

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTORS MEETING  
January 5, 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, January 5, 2016

**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 adequate notice was published in The Hunterdon County Democrat and The Courier-News. This notice is 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) 4:17 PM
Beth Kelly (ALEXANDRIA)	Jason Kornegay (CALIFON)
William Martin (DEL-VAL REG)	Dr. Maryrose Caulfield (FLEMINGTON RARITAN REG)
Dr. Kimberly Metz (HUNTERDON POLYTECH)	Donna Herbel (KINGWOOD)
Marlene Baldinger (LEBANON BORO) 4:17 PM	Teresa Kane (MILFORD)
John Melick (NO HUNTERDON/VOORHEES) 4:19 PM	Cheryl Filler (READINGTON) 4:19 PM

**ADMINISTRATION / STAFF PRESENT**

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

**III. CALL TO ORDER**

At 4:17 pm in the conference room at HCESC ABE 200 Main Street, Flemington, Board President, Charles Miller called the meeting to order

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

William Martin moved, seconded by Beth Kelly to adopt the agenda  
**MOTION PASSED UNANIMOUSLY**

**V APPROVAL OF MINUTES**

A Donna Herbel moved, seconded by Beth Kelly to approve the December 1, 2015 Board of Directors Meeting, respectfully submitted by the Board Secretary

**MOTION PASSED with Beth Kelly and Jason Kornegay abstaining**

**VI FINANCIAL REPORTS**

Jason Kornegay moved, seconded by Beth Kelly to:

- A approve the line item transfers and budget appropriations for the period of December 2015 (Adj #128 - 142)
- B approve the unaudited December 2015 Board Secretary Report
- C approve the audited June 2015 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

Beth Kelly moved, seconded by William Martin to:

A approve the following list of bills:

1 December 2015	\$1,077,095.46 Payroll
2 December 2015 Consultants	\$13,204.75 Computer Generated
3 December 2015	\$13,771.58 Hand checks
4 January 5, 2016 List of Bills	\$458,551.00 Computer Generated
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	\$1,562,622.79

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE/COMMUNICATION, presented by Charles Miller (Board President)**

A December 2015 Teacher Assistant Newsletter

**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, did not meet

4:17 pm - Kim Metz leaves and Marlene Baldinger arrives

X **POLICY**

Jason Kornegay moved, seconded by Beth Kelly to approve the following policy on second reading:

- 1 Policy 4212.8 Nepotism (Revision)

Marie Kisch explained that the policy revisions are based on recommendation from New Jersey School Boards

4:19 pm - John Melick and Cheryl Filler arrive

XI **SUPERINTENDENT'S REPORT, presented by Marie B. Kisch**

Facility issue at West Amwell with the circular pump (heat & hot water)

Corinne Steinmetz will be going to North Carolina to assist International ASBO with new SFO exam

Middlesex Regional ESC has partitioned the NJ State Board of Education to change their name to The ESC of New Jersey. Attorney, Vito Gagliardi, Jr. has been hired by ESC Council to represent all other ESCs and ESC Superintendents at the upcoming NJ State Board of Education meeting

All staff have been moved from the former ESC Tewksbury Campus to the new Hoffmans Crossing Road campus. Our technology server is still at the Tewksbury location and will be relocated to our West Amwell campus in the near future. In the meantime we have agreed to monitor the Tewksbury building in exchange for our server to remain at the site free of charge until the server is successfully relocated.

2015 Audit is completed, auditor will present at our February meeting

Recommend meeting changes for February, March and April

2016-17 Rates need to be set and distributed by Jan 15th. Recommended rates are flat or under a 2% increase. Administration requests additional time to research competitive Alternative Education and make adjustments accordingly

Enrollment: 46 @ WA / 18 @ TW. ESCs are not all consistent with providing school program and those that do have a very specific population

Mr. Miller asked about autistic friendly performance. Mr. Kornegay explained that the lights and sound are low to accommodate sensory issues

Cheryl Filler moved, seconded by Tom Bruhl to approve action items A-G to:

A **ADMINISTRATION**

- 1 accept 2014-15 Comprehensive Audit Report and Management Report, as presented by Corinne Steinmetz
2 approve Participation Agreement for Cooperative Pricing of Environmental Insurance, with Middlesex Regional Educational Services Commission, at 4% participation fee of premium, effective July 1, 2015 through June 30, 2016
3 approve Internet Policy Services and License Agreement with New Jersey School Boards Association, in the annual amount of \$2,500.00, for 2015 - 2016
4 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits at \$7.85 per employee, per month, effective January 1, 2016 through December 31, 2016
a Maximum benefits as follows:
Preventative & Diagnostic, Basic and Major Services \$1,200 per covered person per calendar year
Orthodontia Services \$1,200 per covered person for lifetime
5 authorize administration to develop 2016-17 rates

B **SCHOOLS**

- 1 approve School Bus Emergency Exit Drills completed at ESC School at West Amwell on December 3, 2015 for the following bus routes:
Rick Bus Co - 1
2 approve a per diem rate of \$145.00 for the following school staff members to attend the High Point Google Apps Summit, a free conference to be held on January 18, 2016, a scheduled school holiday:
Laurie Browne Sarah Chittenden Nisha Littel Leilei Xu William Nunziata Michael Vergalito

C **TECHNOLOGY** (no action items)

D **ADULT BASIC EDUCATION**

- 1 accept funding for Adult Literacy services in the amount of \$13,000 per year, from Hunterdon County, in response to RFP #0072-2015 for the contract term January 1, 2016 through December 31, 2017, contingent upon funding availability and level of service achievement

E **PARAPROFESSIONALS** (no action items)

F **LEASE PURCHASING** (no action items)

G **PURCHASING**

- 1 accept the following districts as members of the HCESC Purchasing Cooperative:
# DISTRICT
335 Brielle Board of Education
336 Hopatcong Board of Education
337 Township of Piscataway

- 2 renew the Pest Control Services Bid #SER-08G with Allied Commercial Pest Control, with no changes, effective November 2, 2015 through November 1, 2016
- 3 renew the Health/Sports Medicine Supply Bid #158 with Moore Medical and School Health, with no changes, effective January 13, 2016 through January 12, 2017

**MOTIONS PASSED UNANIMOUSLY**

**H DEPARTMENT OF SCHOOL SERVICES** (no action items)

**I TRANSPORTATION**

Beth Kelly moved, seconded by William Martin to:

- 1 amend Special Education Transportation Routes, approved at the September 1, 2015 Board of Directors meeting, at the following rates:

CONTRACT RENEWALS - Sussex County Co Op				September 1, 2015 - June 30, 20	
Route #	Sending District	Destination	Contractor	Daily Rate	Revised Daily Rat
E-0643	Livingston, Millburn, Orange, W. Orange	Children's Institute/ Verona	ESC	\$317.57	\$317.56
E-0656	S. Orange	Windsor School/Pompton	ESC	\$356.82	\$356.81
E-0663	Millburn, S. Orange, W. Orange	Essex Vo Tech/West Caldwell	ESC	\$233.49	\$233.48
E-0667	Orange, S. Orange	Sawtelle Learning Center/Montclair	ESC	\$264.91	\$364.90
Route #	Sending District	Destination	Contractor	Annual Rate	Revised Annual Rat
R-70	Maplewood, W. Orange, S. Orange	Montclair Kimberly/ Lower	ESC	\$21,857.46	\$20,332.00

- 2 approve Quoted Routes Routes, at the following rates:

Sussex County Co Op				November 13, 2015 - June 30, 20	
Route #	Sending District	Destination	Contractor	Daily Rate	Aide Daily Rate
Q-215	Shepard Preparatory High School	Livingston Mall	ESC	\$180.00	\$50.00

Sussex County Co Op				November 17, 2015 - June 30, 20	
Route #	Sending District	Destination	Contractor	Daily Rate	Aide Daily Rate
Q-213	Orange	Mt. Carmel Guild High School	ESC	\$115.00	N/A

- 3 award Lease Purchase Agreement to U.S. Bancorp Government Leasing and Finance, Inc., the lowest responsible bidder, for lease purchasing financing of \$1,522,800.00, effective January 15, 2016 for (6) six years as follows:

Respondent	Rate
US Bancorp Government Leasing & Finance, Inc.	2.09%
TD Equipment Finance	A: 2.172% Yield Maintenance B: 2.1976% No Penalty
PNC Equipment Finance, Inc.	2.83%

- 4 provide School Bus CDL and CDL Endorsement training for Lacroix Contant, for the fee of \$800.00, effective December 16, 2015
- 5 approve Proprietary purchase of hard drives from Angel Trax, as part of N.J.S.A. 18A:18A-2c, based on the economic justification and specialization nature. Angel Trax drives are the only hard drives compatible with the existing Angel Trax video systems in place in the H.C.E.S.C. transportation vehicles

**MOTIONS PASSED UNANIMOUSLY**

Beth Kelly moved seconded by Cheryl Filler to approve action items J & K to:

**J PERSONNEL**

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

**1 Appointments**

Name	Position	Location	Hourly Rate	Effective
Delta Love	PT School Bus Driver	West Orange	\$15.50	12/9/2015
Madison Perkins	PT Teacher Assistant	FRRSD - RFIS	\$15.75	12/14/2015
Tyrone Kimball	PT School Bus Monitor	West Orange	\$9.75	12/21/2015
Samantha Clarke	PT Teacher Assistant	FRRSD - RFIS	\$15.75	1/4/2016
Lynne Hurley	PT Teacher Assistant	Bedminster	\$15.75	1/4/2016

- 2 extend approval of the following temporary Maintenance Staff through March 31, 2016, as needed:

Name	Rate
Adam Balodis	\$15.00/hour
Brian Bussard	\$20.00/hour
Ryan Tucker	\$12.00/hour

### 3 Leaves of Absence (LOA)

approve the following leaves of absence:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Fran Leddy	ABE/ESL Coordinator	ABE	FMLA/NJFLA	10/22/2015 - 4/22/2016 (intermittent as needed)
William Groff	Mechanic 10+ yrs	West Orange	FMLA Medical	12/9/2015 - 3/09/2016 (banked sick time)
Kerry Gibson-Archibald	PT Bus Monitor	West Orange	Personal	1/4/16 - 1/13/16 (1 day paid, 7 days unpaid)
Melanie Ikenson	PT Teacher Assistant	Union @Lebanon Twp.	Teacher Leave Replacement	1/4/2016 - TBD
Sandra Pettesch	ABE/ESL Teacher	ABE	Non-FMLA Medical	1/6/2015 - 2/01/2016 (8 sick days, 3 unpaid days)

### 4 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Robert Bilko	PT School Bus Driver	Glen Gardner	Resigned	9/16/2015
Jazmine Green	Part Time Bus Monitor	West Orange	Resigned	12/4/2015
Demetrius Dickens	PT School Bus Driver	West Orange	Resigned	12/7/2015
Mike Piazzola	Part Time Bus Driver	Glen Gardner	Retirement	12/15/2015
Patrick McGurran	PT Teacher Assistant	FRRSD-RFIS	Resigned	12/17/2015
Nicole Sutton	PT School Bus Driver	West Orange	Terminated	12/23/2015

- 5 rescind the offer of employment to Kevin Borngesser, PT Network Administration and Systems Support Technician, approved December 1, 2015.

### 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.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Speech/Language Specialist	Internal Consistency in IEP's	12/9/2015	\$25.00
School Counselor	Internal Consistency in IEP's	12/9/2015	\$25.00
Director of School Services	Internal Consistency in IEP's	12/9/2015	\$25.00
School Social Worker	Internal Consistency in IEP's	12/9/2015	\$25.00
Facilities Manager	Management Supervision and Human Resources (CEFM)	1/20 - 2/8/2016	\$881.00
Facilities Manager	Environmental Stewardship (CEFM)	2/16 - 3/10/2016	\$746.00
Facilities Manager	Preventive Maintenance (CEFM)	3/22 - 4/5/2016	\$605.00
Facilities Manager	Financial Management and Purchasing (CEFM)	4/12 - 4/26/2016	\$477.00

### **MOTIONS PASSED UNANIMOUSLY**

#### XII **UNFINISHED BUSINESS**

Jason Kornegay moved, seconded by Beth Kelly to change the Board Meetings as follows:

- A Move the February meeting to February 9th and make it a Board of Directors meeting;
- B Make March 1st meeting a Representative Assembly meeting for Budget approval; and
- C Move the April Board of Directors meeting to April 12th

### **MOTIONS PASSED UNANIMOUSLY**

#### XIII **NEW BUSINESS (None)**

#### XIV **CITIZENS ADDRESS THE BOARD OF DIRECTORS (None)**

#### XV **ADJOURNMENT**

William Martin moved, seconded by Cheryl Filler to adjourn the meeting. Since there was no further action to take, the meeting adjourned at 4:55 pm

Respectfully submitted by:

Corinne Steinmetz  
SBA/Board Secretary