

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
October 13, 2015

MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held at the ESC Academy, 37 Hoffmans Crossing Road, Califon New Jersey on Tuesday, October 13, 2015 at 4:15 pm

I. OPEN PUBLIC MEETING STATEMENT

This meeting is being 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 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
William Martin (DEL VAL)
Donna Herbel (KINGWOOD)
Jason Kornegay (LEBANON TWP)

Thomas Bruhl (DELAWARE)–VICE PRESIDENT
Dr. Kimberly Metz (HC POLYTECH)
Marlene Baldinger (Lebanon Boro)
Teresa Kane (MILFORD)

ADMINISTRATION / STAFF PRESENT

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

Christina Greaves (PARA PROFESSIONAL COORDINATOR)
Lou Johnson (PRINCIPAL)
Chuck Miles (FACILITY MANAGER)

III. CALL TO ORDER

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Marie Kisch introduced and thanked Christina Greaves, Lou Johnson and Chuck Miles for attending the meeting

V APPROVAL OF MINUTES

A William Martin moved, seconded by Tom Bruhl to approve the minutes of the September 1, 2015 Board of Directors' meeting, respectfully submitted by the Board Secretary

MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Tom Bruhl moved, seconded by Jason Kornegay to:

- A approve the line item transfers and budget appropriations for the period of July 2015 (Adj #1 - 57)
- B approve the line item transfers and budget appropriations for the period of August 2015 (Adj #58 - 64)
- C approve the line item transfers and budget appropriations for the period of September 2015 (Adj #65 - 77)
- D approve the unaudited June 2015 Board Secretary Report
- E approve the unaudited July 2015 Board Secretary Report
- F approve the unaudited August 2015 Board Secretary Report
- G approve the unaudited September 2015 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

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

1	August 2015	\$471,001.89	Payroll
2	September 2015	\$223,186.95	Hand checks
3	September 15, 2015 Consultants	\$5,012.50	Computer Generated
4	September 2015	\$987,717.25	Payroll
5	October 13, 2015 LOB	\$511,667.59	Computer Generated
6	October 15, 2015 Consultants	\$12,236.00	Computer Generated
		<u>\$2,210,822.18</u>	

DISCUSSION: Annualization of payroll is currently being offered to part-time hourly staff. It was explained that 10 month positions should not be paid over 12 months due to the overlapping of fiscal/tax years.

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE/COMMUNICATION

- A August 2015 Cooperative Purchasing Newsletter
- B Suplee, Clooney & Company letter regarding GASB 68 Audit and Timeline
- C ESC Academy Open House on October 1, 2015 was nice and well received

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, 10/7/15 via email
- E Personnel, did not meet
- F Finance, did not meet
- G Executive, 10/9/15

X POLICY

The following policy was presented for first reading:

- 1 Policy 4212.8 Nepotism (Revision)

XI SUPERINTENDENT'S REPORT

Lou Johnson (PRINCIPAL at Hoffmans Crossing)

Mr. Johnson welcomed the Board and gave some highlights of our new school facility at Hoffmans. He informed the Board that students are very excited

Maintenance of grounds: activities are going well

Academic activities: covering all areas / 40 minute periods / changing classes

Educational activities:

Exploring environmental programs offered at other districts: gardening, mulching, grounds maintenance, pond projects (water & vegetation sampling, fishing skills)

Connected with Equine organization: services extended to us for our students to learn how to tack, groom and clean stall. In return, our students will receive riding lessons

Roxey Ballet expanded to Hoffman location: providing dance program while infusing curriculum of science, math and history. Hoping to extend the program to surrounding districts

Students picked apples & made apple cider. Students made donation of apples to local church

Projects related to (2) donkey's (Babe & Mikie): Students getting familiar with them as well as them with us. Learning to care for animals as the weather changes

Open house: went well, with representatives from several districts. Hope to receive additional students and expand cooperative opportunities with the use of our property.

Direct TV program to be introduced shortly

FURTHER INTEREST

Chess Club

Music / Sound Studio

Currently 16 students on campus from 7 High Schools

Basing behavior system on Respect

Staff aware and trained to appropriately handle population

Charles Miller informed the Board that there are a number initiatives under development.

Property joins the Columbia Trail gorge

Risk Management

No Swimming allowed

Christina Greaves (PARA PROFESSIONAL COORDINATOR)

122 ParaProfessionals - opening went very well with new positions

Provide ParaProfessionals for 7 districts

Best opening year so far

Marie Kisch informed the Board that districts are very pleased with the program and we are very happy to have Christina on board. She is doing a fabulous job.

Chuck Miles

Non traditional materials, LED lighting (now have bid),

Everything done has been done with an eye on ease of routine maintenance

Maintained the nontraditional look and feel

Maintaining the Sawmill campus - closed in July with ability to rent

Verbally told we can stay with FMV starting in January

Desire to move as soon as possible, even if it means a multiple move

West Amwell location -

Technology Network moving to West Amwell

Backup generator for tech dept.

- access controls completed this week
- Interior hallway repair / paint
- Bathroom valves replaced
- Grounds maintained and cleaned up
- Physical change has positively impacted the programming focus
- HVAC system continues to be maintained

TRANSPORTATION

Openings were successful, some issues at West Orange BOE, that we have been able to assist in resolving
 School Board presentation by ESC Council
 Bus Drivers needed

Tom Bruhl moved, seconded by Kim Metz to approve action items XI A - XI F to:

A ADMINISTRATION

- 1 accept the 2015 Safety Grant of \$14,400.00 from New Jersey Schools Insurance Group for Access Controls, as per award
- 2 renew Certificate of Deposit with PNC Bank, valued at \$223,993.33, effective October 8, 2015 through October 7, 2016
- 3 authorize the administration to seek bids for the acquisition and installation of heating, ventilation and air-conditioning at the Hoffman's Crossing Administration building

DISCUSSION: Use of Chrome Books

B SCHOOLS

- 1 approve a daily stipend in the amount of \$35.00 per day, for a current Teacher Assistant assigned to the ESC School at West Amwell to serve as a Substitute Teacher for the 2015 - 2016 school year
- 2 authorize petty cash funds for HCESC Schools, to be monitored by the Business Office and not to exceed \$50 per month, for implementation of schoolwide positive behavioral support plan
- 3 approve A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, as required by NJAC 6A:16-6.2(b)13 through 14, with the West Amwell Police Department and the Lebanon Township Police Department
- 4 approve participation in Box Tops For Education program at the ESC School West Amwell Campus
- 5 contract with R.G.I. Landscaping, sole quote respondent, for snow plowing and salting at ESC School West Amwell Campus, effective October 14, 2015, at the following rates:

Inch of Snow	Cost per Inch
0" - 4"	\$225.00
4.1" - 8"	\$495.00
8.1" - 12"	\$800.00
12.1" - 16"	\$1,300.00
16.1" +	\$1,500.00

Salt (Bulk)
\$195.00 per ton

C TECHNOLOGY

- 1 Contract with SBMF Technologies, LLC for technology support services at an hourly rate of \$64.10 as needed, effective October 13, 2015 through June 30, 2016

DISCUSSION: Network administration, as needed

D ADULT BASIC EDUCATION

- 1 apply for a Hunterdon County Department of Human Services Basic Needs Grant in the amount of \$13,000.00 for Adult Literacy Programs in Hunterdon County
- 2 approve Gloria Colombo, Consultant, effective October 1, 2015, to provide Adult Literacy classes as needed at a rate of \$81 per class for up to 40 classes.

E PARAPROFESSIONALS

- 1 increase the budget for 2015-2016 Paraprofessional Services for Union Township BOE, as follows:

<u>Revenue</u>	<u>Expense</u>
\$50,000	\$50,000.00

F LEASE PURCHASING

- 1 Lease Purchasing Article - *Reducing the Effective Annual Cost (EAC) of School Buses in New Jersey Using Lease Purchase and an Effective Resale Program*

MOTIONS PASSED UNANIMOUSLY

G PURCHASING

- 1 Tom Bruhl moved, seconded by Kim Metz to accept the following districts as members of the HCESC Purchasing Cooperative:

#	<u>DISTRICT</u>
322	Oradell Board of Education
323	Delanco Township Board of Education
324	Maple Shade Board of Education
325	Long Beach Island Board of Education

- 326 Bergenfield Board of Education
- 327 County of Morris
- 328 Somerset County Improvement Authority
- 329 Freehold Township Board of Education
- 330 Atlantic City Community Charter School

- 2 authorize petty cash funds for postage to mail Chapter 14 and Prize Booklets, to be monitored by the Business Office and not to exceed \$400.00, effective October 14, 2015 through December 31, 2015
- 3 contract with Emaxed, to upgrade proprietary purchasing software, at a cost of \$6435.00, as per 18A:18A-5(19)
- 4 renew the Physical Security Bid #TEC-13-08, with ePlus, no changes, effective November 6, 2015 through November 5, 2016
- 5 renew the Assessment & Data Management System for Student & Teachers Bid #TEC-05-RFP with LinkIt, with no changes, effective November 1, 2015 through October 31, 2016
- 6 authorize Administration to award the Plastic Trash Liner Bid #176, effective October 26, 2015 through October 25, 2016
- 7 ratify the Gasoline, Ultra Low Sulfur Diesel & #2 Fuel Oil award #15/16-Fuel-1, effective October 8, 2015 through October 7, 2016, as follows:

	Company	Counties Awarded	Margin
a	#2 FUEL OIL		
	Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union, Warren	+0.0970
	Petroleum Traders	Atlantic, Bergen, Burlington, Camden, Cape May, Cumberland, Gloucester, Hudson, Ocean, Passaic, Salem, Sussex	+0.2498
b	ULTRA-LOW SULFUR DIESEL		
	Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union, Warren	+0.1497 Summer Blend
	Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union, Warren	+0.1719 Winter Blend (11/1/15 - 4/15/16)
c	GASOLINE		
	Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union, Warren	+0.2297

- 8 award the following Maintenance bids, effective November 2 , 2015 through November 1, 2016:

	Company	Counties Awarded	Rates
a	HVAC Services #SER-09A		
	Core Mechanical	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon, Middlesex, Ocean, Monmouth	\$82.00/hour PLUS 18% Parts Mark-up
	Falasca Mechanical	Mercer, Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic, Salem	\$82.00/hour PLUS 17% Parts Mark-up
b	Electrical Services #SER-09B		
	Redman Electric	Bergen, Essex, Hudson, Passaic, Union, Morris, Middlesex	\$90.00/hour PLUS 0% Parts Mark-up
	Redman Electric	Warren, Sussex, Hunterdon	\$92.00/hour PLUS 5% Parts Mark-up
	Redman Electric	Mercer, Monmouth	\$95.00/hour PLUS 5% Parts Mark-up
	Tabit Company	Somerset	\$92.03/hour PLUS 0% Parts Mark-up
c	Plumbing Services #SER-09C		
	Falasca Mechanical	Camden, Gloucester, Cumberland, Cape May, Atlantic, Salem	\$120.00/hour PLUS 20% Parts Mark-up
	Berlew Mechanical	Essex, Hudson, Ocean, Monmouth	\$125.00/hour PLUS 10% Parts Mark-up
	Acro Plumbing	Bergen, Warren, Passaic, Sussex	\$125.00/hour PLUS 20% Parts Mark-up
	Robert Griggs Plumbing & Heating	Union, Morris, Somerset, Hunterdon, Mercer, Middlesex	\$92.50/hour PLUS 25% Parts Mark-up
d	Boiler Inspection - Cleaning & Repair #SER-09D		
	Falasca Mechanical	Camden, Gloucester, Cumberland, Cape May, Atlantic, Salem	\$105.00/hour PLUS 20% Parts Mark-up
	Manhattan Welding	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon, Middlesex	\$80.00/hour PLUS 30% Parts Mark-up
	Mechanical Preservation Associates (MPA)	Mercer, Burlington, Ocean, Monmouth	\$87.00/hour PLUS 30% Parts Mark-up

e	<u>Painting Services #SER-09E</u>		
	KBD Construction	All Counties	\$35.00/hour PLUS 10% Parts Mark-up
f	<u>General Construction Repairs & Carpentry Services #SER09F</u>		
	KBD Construction	All Counties	\$35.00/hour PLUS 10% Parts Mark-up
g	<u>Tree Trimming, Pruning & Removal Service #SER-09L</u>		
	Low Bidder is determined by the lowest total average of Lines 1 through 5		
	Downs Tree Service Counties: Bergen, Essex, Passaic		
		Stump Removal - 2 Person Crew	\$124.00/hour
		Tree Work - 3 Person Crew	\$224.00/hour
		Tree Work & Stump Removal - 3 Person Crew	\$224.00/hour
		Additional Laborer	\$44.00/hour
		Additional Climber	\$60.00/hour
	<i>Additional Charges (if needed):</i>		
		Crane	\$149.00/hour
		Bucket Truck	\$60.00/hour
		Grapple Truck	\$95.00/hour
	Rich Tree Service Counties: Middlesex		
		Stump Removal - 2 Person Crew	\$75.00/hour
		Tree Work - 3 Person Crew	\$235.00/hour
		Tree Work & Stump Removal - 3 Person Crew	\$300.00/hour
		Additional Laborer	\$30.00/hour
		Additional Climber	\$75.00/hour
	<i>Additional Charges (if needed):</i>		
		Crane	\$18.00/hour
		Bucket Truck	\$50.00/hour
		Grapple Truck	\$75.00/hour
	Rich Tree Service Counties: Mercer, Burlington, Ocean, Monmouth		
		Stump Removal - 2 Person Crew	\$100.00/hour
		Tree Work - 3 Person Crew	\$300.00/hour
		Tree Work & Stump Removal - 3 Person Crew	\$375.00/hour
		Additional Laborer	\$38.00/hour
		Additional Climber	\$90.00/hour
	<i>Additional Charges (if needed):</i>		
		Crane	\$230.00/hour
		Bucket Truck	\$75.00/hour
		Grapple Truck	\$100.00/hour
	Rich Tree Service Counties: Camden, Gloucester, Cumberland, Cape May, Atlantic,		
		Stump Removal - 2 Person Crew	\$150.00/hour
		Tree Work - 3 Person Crew	\$350.00/hour
		Tree Work & Stump Removal - 3 Person Crew	\$450.00/hour
		Additional Laborer	\$45.00/hour
		Additional Climber	\$110.00/hour
	<i>Additional Charges (if needed):</i>		
		Crane	\$250.00/hour
		Bucket Truck	\$100.00/hour
		Grapple Truck	\$150.00/hour
	Tuffs Greens Counties: Hudson, Union, Warren, Sussex, Morris, Somerset,		
		Stump Removal - 2 Person Crew	\$135.00/hour
		Tree Work - 3 Person Crew	\$200.00/hour
		Tree Work & Stump Removal - 3 Person Crew	\$225.00/hour
		Additional Laborer	\$60.00/hour
		Additional Climber	\$85.00/hour
	<i>Additional Charges (if needed):</i>		
		Crane	\$100.00/hour
		Bucket Truck	\$110.00/hour
		Grapple Truck	\$100.00/hour

DISCUSSION:

Charles Miller discussed the bidding for members with desire to save them time and money

Department is available to support districts for dissatisfied services. Complaint form is available, if needed

MOTIONS PASSED UNANIMOUSLY

Jason Kornegay moved, seconded by Tom Bruhl to approve action items XI H & XI I to:

H DEPARTMENT OF SCHOOL SERVICES

- 1 increase Nonpublic 192 budget, \$1,264.00, based on actual entitlements:

<u>District</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Clinton Township	\$53,745.00	\$52,454.00	(\$1,291.00)
Franklin (H)	\$0.00	\$2,555.00	\$2,555.00

- 2 increase Nonpublic 193 budget, \$13,815.00, based on actual entitlements:

<u>District</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Clinton Township	\$120,000.00	\$113,403.00	(\$6,597.00)
Franklin (H)	\$0.00	\$16,463.00	\$16,463.00
Bedminster	\$0.00	\$1,192.00	\$1,192.00
Flemington - Raritan	\$0.00	\$2,757.00	\$2,757.00

- 3 accept the audit and corrective action plan of Clinton Township Board of Education 2013/14 Applications for Chapter 192/193 Non-Public Auxiliary Services, OFAC Case #SAUU-14A-15

DISCUSSION: Ms. Kisch informed the Board that consideration was made to challenge the findings, however it was determined not worth the amount of time for the amount of money

- 4 reimburse Clinton Township Board of Education \$1067.00 as a result of the audit and corrective action plan for 2013/14 Applications for Chapter 192/193 Non-Public Auxiliary Services, OFAC Case #SAUU-14A-15
- 5 approve after school supplemental instruction services at Immaculate Conception School, Clinton Township, paid through Clinton Township IDEA Nonpublic funding, not to exceed 4 hours/week of services, effective October 19, 2015
- 6 approve Robin Bloom, Consultant - Elementary Teacher with Math Specialization (5-8), to provide services for the after school supplemental instruction program at Immaculate Conception School, Clinton Township, at a rate of \$60.00 per hour, not to exceed 2.25 hours per week, based on available funding, effective October 19, 2015

I TRANSPORTATION

- 1 provide School Bus CDL and CDL Endorsement training for Andre Kethline, for the fee of \$800.00, effective September 4, 2015
- 2 provide School Bus CDL and CDL Endorsement training for Dasson Isaac, for the fee of \$800.00, effective October 8, 2015
- 3 approve School Bus rental fee of \$150.00/day, for the 2015-16 school year, pending successful completion of required paperwork
- 4 increase the budget for 2015-2016 for Contracted Transportation at the Glen Gardner Terminal, as follows:

<u>Revenue</u>	<u>Expense</u>
\$200,000.00	\$200,000.00

- 5 approve a 2015-16 school year clothing allowance of \$250.00 each, in lieu of mechanic uniforms, for James Heater, Robert Em and James Fulmer
- 6 rebid vehicles for Trans 15-03, as follows:

<u>Unit #</u>	<u>Year</u>	<u>Brand/Chassis, Style, Model</u>	<u># Passenger</u>	<u>VIN</u>
V09	2000	Chevrolet - Bluebird	16	1GBHG31F121201619
V11	2000	Chevrolet - Bluebird	16	1GBHG31F821203691
V12	2000	Chevrolet - Bluebird	16	1GBHG31Y4TF113010
V14	2000	Chevrolet - Bluebird	16	1GBHG31F8Y1248008
V26	1999	Chevrolet - Bluebird	14 W/C	1FMNE11W27DB40629

- 7 award the sale of vehicles for TRANS 15-04, as follows:

<u>Unit #</u>	<u>DESCRIPTION</u>	<u>VIN</u>	<u>A-1</u>	<u>Jersey One</u>	<u>AWARD TO</u>
V09	2000 16P Chevrolet - Bluebird	201619	\$ 1,200.00	\$ 177.00	Reject
V11	2000 16P Chevrolet - Bluebird	203691	\$ 1,200.00	\$ 212.00	Reject
V12	2000 16P Chevrolet - Bluebird	113010	\$ 1,200.00	\$ 171.00	Reject
V14	2000 16P Chevrolet - Bluebird	48008 corrected from	\$ 1,200.00	\$ 112.00	Reject
V26	1999 14P W/C Chevrolet - Bluebird	40629	\$ 200.00	\$ 111.00	Reject
C1	1997 Nissan Altima	67742	\$ -	\$ 52.00	Reject

- 8 approve Fluid and Lubricant Quotes to Petro Oil, lowest responsible respondent, effective August 1, 2015 through June 30, 2016:

<u>ITEM</u>	<u>WEBER</u>	<u>PETRO OIL**</u>	<u>REIT</u>	<u>Notes</u>
Engine Oil 15W40 per gallon	\$6.74	\$6.84	\$7.05	
Chassis HD Grease Lithium 12 per pound	\$1.98 \$237.60 Keg*	\$270.73 Keg*	N/A	*120 pounds
Cool Green 50/50 mix per drum	\$316.25	\$263.36	\$282.56	
Coolant Red Ex Life 50/50 mix per	\$492.25	\$496.38	\$471.63	

Windshield Wash Concentrate per drum	\$107.25 \$.98 per gallon	\$167.00 \$1.01 per gallon	\$183.33	Concentrate - Weber is two: one, Petro is three: one
Dexos 5W30 Full Synthetic Drum	N/A	\$574.63	N/A	

** Petro is a higher quality (grade), recommended by fleet manufacturer

- 9 approve Towing Quotes to Somerset Towing, lowest responsible respondent, for the Glen Gardner Terminal, effective September 9, 2015 through June 30, 2016:

Vehicle Type	Somerset Towing	Superior Towing	J & D Towing
54 Passenger	\$95.00	\$175.00 2 hour minimum	\$150.00 \$5.00 per mile Plus
16 Passenger	\$65.00	\$85.00 Hook Up Plus \$4.00 per mile	\$100.00 \$5.00 per mile Plus

- 10 approve Towing Quotes to Select Towing, lowest responsible respondent, for the West Orange Terminal, effective September 11, 2015 through June 30, 2016:

Vehicle Type	Select Towing	Twin Towing
54 Passenger	\$275.00 flat fee	\$250.00 minimum \$85.00 remove drive shaft
16 Passenger - In Town	\$95.00 flat fee	\$95.00 per hour
16 Passenger - Out of Town	\$95.00 flat fee Plus mileage	\$95.00 per hour Plus mileage

- 11 purchase transportation vehicles, as described below:

Location	Quantity	Description	Vendor	Price	Total	BID #	Deliver on or before
West Orange	2	2016 Thomas 54P Bus	HA Dehart	\$97,672.21	\$195,344.42	HCESC Bus Bid TRANS#13-05	10/1/2015
West Orange	3	2017 Thomas 54P Bus	HA Dehart	\$97,672.21	\$293,016.63	HCESC Bus Bid TRANS#13-05	3/1/2016
West Orange	1	2017 Thomas 24P Bus	HA Dehart	\$53,932.29	\$53,932.29	HCESC Bus Bid TRANS#13-04	7/1/2016
West Orange	4	2017 Thomas 54P Bus	HA Dehart	\$97,672.21	\$390,688.84	HCESC Bus Bid TRANS#13-05	7/1/2016
Glen Gardner	2	2017 Thomas 19P +3 W/C Bus	HA Dehart	\$63,975.81	\$127,951.62	HCESC Bus Bid TRANS#13-04	7/1/2016
Glen Gardner	5	2017 Thomas 54P Bus	HA Dehart	\$92,371.59	\$461,857.95	HCESC Bus Bid TRANS#13-05	7/1/2016

- 12 authorize administration to advertise for Lease Purchase for (2) 2016 and (15) 2017 Thomas Vehicles in the amount of \$1,522,791.75

DISCUSSION:

In process of buying / selling vehicles for ourselves as well as other districts
Working toward a good replacement cycle of vehicles

- 13 rescind approval of Special Education Transportation Routes, effective August 26, 2015 though June 30, 2016, approved at the September 1, 2015 Board of Directors Meeting:

Route#	Sending District	Destination	Contractor	Daily Rate	Aide
1602	Hunterdon Central High School	DVRHS	DVRHS	\$114.00	N/A
1614	Flemington Raritan, Clinton Township	Somerset VoTech	DVRHS	\$118.00	N/A

DISCUSSION:

Routes will/have changed

- 14 approve Special Education Transportation Routes, as listed:

a Quoted Route August 26, 2015 - June 30, 2016					
Route#	Sending District	Destination	Contractor	Daily Rate	Aide
1618	Lebanon Borough	Lebanon Borough	HCESC	\$83.00	N/A
b Contracted Route September 1, 2015 - June 30, 2016					
Route#	Sending District	Destination	Contractor	Daily Rate	Aide
E-0655	Nutley, West Orange	Millburn Regional (Horizon)	ESC	\$296.33	\$77.49

15 amend Joint Agreement with North Hunterdon-Voorhees Regional Board of Education for the 2015-2016 School Year, approved at the September 1, 2015 Board of Directors meeting, at the following annual rates:

a

CONTRACT RENEWALS August 26, 2016 - June 30, 2016					
Route#	Sending District	Destination	Annual Rate	Revised Annual Rate	Contractor
27	North Hunterdon/Voorhees	North Hunterdon HS	\$23,694.74	\$24,176.39	ESC
36	North Hunterdon/Voorhees	North Hunterdon HS	\$23,694.74	\$24,176.39	ESC
7	North Hunterdon/Voorhees	North Hunterdon HS	\$43,208.06	\$44,086.36	ESC
3:15 N-1	North Hunterdon/Voorhees	North Hunterdon HS	\$8,362.85	\$8,532.84	ESC
HCV AM	North Hunterdon/Voorhees	Hunterdon County PolyTech	\$8,362.85	\$8,532.84	ESC
HC NOON	North Hunterdon/Voorhees	Hunterdon County PolyTech	\$8,362.85	\$8,532.84	ESC
HCV PM	North Hunterdon/Voorhees	Hunterdon County PolyTech	\$8,362.85	\$8,532.84	ESC
VB NOON	North Hunterdon/Voorhees	Hunterdon County PolyTech	\$10,855.50	\$11,076.17	ESC
BCV NOON	North Hunterdon/Voorhees	Hunterdon County PolyTech	\$10,855.50	\$11,076.17	ESC
Voor. 59	North Hunterdon/Voorhees	Voorhees HS	\$22,506.70	\$22,964.21	ESC

16 approve Joint Agreement with Clinton Twp. Board of Education for the 2015-2016 School Year, at the following annual rates:

Route#	Sending District	Destination	Contractor	Daily Rate	Aide
CM06	Clinton Township	Clinton Twp. Middle School	HCESC	\$129.10	N/A
CS02	Clinton Township	Spruce Run School	HCESC	\$129.10	N/A
CSPLA/CSPKM	Clinton Township	Spruce Run School	HCESC	N/A	\$30.90

17 approve the following rates for the West Orange Board of Education for the 2015-2016 school year:

a

TO AND FROM SCHOOL		
Run Type	Vehicle Type	Amount
Single	up to 54P Bus	\$51,175.62/annual
Double	up to 54P Bus	\$68,234.16/annual
Triple	up to 54P Bus	\$79,961.91/annual
SpEd (Single)	16P Van	\$50,109.46/annual
SpEd (Single)	16P Bus	\$51,175.62/annual
Aide	n/a	\$12,474.06/annual
Trial Run	n/a	\$35.18/hour

b

LATE RUNS		
Run Type	Vehicle Type	Amount
Before 3:45 PM	up to 54P Bus	\$20.26/hour
After 3:45 PM	up to 54P Bus	\$43.71/hour

c

CHARTERS		
Run Type	Vehicle Type	Amount
To and From	up to 54P Bus	\$70.94/hour
One Way - In District	up to 54P Bus	\$37.32/hour
One Way - Out of District	up to 54P Bus	\$53.31/hour

d

Vehicle Maintenance Service		
Service	Vehicle Type	Amount
Labor	n/a	\$69.92/hour
Parts	n/a	At cost
Vehicle Rental	n/a	\$79.96/day

18 contract with Hunterdon County Polytech Board of Education for the 2015 - 2016 School Year for trips to various locations

DISCUSSION: Cameras

Cameras are in all West Orange buses. We are moving toward getting them in all at Glen Gardner buses
 There have three (3) cameras, including one on the arm and track speed
 Cameras are from angel trax and we obtain routine monitoring / servicing.

MOTIONS PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by William Martin to approve action items XI J & XI K to:

J PERSONNEL

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

1 amend the following motion approved at the September 1, 2015 Board of Directors meeting:

approve the following leaves of absence, pending receipt of required documentation:

Name	Position	Location	Reason	Effective
Jaclyn Manza to read	Part-Time Teacher Assistant	F/R - RFIS	NJFLA Leave	9/8/15 - 9/22/15
Jaclyn Manza	Part-Time Teacher Assistant	F/R - RFIS	NJFLA Leave	9/17/15 - 12/8/15

2 approve Nancy Webb, Elementary Teacher, to provide Supplemental Instruction services in the after school program, at Immaculate Conception School, Clinton Township, at a rate of \$60.00/hour, not to exceed 2.25 hours/week, effective October 19, 2015

3 **Appointments**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Caitlyn Howley	Part-Time Teacher Assistant	FRRSD	\$15.75/hour	9/8/2015
Nicole Gross	Part-Time Teacher Assistant	FRRSD	\$15.75/hour	9/15/2015
Christopher Caruso	Part-Time Teacher Assistant	FRRSD	\$15.75/hour	09/15/15
Josephine Frank	Part-Time Teacher Assistant	Polytech	\$15.94/hour	09/09/15
Suzanne DeSaro	Part-Time Teacher Assistant	FRRSD	\$15.75/hour	09/22/15
Alison Inghilterra	Part-Time Teacher Assistant	Polytech	\$15.75/hour	09/28/15
Mariel Sanchez	Part-Time Teacher Assistant	Polytech	\$15.75/hour	10/09/15
Betty Banks	Part-Time School Bus Monitor	West Orange	\$9.75/hour	09/16/15
Kevin Hargrove	Part-Time School Bus Driver	West Orange	\$15.50/hour	10/01/15
Jennice Jones	Part-Time School Bus Monitor	West Orange	\$9.75/hour	10/12/15
Susan Madsen	Substitute School Bus Monitor	Glen Gardner	\$10.95/hour	10/15/15
Stephen Caputi	Teacher	West Amwell	\$45,000/year	09/28/15
Edourd Frantz	Mechanic	West Orange	\$35,000/year	10/16/15
Sam Stanchek	Part-Time Teacher Assistant	West Amwell	\$15.75/hour	TBD*
Laurie Browne	Substitute School Bus Driver	Glen Gardner	\$17.80/hour	09/15/15

**Pending completion of required paperwork, including criminal history check*

4 **Leaves of Absence (LOA)**

approve the following leaves of absence, pending receipt of required documentation:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Guebens Charles	Part-Time School Bus Driver	West Orange	Unpaid	10/1/15 - 10/22/15

5 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Katherine Breuer	Part-Time Teacher Assistant	F/R Copper Hill	Resignation	9/1/2015
Michael Burgoyne	Part-Time Teacher Assistant	West Amwell	Resignation	09/18/15
Alicia Asberry	Part-Time School Bus Driver	West Orange	Resignation	09/03/15
Quiana Bowman	Part-Time School Bus Driver	West Orange	Resignation	09/03/15
Nancy Crimmel	Part-Time Teacher Assistant	West Amwell	Resignation	08/14/15
Antionette May	Part-Time School Bus Driver	West Orange	Job Abandonme	09/03/15
Jean Kechma Polynice	Part-Time School Bus Driver	West Orange	Job Abandonme	09/03/15
Daris Bennet	Part-Time School Bus Driver	West Orange	Job Abandonme	09/03/15
Stella Zhang	Network Engineer	Technology	Termination	10/19/15
Meredith Bruce	Part-Time Teacher Assistant	F/R RFIS	Resignation	10/30/15
Kristine Seagreaves	Part-Time School Bus Driver	Glen Gardner	Resignation	10/24/15

6 extend approval of the following temporary Maintenance staff through December 31, 2015, as needed:

<u>Name</u>	<u>Rate</u>
Adam Balodis	\$15.00/hour
Brian Bussard	\$20.00/hour
Travis Miles	\$15.00/hour
Ryan Tucker	\$12.00/hour

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>
SBA (member) , Health Benefit Administrator, Payroll Administrator	Affordable Care Reporting	9/22/2015	\$50.00 each Non-member
School Nurse	Adolescent Health Conference	10/20/2015	\$50.00
Personnel Coordinator	Essentials of Employee Leave	10/16/2015	\$150.00
Speech Teacher	Anxiety Disorders in Children & Adolescents	10/15/2015	\$199.00
Counselor	Transition Coordinators Network of New Jersey	10/28/2015	\$20.00
Facilities Manager	Structural & Mechanical Systems	11/10/2015	\$477.00
Facilities Manager	Energy Management	12/11/2015	\$234.00
Financial Advisory Manager	2015 NJSBO Workshop & Exhibition	10/27 - 10/29/15	\$250.00

Superintendent School Business Administrator	2016 NJSBO Workshop & Exhibition	10/27 - 10/29/15	\$250.00 each Plus hotel up to \$97.00 per night each
Counselor	The Challenges Our Youth Face	11/12/2015	\$35.00
Teacher	2015 New Jersey Science Convention	10/13/2015	\$190.00
Principal	NJPSA Conference	10/22 - 10/23/15	\$295.00
CST Supervisor	The Challenges Our Youth Face	11/12/2015	\$35.00
(2) Nurses	Adult/Child CPR Course	10/21/2015	\$75.00 each

MOTIONS PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS

XV ADJOURNMENT

William Martin moved, seconded by Kim Metz to adjourn the meeting. Since there was no further items to discuss, the meeting adjourned at 5:25 pm.

Respectfully submitted by:

Corinne Steinmetz
Board Secretary