

IXA

BOARD OF DIRECTORS MEETING

May 2, 2017

Minutes

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, May 2, 2017

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 that adequate notice has been published in The Hunterdon County Democrat and The Courier-News. This notice was 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
Jason Kornegay (LEBANON TWP) VICE PRESIDENT
Jennifer Giordano (BEDMINSTER)
Seth Cohen (CLINTON BORO/GLEN GARDNER)
Dr. Maryrose Caulfield (FLEMINGTON RARITAN REG)

Joseph Somers (HOLLAND)
Kevin Gillman (HUNTERDON VOCATIONAL)
Cheryl Filler (READINGTON)
Jennifer Sigler (UNION)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

Cheryl Filler moved, seconded by Jason Kornegay to adopt the agenda

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

A Joseph Somers moved, seconded by Jason Kornegay to approve the April 4, 2017 Board of Directors meeting minutes, respectfully submitted by the Board Secretary

MOTION PASSED with Cheryl Filler abstaining

VI. FINANCIAL REPORTS

Cheryl Filler moved, seconded by Joseph Somers to:

A approve the line item transfers and budget appropriations for the period of April (Adj #211 - 230)

B approve the unaudited April 2017 Board Secretary Report

MOTION PASSED UNANIMOUSLY

VII. LIST OF BILLS

A Jason Kornegay moved, seconded by Seth Cohen to approve the following list of bills:

1	April 2017	\$72,608.22	Hand checks
2	April 2017 Payroll	\$1,047,159.12	Payroll
3	April 2017 Consultant	\$12,824.00	Payroll
4	May 2, 2017 List of Bills	\$489,400.07	Computer Generated
		<u>\$1,621,991.41</u>	

MOTION PASSED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

- 1 April 2017 Cooperative Purchasing Newsletter
- 2 2017 Summer Camp at Hoffmans

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, May 1, 2017

X. SUPERINTENDENT'S REPORT, as presented by Marie B. Gorey

Welcome the arrival of three baby goats

Vocational student attend Hoffman campus for Heard Health with veterinarian

Upcoming events	HOFNOD
	Beautiful Beast
	Fishing Derby

Charles Miller infomed the board about closing of EIRC

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Cheryl Filler moved, seconded by Jason Kornegay to approve action items XA & XB to:

A ADMINISTRATION

- 1 approve the 2017-18 12 Month Staff Calendar
- 2 approve add the following to the 2016-17 and 2017-18 Board Approved rates:

Service	Member Rate	Benefits (Single Coverage)
Student Transportation Management Services	\$62.50/hr.	Charged monthly at actual cost

- 3 contract with Laura Bishop Inc. for Marketing Audit at a rate not to exceed \$2,500.00

B SCHOOLS

- 1 approve the 2017-18 School Calendar
- 2 approve School Bus Emergency Exit Drills completed at ESC School at West Amwell on April 13, 2017 as per N.J.A.C. 6A:27-11.2, for the following bus routes:

NHVRHS - AI Rick - ES11 Rick - ES12 Joy - ES10 Angels - T58 Del Val
 Cassidy - 1205B Snyder - E493

MOTIONS PASSED UNANIMOUSLY

Jason Kornegay moved, seconded by Joseph Somers to approve action items XC & XD to:

C HOFFMANS CROSSING

- 1 award the Summer Camp Service Providers RFP #SC-17-01, to provider, as follows:

a Roxey Ballet Company		
July 24, 2017 through August 4, 2017		
Program	Grade Level	Cost per Camper
Dance Camp (8:30 am - 12:00 pm)	K-8	\$200.00
Dance Camp and Dance Makers (full day)	K-8	\$375.00

D TECHNOLOGY

- 1 host Follet Destiny software application for the 2017-18 school year, as follows:

DISTRICT	LICENSING	HOSTING	QUANTITY
Clark	\$550.00	\$150.00	1
Jersey City	\$26,600.00	\$5,700.00	38
Oxford	\$700.00	\$150.00	1
Stillwater	\$700.00	\$150.00	1
Union Twp	\$1,100.00	\$300.00	2

- 2 host Follet Destiny software application for the period of November 1, 2017 through October 31, 2018, as follows:

DISTRICT	LICENSING	HOSTING	QUANTITY
Delaware Twp	\$700.00	\$150.00	1

MOTIONS PASSED UNANIMOUSLY

E ADULT BASIC EDUCATION (no action items)

F PARAPROFESSIONALS (no action items)

G LEASE PURCHASING (no action items)

Jason Kornegay moved, seconded by Joseph Somers to approve action items XH & XJ to:

H PURCHASING

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

#	DISTRICT
428	Demarest Board of Education
429	Kenilworth Board of Education
430	Oldmans Township Board of Education
431	Spotswood Board of Education
432	Ramapo Indian Hills Regional Board of Education
433	Fredon, Township of

- 2 ratify the Interactive Technology for Classrooms & Meeting Rooms #HCESC-CAT-17-02, effective April 10, 2017 through April 9, 2019, as authorized at the April 4, 2017 Board of Directors meeting, as follows:

Tele-Measurements, Inc.

Anchor Audio, Avteq, DaLite-20%, Chief, Crestron, Exact Furniture, Extron, Middle Atlantic/C2G/Wiremold, Premier, Sharp, Shure, Sony & Turning Technologies-25%, Epson-Various Discounts, Conen, Diversitrack & Front Row-10%, Crown & JBL-15%, Smart Technologies- Hardware-20%, Software & Warranty-5%,

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Prevailing Wage Pricing (Hourly)-\$150.00, Non-Prevailing Wage Pricing (Hourly)-\$125.00, Design Services (Hourly)-\$175.00

Troxell Communications, Inc.

1%-70%-Various Manufacturers

Commercial Technology Contractors

Accessories-32%-Barco, 46%-C2G
Antennas-36%-AKG, 38%-ClearOne, 26%-ClockAudio NA, 25%-Crestron
Audio Production-32%-BSS, 38%-ClearOne, 16%-DBX, 30%-JBL, 36%-Marshall Electronics, 40%-Middle Atlantic, 19%-Polycom, 41%-Crown
Cameras & Accessories-25%-Vaddio
Lighting Control Systems-23%-Martin Lighting
Control Systems & Accessories-36%-AMX, 25%-Crestron, 34%-Extron
Mounting Equipment-37%Chief
Production Recording-27%-Sony
Projection Screens-28%-Da-Lite, 28%-Draper, 28%-Vu-Tec
Projections & Accessories-37%-InFocus
Whiteboards-28%-Draper, 37%-InFocus, 26%-SMART
Prevailing Wage Pricing (Hourly)-\$125.00, Prevailing Wage Pricing per Diem-\$800.00, Non-Prevailing Wage Pricing (Hourly)-\$115.00, Non-Prevailing Wage Pricing per Diem-\$800.00, Design Services Hourly Price-\$150.00, Design Services per Diem-\$1,000.00

Educate-Me.Net

30%-ClearTouch Interactive Panels
10%-ClearTouch Interactive Accessories
10%-ClearTouch Interactive Professional Services (Training)
10%-ClearTouch Interactive Software
10%-ClearTouch Interactive Extended Warranties

- 3 ratify the LED Lighting Supplies & Equipment Bid #HCESC-CAT-17-03, effective April 20, 2017 through April 19, 2019, as authorized at the April 4, 2017 Board of Directors meeting, as follows:

Generations Electrical

Generations Catalog-35%-LED Bulbs & LED Retrofit, 40%-Exterior LED Lighting, LED High Bays & Bay Lighting, 30%-LED Tube Lights, 25%-Interior LED Lighting, Light Fixtures, Roadway Lighting & Gymnasium Lighting, 10%-LED Indoor Kits, LED Lamps & Fluorescent Bulbs, 15%-Stage Lighting, Showline Lighting, Accent/Track Lighting, Down Lighting, Exit/Emergency Lighting, Floor, Garage & Canopy, Industrial, Interior Grazing/Linear, Landscape, Linear, Recessed, Site & Area, special Purpose, Wall Mount, Control & LED Light Pole Lighting, 20%-Sports Lighting & 50%-Intelligent Lighting
QSSI Catalog-30%
ETC Catalog-10%
Volume (additional) Discounts: Generations Electrical Catalog: From \$20,000 to \$50,000- additional 5%, From \$50,000 to \$500,000- additional 7.5%, From \$500,000 to \$1,000,000- additional 10%

Tristate LED

15%-RVLT, 19%-Cree, 20%-Sparkle, 20%-Holophane, 15%-Green Creative & 19%-RAB

I DEPARTMENT OF SCHOOL SERVICES

(no action items)

J TRANSPORTATION

- 1 provide Moshood Afariogun training for Class B CDL License, Passenger, School Bus and Air Brake endorsements, at a fee of \$800.00, effective April 11, 2017

- 2 approve Coordinated Transportation, effective July 1, 2017 through June 30, 2018, for the following:

Alexandria Township	Bethlehem Township	Black Horse Pike	Bloomsbury Township
Branchburg Township	Califon	Camden Public School	Central Regional S.D.
Clinton Boro/Glen Gardner	Clinton Township	Dumont Public Schools	Delaware Township
Delaware Valley Reg. H.S.	East Amwell Township	East Orange BOE	Edison Public Schools
Elizabeth	Franklin Township	Freehold Regional	Frenchtown
Hampton	High Bridge BOE	Henry Hudson Reg. Sch. Distr.	Hunterdon Cty. Dept. Human Svc
Highland Elementary School	Hunterdon Central Reg. H.S.	Holland Twp.	Kingsway Regional High School
Kingwood Township School	Lambertville School	Lebanon Borough	Lebanon Township
Lenape Reg. H.S. District	Lenape Valley Reg. HS BOE	Maple Shade BOE	Milford School
North Brunswick BOE	North Hunterdon Reg. H.S. District	Ocean Twp.	Readington Township
Somerset County ESC	South Hunterdon Regional District	Summit	State of N.J. Department of Human Svc
Tewksbury Township	Union Township	Warren County Special Svc	Warren Hills Regional High School
Washington Twp. BOE	West Amwell Township		

- 3 approve Joint Agreement for trips to various location for the 2017-2018 School Year, at rates based on the destination, for the following:
Hunterdon County Vocational School District Immaculate Conception School Hunterdon County YMCA Preschool

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- 4 approve Coordinated Transportation Renewals with North Hunterdon Voorhees Regional High School district, effective August 24, 2017 through June 30, 2018, for the following:

CONTRACT RENEWALS				August 24, 2017 - June 30, 2018
Route#	Sending District	Destination	Contractor	Route Per Annum
27	NHVRSD	No Hunt HS	ESC	\$24,544.68
36	NHVRSD	No Hunt HS	ESC	\$24,544.68
7	NHVRSD	No Hunt HS	ESC	\$44,757.96
3:15 N-1	NHVRSD	No Hunt HS	ESC	\$8,662.83
HCV AM	NHVRSD	HCVSD	ESC	\$8,662.83
HC NOON	NHVRSD	HCVSD	ESC	\$8,662.83
HCV PM	NHVRSD	HCVSD	ESC	\$8,662.83
VB NOON	NHVRSD	HCVSD	ESC	\$11,244.90
BCV NOON	NHVRSD	HCVSD	ESC	\$11,244.90
Voor. 59	NHVRSD	Voorhees HS	ESC	\$23,314.04

- 5 approve Joint Agreement with Clinton Township Board of Education for the 2017-2018 School Year, at the following annual rates:

Route#	Destination	Contractor	Route Per Annum	Aide Per Annum
S1	Spruce Run School	HCESC	\$25,271.99	\$5,596.74
S2	Spruce Run School	HCESC	\$25,271.99	\$5,596.74
S3	Spruce Run School	HCESC	\$25,271.99	
S4	Spruce Run School	HCESC	\$25,271.99	\$5,596.74
S5	Spruce Run School	HCESC	\$25,271.99	\$5,596.74
S6	Spruce Run School	HCESC	\$25,271.99	
S7	Spruce Run School	HCESC	\$25,271.99	
SPKPM1	Spruce Run School	HCESC	\$9,944.14	\$5,596.74
P1	Patrick McGahern School	HCESC	\$25,271.99	\$5,596.74
P2	Patrick McGahern School	HCESC	\$25,271.99	
P3	Patrick McGahern School	HCESC	\$25,271.99	
P4	Patrick McGahern School	HCESC	\$25,271.99	
P5	Patrick McGahern School	HCESC	\$25,271.99	
P6	Patrick McGahern School	HCESC	\$25,271.99	
P7	Patrick McGahern School	HCESC	\$25,271.99	
P8	Patrick McGahern School	HCESC	\$25,271.99	
R1	Round Valley School	HCESC	\$25,271.99	
R2	Round Valley School	HCESC	\$39,709.77	
R3	Round Valley School	HCESC	\$25,271.99	
R4	Round Valley School	HCESC	\$25,271.99	\$5,596.74
R5	Round Valley School	HCESC	\$25,271.99	
R6	Round Valley School	HCESC	\$25,271.99	
R7	Round Valley School	HCESC	\$39,709.77	
R8	Round Valley School	HCESC	\$25,271.99	
R9	Round Valley School	HCESC	\$25,271.99	\$5,596.74
R10	Round Valley School	HCESC	\$39,709.77	
R11	Round Valley School	HCESC	\$39,709.77	
R12	Round Valley School	HCESC	\$25,271.99	
R13	Round Valley School	HCESC	\$25,271.99	
M1	Clinton Twp Middle School	HCESC	\$39,709.77	
M2	Clinton Twp Middle School	HCESC	\$25,271.99	\$5,596.74
M3	Clinton Twp Middle School	HCESC	\$25,271.99	
M4	Clinton Twp Middle School	HCESC	\$39,709.77	
M5	Clinton Twp Middle School	HCESC	\$25,271.99	
M6	Clinton Twp Middle School	HCESC	\$25,271.99	
M7	Clinton Twp Middle School	HCESC	\$25,271.99	
M8	Clinton Twp Middle School	HCESC	\$25,271.99	\$5,596.74
M9	Clinton Twp Middle School	HCESC	\$39,709.77	\$5,596.74
M10	Clinton Twp Middle School	HCESC	\$39,709.77	
MS	North Hunterdon HS to CTMS Math	HCESC	\$2,888.64	

- 6 approve Special Education Transportation Routes, as listed:

Contracted Routes				April 4, 2017 - June 30, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem
1716T	Chapel Hill Academy	Union Township	Alyft Transport, LLC	\$216.00

- 7 authorize administration to award Lease Purchase Bid #17-01, to be ratified at the June 6, 2017 Representative Assembly meeting

MOTIONS PASSED UNANIMOUSLY

K EXECUTIVE SESSION

Jason Kornegay moved, seconded by Cheryl Filler to enter into Executive Session at 4:28 pm to discuss personnel contractual matters

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;

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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 discussions of PERSONNEL MATTERS; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

At 4:41 pm Maryrose Caulfield arrived

At 4:44 pm the Board returned to Public Session

L PERSONNEL

Jason Kornegay moved, seconded by Cheryl Filler to approve the following personnel items, as recommended by the Superintendent:

1 Appointments*

approve the following 2016-2017 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Lloyd Hall	PT Substitute Bus Driver	GG	\$21.00/hour	04/10/2017
Ryan Tucker	Temporary Maintenance	Hoffmans	\$15.00/hour	05/01/2017
Richard Trujillo	Bus Driver	GG	\$21.50/hour	05/01/2017
Donna LaPira-Leach	Substitute School Nurse	ESC WA	\$33.00/hour	05/03/2017
William Capps	PT Teacher Assistant	FRRSD/RFIS	\$15.75/hour	05/04/2017
Claudio Argemi	Level II Technician	Technology	\$60,000.00	05/11/2017
Stephen Gibbles	Summer School Teacher	HCVSD	\$40.00/hour	06/26/2017
Nicole Heyl	Summer School Teacher	HCVSD	\$33.00/hour	06/26/2017

*pending completion of required paperwork

2 approve 2017-18 Certified staff positions

3 amend the following 2016-17 appointments approved at April 4, 2017 Representative Assembly meeting:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Regina Davis	Substitute School Nurse	ESC WA	\$33.00/hour	03/13/2017
to:				
Regina Dennis	Substitute School Nurse	ESC WA	\$33.00/hour	03/13/2017

4 Leaves of Absence (LOA)* (NONE)

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
None				

*pending completion of required paperwork

5 amend the following LOA at April 4, 2017 Representative Assembly meeting:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Joanne Budnick	PT Teacher Assistant	HCVSD	Personal (unpaid)	03/22/2017 - 05/04/2017
to:				
Joanne Budnick	PT Teacher Assistant	HCVSD	Personal (unpaid)	03/22/2017 - 05/09/2017
Kellie Mullen	PT Teacher Assistant	FRSD	Medical (paid)	03/24/2017 - 05/02/2017
to:				
Kellie Mullen	PT Teacher Assistant	FRSD	Medical (paid)	03/24/2017 - 05/10/2017

6 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Samantha Mast	PT Teacher Assistant	FRRSD/	Termination	04/20/2017
Karen Matheny	P/T Teacher Assistant	FRRSD/	Resignation	04/21/2017
Jennifer Sedlacek	PT School Nurse	Non Public/ICS	Resignation	06/16/2017
Elizabeth Knapp	Speech Teacher/Teacher Assistant	ESC WA	Retirement	06/30/2017
Daria Kriegl	Special Education Teacher	ESC WA	Retirement	06/30/2017

7 authorize administration to hire Environmental Science Teacher for Hunterdon County Vocational School District Environmental Sustainability & Engineering Academy located at HCESC Hoffmans Crossing for 2017-2018 school year

MOTIONS PASSED UNANIMOUSLY

M PROFESSIONAL DEVELOPMENT

1 Cheryl Filler moved, seconded by Jason Kornegay to 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>
Network Administrator	Legal One Bullying Update 2017	05/19/2017	\$150.00
	Google Educator Certification Level 2	06/01/2017	\$185.00
Business Administrator	NJASBO Spring Conference	06/07/2017 to 06/09/2017	\$275.00 Registration \$250.00 Hotel
Financial Services Manager	NJASBO Spring Conference	06/07/2017 to 06/09/2017	\$275.00 Registration \$250.00 Hotel

MOTION PASSED UNANIMOUSLY

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N BENEFITS

Seth Cohen moved, seconded by Joseph Somers to:

- 1 approve Medical and Prescription Benefit plan for the 2017-2018 school year with Horizon Blue Cross Blue Shield of New Jersey. Whereas plan details reflect up to 11% increase over 2016-2017 rates. Employees will contribute 1.5% of salary or a percentage of premium as per statute; whichever is higher

<u>Employees eligible on or before June 30, 2013</u>	
	Horizon Omnia Monthly Premium
Single	\$653.39
Parent/Children	\$1,164.41
Employee/Spouse	\$1,544.05
Family	\$2,086.55

<u>Employees eligible July 1, 2013 or after</u>	
	Horizon Omnia Monthly Premium paid by HCESC
Single	\$653.39
Parent/Children	\$781.15
Employee/Spouse	\$876.06
Family	\$1,011.68

- 2 approve the following optional benefit plan available to employees at their own expense beyond costs above:

Horizon HDHP
Horizon POS
Horizon DA

- 3 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits in an annual amount of \$500 (prorated). Payout will be made through payroll, paid to employee in equal installments each pay

MOTIONS PASSED UNANIMOUSLY

O HARASSMENT, INTIMIDATION & BULLYING

Marie B. Gorey, Superintendent presented verbal report of:

- | | | |
|---|---------------|--|
| | <u>HIB #</u> | <u>NJ Anti-Bullying Bill of Rights Law</u> |
| 1 | 2 - WA - 2017 | NO |

XI UNFINISHED BUSINESS


XII NEW BUSINESS

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIV ADJOURNMENT

Cheryl Filler moved, seconded by Jennifer Giordano to adjourn the meeting. Since there was not further action to be taken the meeting adjourned at 4:58 pm

Respectfully submitted by:


Corinne Steinmetz
Board Secretary