016
Jennifer Ring	PT Teaching Assistant	FRRSD - JP Case	resignation	2/29/2016
Davis Douglass	PT Teaching Assistant	FRRSD - JP Case	resignation	3/1/2016
Berkeley Hutchinson	PT Teaching Assistant	ESC School West Amwell	resignation	3/4/2016
Jacques Joseph	PT Bus Driver	West Orange	retirement	6/30/2016

5 revise appointment approved February 9, 2016 as follows:

Karen Day	PT Teaching Assistant	ESC Academy	\$15.75	TBD
	to			
Karen Day	PT Teaching Assistant	ESC Academy	\$15.75	2/22/2016

MOTION PASSED UNANIMOUSLY

K PROFESSIONAL DEVELOPMENT

1 Cheryl Filler moved, seconded by Thomas Bruhl to 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

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
ABE Coordinator	Anger Management Training:Practitioner's Guide	3/4/2016	\$20.00
ABE Teacher	Anger Management Training:Practitioner's Guide	3/4/2016	\$20.00
ABE Coordinator	NJALL Conference	4/8/2016	\$100.00
ABE Teacher	NJALL Conference	4/8/2016	\$100.00
Superintendent	Annual NJASA/NJAPSA Conference	5/11-5/13/2016	TBD
School Business Administrator	Annual NJASBO Conference	6/8-6/10/2016	\$150 plus hotel

MOTION PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

Dennis Balodis, Manager of Financial Services - discussed Lease Purchasing program

New program initiative allows districts to purchase two (2) vehicles and structure lease payment equivalent to payment of one (1), Program is ideal for districts planning to replace vehicles every 5 years)

Pam Mills, Director of School Services

Consultant services provided to Jersey City to assist them in returning to local control
Greater demand for speech consultant services due to the enforcement new certification requirements
Department has the ability to support districts with their overflow of evaluations on an as needed basis

Nancy Szymanski, Transportation Director

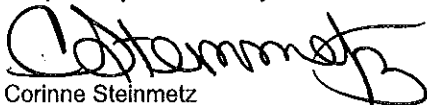
West Orange Board of Education approved transportation contract for next 4 year services
Discussed Shared Transportation services and new Non Public criteria / laws
Awaiting on guidelines for sensor system required on new vehicles, effective January 2016
HCESSC can provide new training requirements to our drivers and other district's potential drivers

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS

XV ADJOURNMENT

Cheryl Filler moved to adjourn the meeting. Since there was no further items to discuss the meeting was adjourned at 5:26 pm

Respectfully submitted by:



Corinne Steinmetz
SBA/Board Secretary