

VA - 3/5/13

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
REPRESENTATIVE ASSEMBLY MEETING / BOARD OF DIRECTORS MEETING  
February 5, 2013

Minutes

A regular meeting of the Hunterdon County Educational Services Commission Representative Assembly was held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on Tuesday, February 5, 2013.

**I. OPEN PUBLIC MEETING STATEMENT**

The meeting was officially advertised, in accordance to 18A:10-6, in the Hunterdon County Democrat, The Courier News and with the County Clerk.

**II. ROLL CALL**

BOARD MEMBERS

- |                                      |  |
|--------------------------------------|--|
| Charles Miller (E AMWELL), President | Teresa Kane (MILFORD)                    |
| Albert Purdy (BLOOMSBURY)            | John Melick (HUNTERDON/VOORHEES)         |
| Dr. Debra Sheard (CALIFON)           | Jeff Bender (UNION)                      |
| Tom Bruhl (DELAWARE)                 | John Dupuis (W AMWELL)                   |
| William Martin (DEL-VAL REG)         | Joanne Calabro (SO HUNTERDON REG) @ 4:25 |
| Greg Nolan (FLEMINGTON RARITAN REG)  | Jason Komegay (LEBANON TWP) @ 4:28       |
| Thomas Lewis (FRANKLIN-SOMERSET)     | Toby Sanders (TRENTON) @ 4:28            |
| Joe Kennedy (HIGH BRIDGE)            | Dr. Michael Kozak (LAMBERTVILLE) @ 4:50  |
| Anthony Planer (KINGWOOD)            |  |

ADMINISTRATION / STAFF PRESENT

- |                                      |   |
|--------------------------------------|---|
| Dennis Cox (SUPERINTENDENT)          | Andrea Romano (SCHOOL DIRECTOR)                 |
| Corinne Steinmetz (SCHOOL BUS ADMIN) | Pam Mills (DIRECTOR OF SCHOOL SERVICES)         |
|                                      | Marie Kisch (DIRECTOR OF ADULT BASIC EDUCATION) |

**BOARD OF DIRECTORS MEETING**

**III. CALL TO ORDER**

At 4:20 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board President, Charles Miller called the meeting to order, as a BOARD OF DIRECTORS MEETING until quorum is met.

Mr. Miller explained the operational activities of Hunterdon County ESC and the purpose of offering shared services to member districts in an effort to save money.

At 4:25 pm - Joanne Calabro arrived

Mr. Miller further explained the specific program offerings and property locations for: Transportation, Cooperative Purchasing and Educational Programs

Mr. Miller informed the board of the process and responsibilities of the Representative Assembly / Board of Directors.

At 4:28 pm - Jason Komegay and Toby Sanders Arrive

QUORUM OF THE REPRESENTATIVE ASSEMBLY IS MET

Mr. Miller discussed HCESC's financial history and cash flow struggles it has experienced over the years. Corrective measures have been made and implemented, with restructuring and downsizing as needed. Financial position is moving in the right direction.

Mr Miller informed the Board that Dennis Cox will be retiring June 30, 2013 and that a Superintendent Search is currently in process

Mr. Miller explained the purpose of HCESC's governance of its Representative Assembly, Board of Directors (BOD) and Committee process for reorganization, officer election and budget approval.

Mr. Miller turned the meeting over to Board Secretary, Corinne Steinmetz for Election of Officer

## REPRESENTATIVE ASSEMBLY MEETING

### IV ELECTION OF BOARD OF DIRECTORS

A Board Business, Corinne Steinmetz discussed the attachments provided for reference in selecting a minimum of 15 members to the BOD:

- 1 Representative Assembly
- 2 Committee Selection Form - Committees and committee chairs will be appointed by the President. Meeting dates will be set by committee chair
- 3 Board Attendance Record

B Charles Miller moved, seconded by Greg Nolan to approve the Board of Directors, as follows:

- |                                       |                   |
|---------------------------------------|-------------------|
| 1 ALEXANDRIA                          | Linda Adams       |
| 2 CALIFON                             | Dr. Debora Sheard |
| 3 DELAWARE TOWNSHIP                   | Tom Bruhl         |
| 4 DELAWARE VALLEY REGIONAL HS         | William Martin    |
| 5 EAST AMWELL TOWNSHIP                | Charles Miller    |
| 6 FLEMINGTON / RARITAN REGIONAL       | Greg Nolan        |
| 7 FRANKLIN TOWNSHIP (Somerset County) | Thomas Lewis      |
| 8 HOLLAND TOWNSHIP                    | William Moebus    |
| 9 HUNTERDON COUNTY POLYTECH           | OPEN              |
| 10 LEBANON TOWNSHIP                   | Jason Kornegay    |
| 11 MILFORD BOROUGH                    | Teresa Kane       |
| 12 NORTH HUNTERDON / VOORHEES         | John Melick       |
| 13 READINGTON TOWNSHIP                | David Livingston  |
| 14 SOUTH HUNTERDON REGIONAL           | Joanne Calabro    |
| 15 TRENTON (Mercer County)            | Toby Sanders      |
| 16 UNION TOWNSHIP                     | Jeff Bender       |
| 17 WEST AMWELL TOWNSHIP               | John Dupuis       |

### MOTION APPROVED UNANIMOUSLY

### V ANNUAL REPORTS - NONE

### VI 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, 1/30/13 minutes reviewed
- F Finance, 1/30/13 minutes reviewed
- G Executive, met 1/30/13
- H Executive Hiring Committee, met 1/26/13

### VII ELECTION OF OFFICERS

A Election of Board President

Corinne Steinmetz opened the floor for nomination for Board President

William Martin moved, seconded by Greg Nolan to elect Charles Miller as President

Since there were no further nominations for Board President, Corinne Steinmetz closed the floor for nominations

### MOTION PASSED electing Charles Miller as Board President, via acclamation

**B Election of Board Vice President**

Corinne Steinmetz opened the floor for nomination for Board Vice President

Charles Miller moved, seconded by John Dupuis to elect **William Moebus as Vice President**

Since there were no further nominations for Board Vice President, Corinne Steinmetz closed the floor for nominations

**MOTION PASSED electing William Moebus as Board Vice President, via acclamation**

Corinne Steinmetz, Board Secretary turned the meeting over to Charles Miller, President

**VIII CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE**

**BUDGET RECOMMENDATION**

2013-14 Budget presentation by Corinne Steinmetz, SBA

Charles Miller informed the board that the HCESC 2013 audit was completed with no recommendation. He explained that the budget is a living document that is continually reviewed and revised as revenues change

Andrea Romano, School Director provided the board with an overview of the Teen Arts program and explained its history and the lack of participation from districts, which has caused HCESC to no longer be able to fund the event

Corinne Steinmetz discussed "Obama Care" requirements and assumptions considered in the budget.

Tom Bruhl moved, seconded by Tom Lewis to adopt the 2013-14 Budget, as follows:

FUND 10	\$	2,917,875.00
FUND 20	\$	1,850,966.00
FUND 40	\$	533,911.00
FUND 60	\$	12,741,848.00
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>18,044,600.00</b>

Charles Miller (E AMWELL), President	YES	Teresa Kane (MILFORD)	YES
Albert Purdy (BLOOMSBURY)	YES	John Melick (HUNTERDON/VOORHEES)	YES
Dr. Debra Sheard (CALIFON)	YES	Jeff Bender (UNION)	YES
Tom Bruhl (DELAWARE)	YES	John Dupuis (W AMWELL)	YES
William Martin (DEL-VAL REG)	YES	Joanne Calabro (SO HUNTERDON REG)	YES
Greg Nolan (FLEMINGTON RARITAN REG)	YES	Jason Komegay (LEBANON TWP)	YES
Thomas Lewis (FRANKLIN-SOMERSET)	YES	Toby Sanders (TRENTON)	YES
Joe Kennedy (HIGH BRIDGE)	YES	Dr. Michael Kozak (LAMBERTVILLE)	YES
Anthony Planer (KINGWOOD)	YES		

**MOTION PASSED UNANIMOUSLY**

**IX APPROVAL OF MINUTES**

A Jason Kornegay moved, seconded by Tom Lewis to approve the minutes of the **January 8, 2013** Board of Directors meeting, respectfully submitted by the Board Secretary

**MOTION PASSED, with Jeff Bender, Anthony Planer, Albert Purdy, Joe Kennedy, John Melick and Joanne Calabaro abstaining**

**X FINANCIAL REPORTS**

Tom Bruhl moved, seconded by Tom Lewis to:

A approve the line item transfers and budget appropriations for the month of January 2013

B approve the January 2013 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**XI LIST OF BILLS**

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

- |                    |                          |
|--------------------|--------------------------|
| 1 February 5, 2013 | Computer Generated       |
| 2 January 2013     | Handchecks               |
| 3 January 2013     | Payroll                  |
| 4 January 15, 2013 | Consultant Handchecks    |
| 5 February 5, 2013 | ADDED Computer Generated |

**MOTIONS PASSED UNANIMOUSLY**

**XII CORRESPONDENCE**

A Certificate of Quality, Excellence & Caring in recognition of 100% age appropriate immunization compliance of 2012-13 School Year

B HCESC Cooperative Purchasing newsletter

C Letter from School Specialty regarding Chapter 11 Bankruptcy and their reorganization plan to maintain normal day-to-day business operations

Discussion: Corinne Steinmetz explained School Specialty has reported they will continue operations as usual. We will continue to monitor the situation to ensure bid specification are properly followed.

D Hunterdon County Teen Arts Final Report - December 2012

**XIII SUPERINTENDENT'S REPORT**

William Martin moved, seconded by Tom Bruhl to approve items XIII A - XIII G, to:

**A ADMINISTRATION**

1 revise the 2013-14 Board Approved Teacher Assistant Hourly Rates, as follows:

**July 1, 2013 - December 31, 2013**

		Member	NonMember
Teacher Assistant Hourly Rate	Revise	<del>\$ 24.50</del>	<del>\$ 25.50</del>
	Revise To	\$ 24.80	\$ 25.80

**January 1, 2014 - June 30, 2014**

		Member	NonMember
Teacher Assistant Hourly Rate (less than 30 hours per week)		\$ 24.80	\$ 25.80
Teacher Assistant Hourly Rate (30 or more hours per week)		\$ 30.80	\$ 31.80

3 hire Carmen Saginario, Jr. of Capehart & Scatchard P.A. to review EIRC contract at \$180.00 per hour

4 authorize administration to approve Educational Information and Resource Center (EIRC) agreement, establishing a working relationship related to School Bus Advertising, National Purchasing Cooperative, TCG Energy Savings and Professional Development

**B DEPARTMENT OF SCHOOL SERVICES**

1 provide additional services at Immaculate Conception School, for an after school program, paid through Clinton IDEA nonpublic funding, not to exceed a total of 40 sessions-2 hours per week, effective January 9, 2013.

**C TRANSPORTATION**

1 provide charter and trip transportation services to Summit High School, as needed, at a rate of \$70.00 per hour, school is responsible for tolls and parking fees, effective January 25, 2013

2 contract with Rachel Miranda (parent) for transportation of her child from Foundations Preschool to Union Township Elementary School, as needed at a rate of \$15.00 per day for the 2012-13 school year

- 3 approve joint transportation agreement with North Hunterdon - Voorhees Regional HS District for Route 59 to Voorhees, effective December 4, 2012 to June 14, 2013 at a rate of \$120.00 per day for 122 days totaling \$14,640.00
- 4 approve proprietary purchase from Atlantic Detroit Diesel for Radiators, amount not to exceed \$5000.00

- 5 approve Special Education Transportation Routes, as follows:

**ADJUSTMENT**

Route #	Destination	Contractor	Per Annum	AIDE	ADJ	Adj Amt
1201R	Celebrate the Children	Snyder Bus	\$190.18	\$65.00		\$255.18
1220R	Somerset Hills	Ralph Bus	\$146.72		(\$146.72)	\$0.00
1311	Newmark School	Ralph Bus	\$199.00		\$10.00	\$209.00

- 6 provide CDL "S" endorsement training to Ferrey Chavry in the amount of \$300.00

- 7 provide CDL with "P", "S", and Air Brake endorsement training to DieuDonne Paul in the amount of \$800.00

**D PURCHASING**

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

#	DISTRICT
185	Wyckoff Board of Education
186	Warren Township Board of Education
187	Hillsborough Board of Education

- 2 award the following bids effective February 11, 2013 through February 10, 2014:

**#149 Art/Craft Supplies**

Commercial Art Supply	\$ 741.60
Kurtz Bros.	\$ 5,126.93
S&S Worldwide	\$ 894.43
School Specialty (Sax)	\$ 18,283.78
United Supply Co.	\$ 4,542.89

**#133 Jr. /High School Athletic Supplies**

Aluminum Athletic Equipment	\$ 7,513.00
BSN Sports (Passons/US Games)	\$ 11,629.34
School Specialty (Sportime)	\$ 3,927.71

**#145 Elementary Physical Education Supplies**

School Specialty (Sportime)	\$ 2,901.64
BSN Sports (Passons/US Games)	\$ 896.55
S&S Worldwide	\$ 3,047.02

**#146 Science Supplies**

Carolina Biological	\$ 5,098.08
Fisher Science	\$ 17,115.59
Frey Scientific	\$ 2,694.20
Parco Scientific	\$ 4,093.41

**E TECHNOLOGY**

- 1 provide technology services to Good Shephard Christian Academy, as needed, at board approved rates for the 2012-13 school year

**F PERSONNEL**

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

revise Part-Time School Bus Driver job description

**West Orange**

approve the FMLA request of Jean Lubin, Part-Time School Bus Driver, effective December 12, 2012 through January 22, 2013

approve the written resignation of Regny Charles, Part-Time School Bus Driver, effective January 14, 2013

approve the unpaid Leave of Absence request of Luckner Gustave, Part-Time School Bus Driver, effective January 15, 2013 through March 4, 2013

revise the FMLA request of Lorraine Kocsis, Dispatcher, to be effective approximately February 20, 2013

**Adult Basic Education**

approve Maria Maritza Menendez, Part-Time Instructional Aide, at a rate of \$15/hr., not to exceed 20 hours per week, effective February 19, 2013

**Schools**

temporarily increase work hours of Larry Zanetti, Part-Time Custodian, up to 31 hours per week, effective January 17, 2013 due to coverage needs

**Department of School Services**

approve Jaime Quinn, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr. effective January 22, 2013

approve Amanda Lukens Kucowski, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr. effective January 22, 2013

approve the FMLA request of Karen Matheny, Part-Time Off Site Teacher Assistant, effective February 27, 2013 through April 29, 2013

approve the Leave of Absence request of Kristin Burkhardt, Part-Time Off Site Teacher Assistant, effective approximately February 19, 2013 to April 5, 2013

**G PROFESSIONAL DEVELOPMENT**

1 approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Teacher	Charting a New Course: Instructional Strategies to Implement Common Core Standards	2/7/13	\$149.99
(2) Teachers	The Role of the Educator	12/5/12	Free
Counselor	NJ DTC Training (NJ ASK)	3/21/13	Free
(2) Teachers	Practical Therapy for Articulation Errors	2/7/13	\$225/each

**MOTION APPROVED, with Jeff Bender abstaining to XIII C-2**

**XIV UNFINISHED BUSINESS**

**FRAUDULENT CHECKS** - Corinne Steinmetz informed/updated the board regarding checks improperly cashed. TD Bank has refunded HCESC for all funds taken and new checks have been issued to Allied. Authorities are continuing to investigate the situation and has linked the activities to other occurrences outside HCESC locations.

**XV NEW BUSINESS - NONE**

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**EXECUTIVE SESSION**

At 5:32 pm - Tom Lewis moved, seconded by Greg Nolan 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** discussions regarding **Superintendent Search** until such time as the subject no longer defeats the purpose of the executive session, at which time no action will be taken

**MOTION PASSED UNANIMOUSLY**

At 5:39 pm the board returned to Public Session

**XIV ADJOURNMENT**

Tom Bruhl moved, seconded by Tom Lewis to adjourn the meeting. Since there was no further action to discuss, the board adjourned at 5:40 pm

Respectfully submitted by:



Corinne Steinmetz  
Board Secretary