

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**Board of Directors Meeting**  
**January 10, 2012**

**Minutes**

A **regular** meeting of the Hunterdon County Educational Services Commission **Board of Directors** was held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on **Tuesday, January 10, 2012.**

**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

John Dupuis (W AMWELL)

William Moebus (HOLLAND), Vice President

Linda Adams (ALEXANDRIA)

William Martin (DEL-VAL REG)

Lou Pennucci (NO HUNTERDON/VOORHEES)

Judy Burd (LEBANON TWP)

Tom Bruhl (DELAWARE)

David Livingston (READINGTON)

Donald Shelton (TRENTON)

Kim Metz (HUNTERDON POLYTECH)

**ADMINISTRATION / STAFF PRESENT**

Dennis Cox (SUPERINTENDENT)

Andrea Romano (SCHOOL DIRECTOR)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Nisha Littel (TEACHER)

Daria Kriegl (TEACHER)

**III. CALL TO ORDER**

At **4:15 pm** in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

**IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS**

Ms. Littel asked where meeting dates were published and if minutes were available.

Ms. Steinmetz informed the public that meeting advertisements are published in the Courier and/or Hunterdon County Democrat, as required. It was further explained that minutes are available in the business office upon request.

**REVISED AGENDA**

William Moebus moved, seconded by William Martin to approve agenda with added items, as highlighted  
MOTION PASSED UNANIMOUSLY

**V. APPROVAL OF MINUTES**

A William Moebus moved, seconded by Lou Pennucci to approve the minutes of the **December 6, 2011** Board of Directors meeting, respectfully submitted by the Board Secretary.

MOTION PASSED with Judy Burd abstaining

4:17 Tom Bruhl & Don Shelton arrive

**VI. FINANCIAL REPORTS**

William Moebus moved, seconded by Lou Pennucci to:

A approve the line item transfers and budget appropriations for the month of December 2011

B approve the December 2011 Board Secretary Reports

MOTIONS PASSED UNANIMOUSLY

4:17 PM Kim Metz arrives

**VII LIST OF BILLS**

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

- 1 December 31, 2011 Handchecks
- 2 January 10, 2012 Computer Generated
- 3 January 10, 2012 Computer Generated - ADDED

MOTIONS PASSED UNANIMOUSLY

**VIII CORRESPONDENCE**

A. Criminal Background Checks are required for all Board Members - kindly supply a copy of your clearance letter to Corinne Steinmetz at csteinmetz@hcesc.com

William Martin moved, seconded by Linda Adams to approve reimbursement and waive policy for the cost of background checks for any costs that may not be covered by their local board.

MOTION PASSED UNANIMOUSLY

**IX COMMITTEE MEETINGS**

	<u>Next Mtg. Date</u>	<u>Next Mtg. Time</u>	<u>Location</u>
A Building and Grounds Committee, did not meet	1/16/2012	3:00 PM	Flemington
B Programs and Services Committee, did not meet	1/16/2012	4:00 PM	Flemington
C Public Relations Committee, did not meet	1/17/2012	3:00 PM	Flemington
D Policy Committee, did not meet	1/19/2012	4:00 PM	Flemington
E Personnel Committee, 1/3/12	2/6/2012	10:00 AM	Tewksbury
Technology restructure presented by Dennis Cox, Superintendent			
F Finance Committee, 1/3/12 presented by Tom Bruhl	2/6/2012	11:00 AM	Tewksbury
2011 Audit Presentation by Corinne Steinmetz, SBA			
G Executive Committee, 1/3/12	2/7/2012	4:00 PM	Tewksbury

4:40 John Dupuis Left

**X SUPERINTENDENT'S REPORT**

William Moebus moved, seconded by Don Shelton to:

**A ADMINISTRATION**

- 1 accept 2010-11 Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report
- 2 approve the 2012-13 Rates
- 3 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits at a rate of 7.15 per employee per month, effective January 1, 2012 through December 31, 2012

**B TRANSPORTATION**

- 1 approve special education routes as follows:

**QUOTED ROUTES**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Daily Rate</b>	<b>Aide</b>
1232T	For Keeps @St. Peters	Leh's Transporta	\$210.00	
1233T	ESC W. Amwell	ESC	\$191.00	\$59.00
1234T	Eden Institute	DVR	\$267.30	

- 2 contract with Champion Uniform, effective January 1, 2012 through December 31, 2012, at the following rates, as needed:

<u>DESCRIPTION</u>	<u>RATE</u>	
Mats: 3x5	\$3.00	each
Mats: 3x10	\$6.00	each
Mats: 4x8	\$6.40	each

- 3 purchase fuel from the following local supplies at lowest price available, as needed per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisement:

Denville Exxon, as needed, up to \$25,000.00

Mannatec, as needed, up to \$100,000.00

Township of West Orange, up to \$75,000.00

- 4 Motion approve driver training to Jerrylene Holan, at a fee of \$300.00, effective October 24, 2011.

### **C SCHOOLS**

- 1 approved revised 2011-2012 school calendar to reflect make-up days due to emergency closings
- 2 sell 1996 Chevy Van (VIN#1GBFG15ROT1017578)
- 3 approve and adopt the HCESC 2011-12 Nursing Services Plan for the ESC Academy at Tewksbury and the ESC School at West Amwell
- 4 submit the 2011-12 Nursing Services Plan for the ESC Academy at Tewksbury and the ESC School at West Amwell to the Hunterdon County Department of Education , as required

### **D COOPERATIVE PURCHASING**

- 1 accept Hillsborough Board of Education as the 154th member of the Cooperative Service Purchasing Cooperative.
- 2 accept Berkeley Heights Board of Education as the 155th member of the Cooperative Service Purchasing Cooperative.
- 3 award the following bids effective January 13, 2012 through January 12, 2013

#### **Copy Duplicator Paper #120**

W.B. Mason	\$130,603.24
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#### **Office Classroom Furniture #122**

CMF Business Supplies	\$10,703.21
Ergospace Design	\$1,231.57
Nickerson NJ	\$1,805.15
Tanner North Jersey	\$5,112.45

#### **Office Supplies #123**

Quill	\$9,015.31
Kurtz	\$3,492.02
CMF Business Supplies	\$5,757.65
W.B. Mason	\$2,830.99

#### **General School Supplies #124**

School Specialty	\$65,359.03
Kurtz Bros.	\$21,618.69

#### **PE Supplies #125**

School Specialty (Sportime)	\$6,371.92
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#### **Science Supplies #126**

School Specialty (Frey Scientific)	\$1,432.93
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Fisher Science	\$3,966.65
Carolina Biological	\$1,552.76
<b>Custodial Supplies #127</b>	
Crest Paper	\$73,640.77
<b>Health Supplies #128</b>	
Moore Medical	\$42,703.23
<b>Art/Craft Supplies #129</b>	
School Specialty (Sax)	\$16,661.69
Kurtz Bros.	\$10,500.84

**E TECHNOLOGY**

- 1 contract technology services through HCESC Technology Installation & Integration Services Bid #TEC-03, as needed up to \$10,000.00 during the 2011-12 school year.
- 2 reimburse travel expenses to Cornerstone Software, as billed, up to \$1,500.00 for the 2011-12 school year.

**F PERSONNEL**

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

- approve the revised Network Engineer job description
- approve revised Bookkeeper/Accounts Receivable job description

**Glen Gardner**

- approve Melissa DeBatt, Substitute Bus Aide, at a rate of \$10.55/hr., effective December 20, 2011
- approve Gretchen Biancone-Groff, substitute Bus Driver, at a rate of \$16.75/hr., effective January 9, 2012
- approve Laurie Browne, Bus Driver, a stipend of \$4,550.00 (prorated), non-pensionable, effective December 12, 2011
- increase stipend to Dolores Duran, Bus Aide, to \$2,800 from \$1,850 (prorated) (increase of \$950), effective January 11, 2012
- accept the retirement of Ruby Eggert, Driver, effective December 31, 2011
- accept the resignation of Susan Roth, Driver, effective January 6, 2012
- accept the written resignation of Jeffrey Marsch, Driver, effective January 13, 2012

**Morristown**

- approve Joseph Tenerelli, Driver, at a rate of \$15.23/hr., effective December 12, 2011
- rehire Maria Luna, Driver, at a rate of \$15.23/hr., effective December 21, 2011
- change the status of Bernadette Ertilien, from Part Time Driver to P.M. Driver, no change in rate of pay, effective January 1, 2012

**West Orange**

- terminate Kaslet Gabriel, Driver, effective January 5, 2012

**Administration**

As a result of the reduction in force authorized by the Board on November 9, 2011, for reasons of economy, and as authorized by N.J.S.A. 18A:28-9, and in accordance with the individual employment contracts of the affected employees, the contract of Cynthia Keller, **Part Time Bookkeeper/Accounts Receivable**, is reduced to a maximum of 20 hours per week

**Department of School Services**

accept the written resignation of Lois Gross, Part-Time Off Site Teacher Assistant, effective December 23, 2011

approve Kristen Burkhardt, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective December 22, 2011

approve Casey Clark, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective January 3, 2012

approve Michele Schwallie, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective January 3, 2012

approve Jocelyn Mosher, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective February 13, 2012

approve Susan Lubbe, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective January 16, 2012

approve Kristine Posselt, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective January 16, 2012

approve Sandy Ghanim, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective January 16, 2012

approve Oli Landwijt, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective January 16, 2012

approve Roxsene Plafker, RN, Part Time Non Public School Nurse, at a rate of \$33/hr., as needed, not exceed 20 hrs./wk., effective January 11, 2012

approve Diane Krasovec, RN, Part Time Non Public School Nurse, at a rate of \$33/hr., as needed, not exceed 34 hrs./wk., effective January 11, 2012

approve the following Consultants, at a rate of \$50 per 1 hr. session, not to exceed 50 (1) hour sessions, to provide an after school program at Immaculate Conception School, as long as funding is available, effective January 16, 2012:

Carolyn Pepperman

### **Schools**

accept the retirement request of Anne Tilson, Teacher, effective December 31, 2011

re-hire Suzanne Lynch, Teacher Assistant, at an annual salary of \$24,000 (prorated) effective January 2, 2012

change the status Christine Pora, Part Time Off Site Teacher Assistant, to Part Time Teacher Assistant, no change in rate of pay, to be assigned at the E.S.C. Academy at Tewksbury, effective January 2, 2012

approve Christine Pora, Part Time School Secretary, at an hourly rate \$17.73, effective January 2, 2012. Combination of Part Time Teacher Assistant and Part Time School Secretary hours not to exceed 32.5 hours per week.

### **Technology**

accept the written resignation of Min Hu, Network Engineer, effective December 23, 2011 and payout unused vacation days

approve Stella Zhang, Network Engineer, at an annual salary of \$60,000 (prorated), effective January 16, 2012 through March 31, 2012

As a result of the reduction in force authorized by the Board on November 9, 2011, for reasons of economy, and as authorized by N.J.S.A. 18A:28-9, and in accordance with the individual employment contracts of the affected employees, the contract of Robert Lancsak, **Computer Specialist**, is terminated effective December 31, 2011.

approve Kenneth Szymonowicz, Part Time Network Technician, at a rate of \$20/hr., not to exceed 34 hours/week, effective January 2, 2012

**Adult Basic Education**

approve the resignation of Susan Brown, Teacher, effective January 30, 2012

**G PROFESSIONAL DEVELOPMENT**

1 approve the following staff members for professional development workshops:

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
ABE Director	Adult English Language Acquisition Workshop	1/11/2012	Free
Speech Therapist	Developing Social Language	2/9/2012	\$179.00
Teacher - EXT/NP	Sexuality & Hygiene for Adolescents	12/15/2011	Free
School Administrator	The Strong Effective Teacher & Principal Evaluation System	1/19/2012	Free
School Administrator	Teacher & Principal Evaluation Systems	1/31/2012	\$75.00
School Administrator	FEA Teen Dating	1/23/2012	\$147.00
Student Assistance Counselor	FEA Teen Dating	1/23/2012	\$147.00
Mechanic	Jasper Diesel Engine Diagnostic/Troubleshooting	1/10/2012	\$129.00

**H HARASSMENT INTIMIDATION & BULLYING**

HIB report presented by Dennis Cox, Superintendent

NJ Anti-Bullying Bill of Rights Law

- 1 WA-13 YES
- 2 WA-14 YES
- 3 WA-15 YES
- 4 TW-4 YES

MOTIONS PASSED UNANIMOUSLY

**XI OLD BUSINESS**

Reverse Osmosis System at ESC School at West Amwell put in and paid for by the NJ Department of Transportation for the salt contamination on the property. System requires an ongoing maintenance cost to the HCESC

**XII NEW BUSINESS**

- A New Jersey School Boards Association Insurance Group - Bylaw Changes distributed
- B Hunterdon County School Boards Meeting regarding Student Achievement - Thursday, 1/12/12 from 7 -9 pm at South Hunterdon High School
- C Consolidation Meeting - Wednesday, 1/18/12 at Readington Township

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

**XIV ADJOURNMENT**

William Moebus moved, seconded by Judy Burd to adjourn the meeting. Since there was no further action to discuss, the meeting was adjourned at 5:00 pm.

Respectfully submitted by:

Corinne Steinmetz  
SBA/Board Secretary