

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors / Representative Assembly Meeting
February 14, 2012

Minutes

A **regular** meeting of the Hunterdon County Educational Services Commission **Representative Assembly** will be held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on **Tuesday, February 14, 2012 at 4:15 p.m.**

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 | Judy Burd (LEBANON TWP) |
| William Moebus (HOLLAND), Vice President | Teresa Kane (MILFORD) |
| Tom Bruhl (DELAWARE) | Lou Pennucci (NO HUNTERDON/VOORHEES) |
| William Martin (DEL-VAL REG) | David Livingston (READINGTON) |
| Greg Nolan (FLEMINGTON RARITAN REG) | Donald Shelton (TRENTON) |
| Joe Kennedy (HIGH BRIDGE) | John Dupuis (W AMWELL) |
| Kim Metz (HUNTERDON POLYTECH) | VJ DiRoberto (UNION) |
| John DePinto (KINGWOOD) | |

ADMINISTRATION / STAFF PRESENT

| | |
|--------------------------------------|---|
| Dennis Cox (SUPERINTENDENT) | Pam Mills (DIRECTOR OF SCHOOL SERVICES) |
| Corinne Steinmetz (SCHOOL BUS ADMIN) | Nisha Littel (TEACHER) |
| Andrea Romano (SCHOOL DIRECTOR) | 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 the meeting to order.

Quorum of the Representative Assembly has not been met. Meeting will run as Board of Directors Meeting until quorum is reached.

BOARD OF DIRECTORS MEETING

IV. CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY - NONE

REVISED AGENDA

William Moebus moved, seconded by Judy Burd to approve agenda with added items, as highlighted

MOTION APPROVED UNANIMOUSLY

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by William Martin to approve the minutes of the **January 10, 2012** Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION APPROVED UNANIMOUSLY

VI. FINANCIAL REPORTS

William Moebus moved, seconded by Lou Pennucci to:

A approve the line item transfers and budget appropriations for the month of January 2012

B approve the January 2012 Board Secretary Reports

MOTIONS APPROVED UNANIMOUSLY

VII LIST OF BILLS

A William Moebus moved, seconded by Lou Pennucci to approve the following list of bills:

- 1 January 31, 2012 Handchecks
- 2 February 14, 2012 Computer Generated
- 3 February 15, 2012 Consultant Pay

MOTION APPROVED UNANIMOUSLY

VIII CORRESPONDENCE, presented by Charles Miller

- A 2012 Disclosure Statements due to Corinne Steinmetz, SBA by April 1, 2012
- B HCESC Cooperative Purchasing Flyer - NO COMMISSION
- C ACES (the Alliance for Competitive Energy Services) program information
- D Chester article regarding transportation services
- E Borough of Lebanon Resolution supporting Shared Services and discussions on County Wide School District

IX COMMITTEE MEETINGS

- A Building and Grounds, 1/16/12, presented by Greg Nolan and Dennis Cox
- B Programs and Services, 1/16/12
- C Public Relations, did not meet
- D Policy, 1/19/12
- E Personnel, 2/6/12
- F Finance, 2/6/12
- G Executive, 2/7/12

4:29 pm - VJ DiRoberto arrived - Quorum is met and Representative Assembly is in order

REPRESENTATIVE ASSEMBLY MEETING

X SUPERINTENDENT'S REPORT

A ADMINISTRATION

2012 - 2013 budget projection presented by Corinne Steinmetz

1 William Moebus moved, seconded by Lou Pennucci to approve 2012-13 Budget, as follows:

| | <u>PROPOSED</u> |
|-----------------------|------------------|
| FUND 10 | \$ 2,894,392.13 |
| FUND 20 | \$ 1,786,480.88 |
| FUND 40 | \$ 592,580.00 |
| FUND 60 | \$ 13,928,517.97 |
| BUDGETED FUND BALANCE | \$ 237,187.30 |
| TOTAL BUDGET | \$ 19,439,158.28 |

DISCUSSION:

Charles Miller informed the board of new initiatives included in the budget:

Greg Nolan discussed the Teacher Assistant initiative and positive results in performance and financial savings at Flemington Raritan School District. Constant conversations and dialog between HCESC and FRRSD has made all the difference

William Moebus further explained that the cost savings was mostly contributed toward the reduction in benefits

Dennis Cox explained that replacing Teacher Assistance as you move forward is a consideration that may be more manageable for districts

Dennis Cox discussed LinkIt and the options it offers districts in meeting needs of evaluating student performance

Lou Pennucci suggested LinkIt present at Superintendent Conference in May in addition to School Boards in October

VJ DiPinto moved, seconded by David Livingston to amend Fund 60 - Transportaton Budget and eliminate the use of fund balance in order to reach a balanced budget.

MOTION APPROVED UNANIMOUSLY

| | <u>PROPOSED</u> | <u>ADJ</u> | <u>APPROVED</u> |
|-----------------------|-------------------------|------------------------|---------------------------------------|
| FUND 10 | \$ 2,894,392.13 | | \$ 2,894,392.13 |
| FUND 20 | \$ 1,786,480.88 | | \$ 1,786,480.88 |
| FUND 40 | \$ 592,580.00 | | \$ 592,580.00 |
| FUND 60 | \$ 13,928,517.97 | \$ (237,187.30) | \$ 13,691,330.67 |
| BUDGETED FUND BALANCE | \$ 237,187.30 | \$ (237,187.30) | \$ - |
| TOTAL BUDGET | \$ 19,439,158.28 | \$ (474,374.60) | \$ <u><u>18,964,783.68</u></u> |

| | |
|-------------------------------|-----|
| Charles Miller (E AMWELL) | YES |
| William Moebus (HOLLAND) | YES |
| Tom Bruhl (DELAWARE) | YES |
| William Martin (DEL-VAL REG) | YES |
| Greg Nolan (FLEM-RARITAN REG) | YES |
| Joe Kennedy (HIGH BRIDGE) | YES |
| Kim Metz (HUNTERDON POLYTECH) | YES |
| John DePinto (KINGWOOD) | YES |

| | |
|-------------------------------|-----|
| Judy Burd (LEBANON TWP) | YES |
| Teresa Kane (MILFORD) | YES |
| Lou Pennucci (NH/VOORHEES) | YES |
| David Livingston (READINGTON) | YES |
| Donald Shelton (TRENTON) | YES |
| John Dupuis (W AMWELL) | YES |
| VJ DiRoberto (UNION) | YES |

MOTION PASSED, as amended 15:0:0

William Moebus moved, seconded by Judy Burd to:

- 2 accept donation of \$750.00 from Voices for Charity

B TRANSPORTATION

- 1 approve special education routes as follows:

QUOTED ROUTES

| Route # | Destination | Contractor | Daily Rate | Aide |
|----------------|----------------------|-------------------|-------------------|-------------|
| 1235T | Tewksbury Elementary | Kensington | \$169.00 | |

- 2 provide Coordinated Transportation services for Special Education to Plainfield Board of Education effective November 28, 2011 through August 30, 2012
- 3 award camera system pricing to Angel Trax, the lowest respondent of quotes, effective February 1, 2012 through January 31, 2013, as follows:

| | Angel Trax | Gatekeeper | A1 Comm. | Viper Fish |
|-----------------|-------------|-------------|-------------|-------------|
| 3 Camera System | \$ 1,385.95 | \$ 1,135.00 | \$ 1,560.00 | \$ 1,245.00 |
| Installation | \$ 270.00 | \$ 350.00 | \$ 450.00 | \$ 350.00 |
| Freight | \$ 25.00 | TBD | \$ 25.00 | TBD |
| GPS | INCLUDED | \$ 132.00 | \$ 175.00 | \$ 150.00 |
| Software | INCLUDED | \$ 86.00 | N/A | \$ 98.00 |
| TOTAL PER BUS | \$ 1,680.95 | \$ 1,703.00 | \$ 2,210.00 | \$ 1,843.00 |

DISCUSSION: Camera bid in process with award in April - will be offered to member districts

- 4 renew Lubricants and Fluids Quote 2011-Q-02, for school vans and buses to Craft Oil at the following rates:

| Description | Product | Price | Unit |
|--------------------------------|-------------|-----------|-------------|
| Engine Oil | 15 W 40 | \$ 7.29 | per gal |
| Gasoline Engine Oil | 5 W 30 | \$ 7.68 | per gal |
| Gasoline Engine Oil | 5 W 30 | \$ 422.40 | per drum |
| Auto Trans Fluid | Chevy Trans | \$ 25.67 | per case |
| Rear Diff Lub | 85 / 90 | \$ 1.50 | per pint |
| Rear Diff Lub | 85 / 90 | \$ 180.00 | per drum |
| Chassie HD Grease | Lithium 12 | \$ 1.58 | per pound |
| Chassie HD Grease | Lithium 12 | \$ 190.56 | per drum |
| Coolant Green | Concentrate | \$ 461.34 | per drum |
| Coolant Green | 50/50 mix | \$ 238.92 | per drum |
| Coolant Red Ex Life | Concentrate | \$ 718.74 | per drum |
| Coolant Red Ex Life | 50/50 mix | \$ 491.04 | per drum |
| Coolant Yellow | Concentrate | \$ 432.30 | per drum |
| Windshield Wash | Concentrate | \$ 150.78 | per drum |
| HYD Brake Fluid | DOT 3 | \$ 18.72 | per case |
| Fuel Additive | Diesel 911 | \$ 33.27 | per case |
| Parts Wash Fluid | | \$ 362.55 | per drum |
| Fuel Sir-Charge for deliveries | | \$ 6.99 | per invoice |

- 5 renew medical plan offered to school bus drivers through Symetra Life Insurance Company, effective April 1, 2012 through March 31, 2013, at the following rates:

| | | |
|---------|-----------|--------------------------|
| Single: | \$ 96.93 | per month / per employee |
| Family: | \$ 216.94 | per month / per employee |

- 6 bid the sale of the following vehicles:

| # | VIN# | Model | Year | Passenger |
|------|--------------------|----------|------|-----------|
| 5 | 1GDJ7T1C1YJ518551 | Bluebird | 2001 | 54 |
| 10 | 1GBJ7T1C1YJ518971 | Bluebird | 2001 | 54 |
| V-27 | 1GBHG31F521102866 | Chevy | 2002 | 16 |
| V-29 | 1GBHG31F721139000 | Chevy | 2003 | 16 |
| | 1JN1HJ01P6MT586657 | Nissan | 1991 | Car |

- 7 Motion approve the following School Bus Driver training:

| <u>Trainee</u> | <u>Location</u> | <u>Fee</u> | <u>License</u> |
|---------------------|-----------------|------------|----------------------|
| Melissa DeBatt | Glen Gardner | WAIVED | CDL and Endorsements |
| Andrezej Jankiewicz | Morris | \$300.00 | P & S Endorsements |
| Joseph Marceline | Morris | \$800.00 | CDL and Endorsements |

- 8 amend rental agreement with ESC of Morris to \$5,067.02 per month, effective February 1, 2012 through June 30, 2012

C DEPARTMENT OF SCHOOL SERVICES

- 1 increase Department of School Services Budget by \$35,000.00 for Purchased Professional Education Support

D COOPERATIVE PURCHASING

- 1 accept Cape May Board of Education as the 156th member of the Cooperative Service Purchasing Cooperative

E PERSONNEL

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

approve the Network Technician job description, as attached

Glen Gardner

re-hire Jeffrey Marsch, Bus Driver, at a rate of \$16.75/hr., effective January 17, 2012

approve the written resignation of Andrea Hutchins, Bus Driver, effective January 30, 2012

approve the verbal resignation of Kelly Lawton, Bus Aide, effective January 30, 2012

terminate Meg Kaplowicz, Bus Aide, due to position being eliminated by contracted district, effective February 15, 2012

approve the FMLA request of Judi Turi, Bus Driver, effective January 24, 2012

approve the written resignation of Barry Reese, Bus Driver, effective February 17, 2012

approve Elmer Kollar, Bus Driver, at a rate of \$16.75/hr., effective February 9, 2012

change status of Steven Anderson from PT Driver to Sustatute Driver, effective January 1, 2012. No change in rate of pay.

Morristown

approve Eleanor VanHouten, Bus Driver, at a rate of \$15.23/hr., effective January 30, 2012

approve the FMLA request of Gloria Rodriguez, Bus Driver, effective February 2, 2012 through February 24, 2012

approve Kahliah Ashworth, Bus Monitor, at a rate of \$9.14/hr., effective February 6, 2012

terminate Ira Streeter, Bus Driver, effective February 24, 2012

West Orange

approve Gwendolyn Patilla, Bus Driver, at a rate of \$15.25/hr., effective January 5, 2012

approve Albert Amin, Bus Driver, at a rate of \$15.25/hr., effective January 31, 2012

re-hire Wilkens Saint-Pierre, Bus Driver, at a rate of \$15.25/hr., effective February 2, 2012

approve FMLA request of Charlotte Culver-Winckler, Coordinator, effective February 2, 2012

approve the Leave of Absence request of Maria Chimbay, Bus Driver, effective February 20, 2012

terminate Pierre Saint Fleur, Bus Driver, effective February 14, 2012

Department of School Services

accept the written resignation of Jennifer Clark, Part-Time Off Site Teacher Assistant, effective January 19, 2012

approve Brooke Bachman, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective February 6, 2012

approve Cynthia Salonish, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective February 6, 2012

approve Rebecca Hutchinson, Non Public Home Instructor Consultant, at a rate of \$25/hr., effective February 6, 2012

approve Melanie Marconi, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., as needed, effective February 15, 2012, pending completion of required paperwork

approve Lisa Santoro, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., as needed, effective February 15, 2012, pending completion of required paperwork

approve Karen Matheny, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., as needed, effective February 13, 2012, pending completion of required paperwork

approve Nancy Clark, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., as needed, effective February 15, 2012, pending completion of required paperwork

approve Karen Stavac, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., as needed, effective February 15, 2012, pending completion of required paperwork

change the status of Nicole Parkes to full time LDTC/School Psychologist, at a salary of \$50,000(prorated), effective February 15, 2012

approve the FMLA request of Beverly Loss, Part-Time Off Site Teacher Assistant, effective February 6, 2012

approve Bryan Hardy, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective February 15, 2012

Schools

approve Carissa Lauer, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective February 15, 2012

approve the written resignation of Michele Schwallie, Part-Time Off Site Teacher Assistant, effective February 10, 2012

approve the FMLA request of Eugene Harrison, Teacher, effective February 14, 2012

F PROFESSIONAL DEVELOPMENT

1 approve the following staff members for professional development workshops:

| <u>Position</u> | <u>Workshop</u> | <u>Date</u> | <u>Cost</u> |
|------------------------|--|--------------------|--------------------|
| School Administrator | Hot Topics in Special Ed. Administration and Compliance | 2/2/12 | Free |
| CST Supervisor | Hot Topics in Special Ed. Administration and Compliance | 2/2/12 | Free |
| Counselor | DTC Training for NJ ASK | 3/20/12 | Free |
| School Administrator | IPAD Workshop for School Leaders | 3/22/12 | \$825 |
| Director of School Svc | IPAD Workshop for School Leaders | 3/22/12 | \$825 |
| Teacher | Promoting Success in the Multilevel Classroom | 2/15/12 | Free |

| <u>Position</u> | <u>Workshop</u> | <u>Date</u> | <u>Cost</u> |
|------------------|-------------------------------------|----------------|-------------|
| S.B.A. | Fiscal Issues | 2/9/12 | \$75 |
| (2) Teacher | Managing Problem Behavior | 1/31/12 | Free |
| (2) Teacher | Cooperative Behavior at Home | 2/1/12 | Free |
| Speech Therapist | Cooperative Behavior at Home | 2/1/12 | Free |
| (2) Teacher | Social Skills for Advanced Learners | 2/15/12 | Free |
| (2) Teacher | Adaptive Life Skills | 3/12/12 | Free |
| Speech Therapist | Adaptive Life Skills | 3/12/12 | Free |
| (2) Teacher | Social Skills for Early Learners | 3/20/12 | Free |
| Teacher | Functional Communication Skills | 4/25/12 | Free |
| Speech Therapist | Functional Communication Skills | 4/25/12 | Free |
| (2) Teacher | Hidden Dangers -Safety for All | 5/1/12 | Free |
| (2) Teacher | Developing Conversational Skills | 5/16/12 | Free |
| (2) Teacher | Inclusion for Autistic Students | 6/6/12 | Free |
| Nurse | School Nurse Conference | 3/23 - 3/24/12 | \$199.00 |
| Bookkeeper | Healthier US School Challenge | 3/8/12 | \$26.00 |
| Counselor | The Positive Power of Humor | 3/9/12 | Free |

MOTIONS APPROVED UNANIMOUSLY

G HARASSMENT INTIMIDATION & BULLYING, presented by Dennis Cox

William Moebus moved, seconded by William Martin to

Affirm Harassment, Intimidating & Bullying incidents presented by Dennis Cox:

| NJ Anti-Bullying Bill of Rights Law | | NJ Anti-Bullying Bill of Rights Law | |
|-------------------------------------|-----|-------------------------------------|----|
| 1 WA-16 | Yes | 3 WA-18 | No |
| 2 WA-17 | Yes | 4 WA-19 | No |

5 approve submission of the Harassment, Intimidation and Bullying 1st report of Violence and Vandalism, effective September 2011-December 2011, as presented by Andrea Romano

MOTIONS APPROVED UNANIMOUSLY

XI OLD BUSINESS

XII NEW BUSINESS

West Amwell ESC School - Bomb threat reported at 3:00 pm - appropriate action with local officials are currently underway

Superintendent Evaluation and Board Self-Evaluation will be distributed shortly

Dennis Cox thanked everyone for their attendance and helping us making quorum

XIII CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY

XIV ADJOURNMENT

William Moebus moved to adjourn the meeting. Since there was no further action to discuss, the meeting was adjourned at 5:17 pm.

Submitted by:

Corinne Steinmetz
School Business Administrator / Board Secretary