

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors Meeting
December 6, 2011

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, December 6, 2011**

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
William Moebus (HOLLAND), Vice President
Linda Adams (ALEXANDRIA)
Kelly Galligan (CALIFON)
William Martin (DEL-VAL REG)
Tom Bruhl (DELAWARE)

Greg Nolan (FLEMINGTON RARITAN REG)
Kim Metz (HUNTERDON POLYTECH)
Lou Pennucci (NO HUNTERDON/VOORHEES)
David Livingston (READINGTON)
Donald Shelton (TRENTON)
John Dupuis (W AMWELL)

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)
Corinne Steinmetz (SCHOOL BUS ADMIN)
Andrea Romano (SCHOOL DIRECTOR)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)
Nisha Littel (TEACHER)
Daria Kriegel (TEACHER)

III. CALL TO ORDER

At **4:18 pm** in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

REVISED AGENDA

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

4:20 pm - Donald Shelton arrived

V. APPROVAL OF MINUTES

William Moebus moved, seconded by Linda Adams to:

- A approve the minutes of the November 8, 2011 Board of Directors meeting, respectfully submitted by the Board Secretary.
- B approve the Executive Session minutes of the November 8, 2011 Board of Directors meeting, respectfully submitted by the Board Secretary.

MOTION APPROVED, with William Martin, Kimberly Metz and Tom Bruhl abstaining

VI. FINANCIAL REPORTS

William Moebus moved, seconded by William Martin to:

- A approve the line item transfers and budget appropriations for the month of November 2011.
- B approve the November 2011 Board Secretary Reports.

MOTIONS APPROVED UNANIMOUSLY

4:30 pm - Greg Nolan arrived

VII LIST OF BILLS

A William Moebus moved, seconded by Kelly Galligan to approve the following list of bills:

- 1 November 30, 2011 Handchecks
- 2 December 6, 2011 Computer Generated

MOTIONS APPROVED UNANIMOUSLY

VIII. CORRESPONDENCE - NONE

IX COMMITTEE MEETINGS

A Building and Grounds Committee - 11/21/11, Presented by Charles Miller

B Programs and Services Committee, 11/21/11, presented by Charles Miller

DISCUSSION: Greg Nolan reported that, as of today, the Teacher Assistant program offered by HCESC is proving to be very positive. Monitoring and assessment of the program and of teacher assistants will continue as we move forward. Andrea Romano agreed that the program is proving to be a positive benefit to districts. All challenges are addressed immediately and appropriately. Ongoing processes and procedures are addressed continually and information will be used to improve the program offerings in the future.

C Public Relations Committee, did not meet

D Policy Committee, did not meet

E Personnel Committee, 11/28/11, presented by William Moebus

DISCUSSION: Dennis Cox informed the board on the meeting with Dr. Broach, Trenton Superintendent regarding current and projected enrollment at our ESC School at West Amwell.

F Finance Committee, 11/28/11, presented by William Moebus

G Executive Committee, did not meet

BOARD MEETING SCHEDULE

A January's board meeting is scheduled for January 10, 2012 (2nd Tuesday of the month)

B William Moebus moved, seconded by Greg Nolan to reschedule February's Representative Assembly Meeting to Tuesday, February 14, 2012

MOTION APPROVED UNANIMOUSLY

X SUPERINTENDENT'S REPORT

A ADMINISTRATION

William Moebus moved, seconded by Tom Bruhl to:

- 1 approved revised 12-month calendar for 2011-12 School Year, as attached:
- 2 charge the following facility rates, effective December 1, 2011:

<u>ORGANIZATION TYPE</u>	<u>Sq Ft / hr</u>	<u>Gym / hour</u>
Governmental Agencies	\$ 20.00*	\$ 35.00*
Nonprofit Organizations	\$ 25.00*	\$ 35.00*
Business Entities	\$ 30.00*	\$ 50.00*

*There may be additional costs associated if a maintenance staff member is requested or work schedules can not be altered to include your requested dates.

MOTIONS APPROVED UNANIMOUSLY

B TRANSPORTATION

William Moebus moved, seconded by Linda Adams to:

- 1 approve special education routes as follows:

QUOTED ROUTES

Route	Destination	Contractor	Daily Rate	Aide
1231T	Frenchtown Elem	Kensington	\$209.00	
1214S	Mercer Jr/Sr	Rick Bus	\$221.00	\$42.00

ADJUSTED ROUTES

Route	Destination	Contractor	Daily Rate	Adjustment	Adj. Amount
1102	Lakeview School	Joy Transport	\$252.00	\$4.18	\$256.18
1215	Titusville Academy	George Dapper	\$189.20	\$21.88	\$211.08
1215	Montgomery Academy	Barker Bus	\$169.00	\$54.00	\$223.00

- 2 Scrap the 1983 GMC Suburban. Vin # 1G5FK16C8DF510764
- 3 lease school vans to Bloomfield Board of Education at a rate of \$120.00 per day, as needed, effective 11/14/11.
- 4 approve 2011-12 Transportation Contract with Parsippany-Troy Hills at 0% increase over 2010-11 rates.
- 5 approve the following addendums to 2010-11 contracts, as follows:

ADJUSTED ROUTES

Route	Destination	Contractor	Daily Rate	Adjustment	Adj. Amount
1103	Katzenbach	Barker Bus	\$179.00	(\$22.83)	\$156.17
1139T	High Bridge ES	School Tyme Trans.	\$156.56	(\$156.56)	\$0.00

- 6 rescind the June 30, 2011 approve the Joint Agreement with Bethlehem Township for the 2011-12 School Year in the amount of \$358,847.50 for route C1,2,3,4,5,6,8,9 and 10, KA, B, C and D with various Field / Athletic Trips. Revised agreement approved at the October 4, 2011 meeting.
- 7 contract with Champion Uniform, effective January 1, 2012 through December 31, 2012, at the following rates, as needed:

<u>DESCRIPTION</u>	<u>RATE</u>
11 shirts & pants, 3 coveralls and 2 jackets per employee	\$ 9.00 Per employee
11 shirts & pants, and 2 jackets per employee	\$ 7.50 Per employee
150 wipers per week	\$ 18.00 Per week
Delivery Charge	\$ 4.50 Per delivery

- 8 provide transportation services to the following for the 2011-2012 school year:
Miss Janet's Sunshine School
Morris School District
- 9 bid the sale / disposal of the following vehicles:

Unit #	Location	VIN #	Model	Year	# pass
51	MO	1GBHG31F5W1077568	Chevy	1998	16
63	MO	1GBHG31F6W1097781	Chevy	1998	16
341	WO	1BAAGCPA51F094532	Bluebird	2001	54
461	MO	1GBHG31F8Y1182312	Chevy	1999	16
460	WO	1GBHG31F5Y1181481	Chevy	1999	16
462	WO	1GBHG31F711209948	Chevy	2001	16

- 10 approve change order requests and increase the West Orange Transportation Budget to cover construction services required to meet code requirements, as follows:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Drill Construction	Site Improvements (Front of Building)	\$ 19,903.00
Drill Construction	Retaining Wall	\$ (6,300.00)
Drill Construction	Relocation of Power Poles	\$ (5,000.00)
Drill Construction	Blacktop Patch	\$ (1,500.00)
	TOTAL ADJUSTMENT	\$ 7,103.00

- 11 approve additional charges to NKP Architects of \$2,300.00 for services beyond the original scope of work related to West Orange Transportation move to 47 Standish Ave.

DISCUSSION: Charles Miller explained that NKP requested additional funds in the amount of \$24,000, later reduced to \$12,000 for additional hours dedicated to the project beyond what they anticipated would be needed. Administration reviewed request and recommends \$2,300 for work done beyond the original scope of work and specific change orders beyond our control

MOTIONS APPROVED UNANIMOUSLY

C COOPERATIVE PURCHASING

William Moebus moved, seconded by William Martin to:

- 1 accept Roselle Board of Education as the 153rd member of the Cooperative Service Purchasing Cooperative.
- 2 renew Bid - Technology Installation & Integration Services #TEC-03, effective July 1, 2011 through June 30, 2012 to the following vendors:

NJ Business Systems	Dyntec
TransNet	Millennium
Computer Systems & Methods	NWN Corp
Eplus	Office Business Systems
Promedia	

MOTIONS APPROVED UNANIMOUSLY

4:58 Kelly Galligan left

D PERSONNEL

William Moebus moved, seconded by Tom Bruhl to:

- 1 As a result of the reduction in force authorized by the Board on November 9, 2011, for reasons of economy and because of a reduction in the number of pupils, and as authorized by N.J.S.A. 18A:28-9, and in accordance with the individual employment contracts of the affected employees, the contracts of the following employees are terminated effective November 23, 2011:

Academy at Tewksbury

Sara Klejmont, School Social Worker	Phyllis Rohling, Admin Assistant
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West Amwell

Ritchie Bennett, PT Teacher Assistant	Elizabeth Buchanan, Teacher
Maria Duran, Teacher Assistant	Joanna Bohnel, Teacher
Suzanne Lynch, Teacher Assistant	Travis Omilian, Teacher
Nancy Smith, Teacher Assistant	

Morris Transportation

Holly Law, Offsite Supervisor

- 2 As a result of the reduction in force authorized by the Board on November 9, 2011, for reasons of economy and because of a reduction in the number of pupils, and as authorized by N.J.S.A. 18A:28-9, and in accordance with the individual employment contracts of the affected employees, the contracts of the following employees are terminated effective December 23, 2011:

Morris Transportation

Kesha Rutledge, Part-time Asst. Transportation Office Clerk

West Orange Transportation

Shamekia White, Part-time Asst. Transportation Office Clerk

- 3 As a result of the reduction in force authorized by the Board on November 9, 2011, for reasons of economy, and as authorized by N.J.S.A. 18A:28-9, and in accordance with the individual employment contracts of the affected employees, the contract of Roxanne Wolf, Administrative Assistant has been reduced to up to 20 hours per week, effective November 28, 2011, honor original date of hire and accrued sick time.
- 4 rescind reduction in force of part-time dispatcher.
- 5 approve the following Personnel items, as recommended by the Superintendent:

West Orange

approve Prince Sweeney, Bus Monitor, at a rate of \$9.50/hr., effective November 14, 2011
approve Silas Flanagan, Bus Monitor, at a rate of \$9.50/hr., effective October 31, 2011
approve Elizabeth Castro, Bus Driver, at a rate of \$18.03/hr., effective January 1, 2012 through April 30, 2012
approve Junnine Irving, Bus Driver, at a rate of \$18.25/hr., effective January 1, 2012
approve Kaslet Gabriel, Bus Driver, at a rate of \$15.71/hr., effective January 1, 2012
approve Maria Chimbay, Bus Driver, at a rate of \$17.72/hr., effective January 1, 2012
approve Sharonda Thomas, Bus Monitor, at a rate of \$10.39/hr., effective January 1, 2012
approve the Leave of Absence request of Raquel Pearson, Driver, effective November 21, 2011
approve the retirement of Luis Arboleda, Driver, effective December 31, 2011
hire Normant St. Pierre, Driver, at a rate of \$15.25/hr., effective November 28, 2011

Morristown

approve Veronica Muhammad, Bus Driver, at a rate of \$19.19/hr., effective January 1, 2012 through April 30, 2012
accept the written resignation of Maria Luna, Bus Driver, effective December 2, 2011
approve Gwen Carney, Bus Driver, at a rate of \$19.19/hr., effective January 1, 2012
approve John Brannagan, Bus Driver, at a rate of \$16.28/hr., effective January 1, 2012
transfer Ira Streeter, Bus Driver, from West Orange Terminal to Morristown Terminal, at a rate of \$15.71/hr. Drive Tme, Charter Rate \$14.21/hr., Other Duties \$11.17/hr., effective November 14, 2011
terminate Rosario Veliz, Driver, effective November 28, 2011
accept the written resignation of Ronald Jeff, Driver, effective December 9, 2011

Glen Gardner

accept the FMLA request of Andrea Hutchins, Bus Driver, effective November 8, 2011
terminate Raymond Virgilio, Bus Driver, effective November 15, 2011
terminate Kim Wilkinson, Substitute Bus Driver, effective November 30, 2011

Department of School Services

approve Nicole Parkes, Part Time School Psychologist and LDT-C, at a rate of \$50/hr., not to exceed 20 hrs./wk., at Charter Schools, pending NJ certification, effective December 12, 2011
approve Nicole Parkes, Substitute Teacher of Handicapped at a rate of \$100/day, at Charter Schools, effective December 12, 2011
hire (2) Off-Site Part Time Teacher Assistants to be placed at Holland Township School, at Board approved rates, up to 6.5 hours/day, not to exceed 34.5 hours/week

Schools

assign David Lutzky, Counselor, to share his time at ESC Academy at Tewksbury and ESC School West Amwell Campus, no change in pay, effective November 28, 2011

approve the following as a Substitute Teacher Assistant, at a rate of \$85/day, non-pensionable, effective November 24, 2011:

Phyllis Rohling
Nancy Smith

approve the following as a Substitute Teacher, at a rate of \$100/day, non-pensionable, effective November 24, 2011:

Joanna Bohnel
Elizabeth Buchanan
Travis Omilian

hire Lawrence Zanetti, Part Time Custodian, at a rate of \$13hr., not to exceed 4 hrs./day, effective December 12, 2011

re-hire Delores Duran, Personal Assistant, at an annual salary of \$26722.39, prorated, effective December 12, 2011

approve Delores Duran, Bus Aide, a stipend of \$1850, prorated, non-pensionable, effective December 12, 2011

MOTIONS APPROVED, with William Moebus abstaining from motion specific to Holland

E PROFESSIONAL DEVELOPMENT

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

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Vice Principal of Curriculum	Setting a New Standard: Refining Expectations for Literacy in Classrooms	12/8/2011	Free

William Moebus moved XF and XG, seconded by John Dupuis to:

F DEPARTMENT OF SCHOOL SERVICES

- 1 contract with Holland School District to provide Teacher Assistants for the 2011-2012 school year, as needed, at a rate of \$23.40 per hour per teacher assistant.
- 2 provide Child Study Team Services, to Hillsborough School District for the 2011-2012 school year, as needed, at board approved rates.

G TECHNOLOGY

- 1 provide technology services to Oxford School District, as needed, at board approved rates.

MOTIONS APPROVED, with William Moebus abstaining from XF-1

XI OLD BUSINESS

GRANT

- I William Moebus moved, seconded by Tom Bruhl to accept donation from IBM-Global Technology Services for a Young Explorer Computer Center and Miscellaneous items valued at \$3,000.00

MOTION APPROVED, with Linda Adams abstaining

XII NEW BUSINESS

PENDING LEGISLATIVE BILLS, presented by Charles Miller

S2925 / A4132 - To Retain Local School Board and Superintendent Authority over Personnel Decisions

S1872 / A2810 - Opportunity Scholarship Act

Tenure Reform

5:13 pm Nisha and Daria leave

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIV. ADJOURNMENT

William Moebus moved, seconded by Linda Adams to adjourn the meeting. Since there was no further action to discuss, the meeting was adjourned at 5:18 pm.

Respectfully submitted by:

Corinne Steinmetz, SBA/Board Secretary