

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
Board of Directors Meeting  
May 7, 2013  
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, May 7, 2013 at 4:15 pm.

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

Linda Adams (ALEXANDRIA)

Tom Bruhl (DELAWARE)

William Martin (DEL-VAL REG)

Thomas Lewis (FRANKLIN-SOMERSET)

Kim Metz (HUNTERDON POLYTECH)

Jason Komegay (LEBANON TWP)

Teresa Kane (MILFORD)

John Melick (HUNTERDON/VOORHEES)

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)

Marie Kisch (ASSISTANT SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Andrea Romano (SCHOOL DIRECTOR)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

III. **CALL TO ORDER**

At 4:21 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board President Charles Miller called the meeting to order.

At 4:22 pm Charles Miller called for a recess in an effort of obtaining quorum. If no quorum is met we will reopen as Executive committee

4:34 pm - Teresa Kane arrived, Charles Miller resumed the meeting to public session. Quorum has been met.

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

**APPROVE AGENDA**

Charles Miller moved, seconded by Linda Adams to approve the agenda with added / revised items

**MOTION PASSED UNANIMOUSLY**

V. **APPROVAL OF MINUTES**

A Tom Lewis moved, seconded by Tom Bruhl to approve the following minutes, respectfully submitted by the Board Secretary:

1 April 2, 2013

2 March 5, 2013

3 February 5, 2013

4 January 8, 2013

Board of Directors - Regular Session

Board of Directors - Executive Session

Board of Directors - Executive Session

Board of Directors - Executive Session

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Tom Bruhl moved, seconded by William Martin to:

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

B approve the April 2013 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

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

1	May 7, 2013	List of Bills		\$ 413,805.24
2	April 2013	Handchecks		\$ 10,395.91
3	April 15, 2013	Consultant Handchecks		\$ 26,670.00
4	April 1, 2013	Payroll		\$ 808,486.28
5	May 7, 2013	List of Bills	ADDED	\$ 8,950.00
				\$ 1,268,307.43

**MOTION PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE, presented by Charles Miller:**

A Hunterdon Department of Education contract approval letter for Marie Kisch, Superintendent

B Hunterdon Department of Education contract approval letter for Corinne Steinmetz, School Business Administrator

C HCESC Co-Op Newsletter for May 2013

D EIRC and HCESC flyer announcing school bus advertising program

E HCESC Graduation

ESC Academy at Tewksbury

Thursday, June 20, 2013 at 1:00 pm

ESC School at West Amwell

Thursday, June 20, 2013 at 7:00 pm

**IX COMMITTEE MEETINGS:**

A Building and Grounds, did not meet

B Programs and Services, did not meet

C Public Relations, presented by Kim Metz

D Policy did not meet

E Personnel, presented by Tom Bruhl

F Finance, presented by Tom Bruhl

G Executive did not meet

<u>Next Mtg. Date</u>	<u>Next Mtg. Time</u>	<u>Location</u>
5/20/2013	3:30 PM	Flemington
5/20/2013	4:30 PM	Flemington
5/16/2013	3:00 PM	Flemington
5/16/2013	4:00 PM	Flemington
5/28/2013	3:00 PM	Flemington
5/28/2013	4:00 PM	Flemington
5/28/2013	5:00 PM	Flemington

**X SUPERINTENDENT'S REPORT**

Tom Bruhl moved, seconded by Tom Lewis to approve action items XA, XB, XC and XD to:

**A ADMINISTRATION**

1 approve the 2013-14 12-month calendar

**B SCHOOLS**

1 approve the 2013-14 school year calendar

2 submit final MOSS Compliance checklist to HCDOE, as required

3 approve students from Raritan Valley Community College in the Education Department to observe as part of their course requirements at the ESC Schools for up to 10 hours each

- 4 approve students in the Hunterdon County Polytech Education Program to observe as part of their course requirements at the ESC Schools for 6 weeks
- 5 approve Parking Agreement with Lambertville Hall, LLC for use of the ESC School at West Amwell parking lot during non-school hours at a rate of \$5,000.00 per year, effective May 1, 2013 through May 1, 2018
- 6 operate the following summer school programs:

PROGRAM	LOCATION	DATE
a. EXTENDED SCHOOL YEAR	ESC School at West Amwe	7/1/13 - 8/13/13 No Class 7/4/13 or 7/5/13
b. REMEDIAL SUMMER SCHOOL \$350 / 5 credit course \$200 / 2.5 credit course	North Hunterdon H.S. (Grades 9 - 12)	6/26/13 - 7/31/13 No Class 7/4/13 or any Friday
c. REMEDIAL SUMMER SCHOOL \$350 / 5 credit course	Franklin Middle School (Grades 7 - 12)	7/8/13 - 8/2/13

### C SCHOOL SERVICES

- 1 contract with Frenchtown School District to provide Nonpublic services under Chapters 192-193, Textbook and Technology programming, through June 30, 2013
- 2 contract with Franklin Township (Hunterdon) Board of Education to provide the following listed services, effective September 1, 2013 through June 30, 2014, with up to 12 days planning/set-up from May 2013 through August 2013
  - Child Study Team Services
  - Teacher Assistant Services
  - Set-up and over-site of new in-district program for classified students
- 3 contract with Henry Hudson Regional School (Monmouth County), to provide Home Instruction Services, 15 hrs. per week, effective April 2013, end date to be determined as per IEP
- 4 contract with Hamilton School District (Mercer County) to provide CST evaluation(s) to a student placed at the HCESC School West Amwell Campus, through June 30, 2013
- 5 contract with Delaware Township Public School for a part time Teacher Assistant, not to exceed 32.5 hours per week at the rate of \$24.50 per hour, effective March 11, 2013 through June 30, 2013.
- 6 contract with Franklin Township (Hunterdon) Board of Education, effective May 8, 2013 through June 30, 2013 to provide Child Study Team Services as needed, at Board Approve Rates

### D PURCHASING

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

#	<u>DISTRICT</u>
191	Ewing Board of Education
192	Asbury Park Board of Education
193	Metuchen Board of Education
194	Greater Egg Harbor Regional Board of Education
195	Westfield Board of Education
196	Denville Township Board of Education

### **MOTIONS PASSED UNANIMOUSLY**

**E TRANSPORTATION**

Tom Lewis moved, seconded by Tom Bruhl to approve action items XE 1 through 12, to:

- 1 contract with the following districts to provide special education transportation services for the 2012-13 school year:

**COORDINATED TRANSPORTATION RESOLUTIONS 4/1/2013 TO 6/30/2013**

Branchburg Township  
Sussex County Co-Op  
Henry Hudson Regional School District

**QUOTED ROUTES FOR 2012-13 SCHOOL YEAR**

Route #	Destination	Contractor	Per Diem
1331T	Sypek	Rick Bus	\$218.00

- 2 contract with the following districts to provide special education transportation services for the 2013-14 school year:

**COORDINATED TRANSPORTATION RESOLUTIONS 7/1/2013 TO 6/30/2014**

Alexandria Township	Kingwood Township School
Bethlehem Township	Lambertville School
Bloomsbury Township	Lebanon Borough
Califon	Lebanon Township
Clinton Borough	Milford School
Clinton Township	North Hunterdon Regional H.S. District
Delaware Township	Readington Township
Delaware Valley Regional High School	South Hunterdon Regional H.S. District
East Amwell Township	State of N.J. Department of Human Services
Franklin Township	Tewksbury Township
Frenchtown	Union Township
Glen Gardner	Warren County Special Services
Hampton	Warren Hills Regional High School
High Bridge BOE	Washington Twp. BOE
Holland Twp.	West Amwell Township
Hunterdon Central Regional High	Central Regional School District
Hunterdon Cty. Dept. Human Services	Lenape Regional High School District

- 4 contract with Summit Public School District to provide transportation services for Route EH-1 in the amount of \$369.00 per day, effective 4/29/13 through 6/30/13S
- 5 contract with Somerset Hills School District to provide transportation services for the 2012-13 school year, as needed, for \$70.00 per hour
- 6 contract with Triangle Tech to provide transportation services for Hunterdon County Polytech trip on April 17, 2013 in the amount of \$290.00
- 7 contract with Happy Face Nursery School to provide transportation services for a school trip on May 8, 2013 in the amount of \$79.00
- 8 award Sale of School Transportation Vehicles Bid #TRANS 13-03 as follows:

Unit #	Chassis	Body	Year	Pass.	AMOUNT	AWARD TO
344	Bluebird	TCFE	2002	54	\$ 15,000.00	Belair
351	Bluebird	TCFE	2002	54	\$ 15,000.00	Belair
352	Bluebird	TCFE	2002	54	\$ 15,000.00	Belair

353	Bluebird	TCFE	2002	54	\$ 15,000.00	Belair
354	Bluebird	TCFE	2002	54	\$ 15,000.00	Belair
41	GMC	Bluebird	2001	54	\$ 3,250.00	Layla
222	Chevy	Girardin	2001	16	\$ 2,050.00	Layla
241	Chevy	Girardin	2002	16	\$ 2,050.00	Layla
461	Chevy	Girardin	2000	16	\$ 1,570.00	Layla
462	Chevy	Girardin	2001	16	\$ 1,070.00	Layla
63	Chevy	Girardin	1998	16	\$ 300.00	Mayor
521	Bluebird	Vision	2005	54	\$ 21,000.00	Wolfington
526	Bluebird	Vision	2005	54	\$ 18,000.00	Wolfington
205	Chevy	Microbird	1999	WC	Reject All	REBID
345	Bluebird	TCFE	2002	54	Reject All	REBID
522	Bluebird	Vision	2004	54	Reject All	REBID
523	Bluebird	Vision	2004	54	Reject All	REBID

\$ 124,290.00

9 award Purchase of School Transportation Vehicles Bid #TRANS 13-04, to H.A. DeHart, lowest responsible bidder, as follows:

TYPE	PASSENGER	H.A. DeHart		Wolfington	
		PRICE	MODEL	PRICE	MODEL
SRW	Up to 16	\$ 38,945.31	THOMAS	\$ 43,989.00	COLLINS
DRW	24	\$ 41,008.37	THOMAS	\$ 44,892.00	COLLINS
Additional items % off List Price		16 or 24 P - 48% Wheelchair - 52%		10%	

10 use funds collected from the sale of HCESC vehicles to purchase (2) 24 Passenger vehicles from H.A. DeHart per HCESC Bid TRANS #13-04 as follows:

	BID	QTY	TOTAL
Base Price	41,008.37	2	82016.74
Additional Items	15,517.30	2	31034.6
<b>TOTAL</b>	<u>56,525.67</u>	<u>2</u>	<u>113,051.34</u>

11 renew quote pricing for camera system to Angel Trax, the lowest respondent of quotes, effective February 1, 2013 through January 31, 2014, as follows:

DESCRIPTION	AMOUNT
3 Camera System	\$ 1,385.95
Installation	\$ 270.00
Freight	\$ 25.00
GPS	INCLUDED
Software	INCLUDED
<b>TOTAL PER BUS</b>	<u>\$ 1,680.95</u>

12 approve School Bus Advertising Agreement with Dr. Sal Gaudino, through HCESC's contract with EIRC for School Bus Advertising, for bus advertising for a period of 8 months on 20 HCESC buses for revenue share of \$3,474.90 to HCESC.

**MOTIONS PASSED UNANIMOUSLY**

## EXECUTIVE SESSION

At 5:00 pm - John Melick moved, seconded by Linda Adams to enter into executive session to discuss matters related to personnel renewal/non-renewal of certificated staff for the 2013-14 School Year

At 5:08 pm - Board returned to Public Session

### F PERSONNEL

John Melick moved, seconded by Tom Lewis to:

- 1 approve the Network Administration and Systems Support Technician job description as attached
- 2 approve 2013-2014 Certified Staff, as attached

Last Name	First Name	Job Title	2013-14 Proposed
BILL	THOMAS	Counselor	\$61,021.38
CANNON	JANICE	Speech Tchr - Hourly	\$53.59
CAPANO-MORLEY	MICHELE	PT Teacher	\$53.59
CHITTENDEN	SARAH	Counselor	\$56,798.27
CUNNING-MILLS	PAMELA	Director School Svcs	\$107,182.03
DUNLAP	KARA	PT Teacher (TOD)	\$30.45
EDER	KELLY	Supervisor/Counselor	\$64,743.18
GASPARI	MARY	Teacher	\$52,747.20
HALL	LLOYD	Teacher	\$53,651.52
HAND	GINA	Teacher	\$50,396.26
HARRIS	CORINNE	Supervisor / Speech Teacher	\$70,522.14
HARRISON	EUGENE	Teacher	\$56,047.10
JOHNSON	LOUIS	Principal	\$105,895.85
KISCH	MARIE	Superintendent	\$125,000.00
KNAPP	ELIZABETH	Speech Teacher	\$65,033.21
KRIEGL	DARIA	Teacher	\$52,747.20
LAPIRA-LEACH	DONNA	Nurse / School Clerk	\$40,000.00
LITTEL	A	Teacher	\$58,288.98
LUTZKY	DAVID	Counselor	\$53,839.68
NUNZIATA	WILLIAM	Teacher	\$52,283.92
OESTREICH	ERIC	V.P.-Curriculum / Teacher	\$103,821.95
PARKES	NICOLE	LDT-C/School Psychologist	\$50,750.00
RAGO	THOMAS	MSW/Counselor	\$57,789.32
ROMANO	ANDREA	Program Director	\$108,508.69
SCHILLER	DENNIS	V.P.-Discipline	\$96,452.17
SZWARC	DEBORAH	PT Teacher	\$53.59
VERGALITO	MICHAEL	Teacher	\$53,651.52
WEBB	NANCY	PT Teacher	\$53.59
XU	LEILEI	Teacher	\$57,789.32

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

#### West Orange

approve the Leave of Absence Extension Request of Jenniea Williams, Part-Time School Bus Driver, through April 5, 2013

approve Gregory Walker, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective April 15, 2013

approve the request of Veronica Jones-Muhammad, Part-Time School Bus Driver, to extend her FMLA through April 25, 2013

approve the FMLA request of Gesner Charmant, Part-Time School Bus Driver, effective April 25, 2013

terminate Jasnel Joseph, Part-Time School Bus Driver, effective May 6, 2013

### **Glen Gardner**

accept the verbal resignation of Judi Turi, Part-Time School Bus Driver, effective April 29, 2013

approve increase in stipend for Laurie Browne, Part-Time School Bus Driver, from \$6,156.00 to \$7886.52, less any days not worked, non-pensionable effective April 15, 2013

approve increase in stipend for Dolores Duran, Part-Time School Bus Aide, from \$3,798.00 to 4865.66, less any days not worked, non-pensionable effective April 15, 2013

### **Technology Services**

approve Edward J. Ulmer, Network Administration and Systems Support Technician, part-time, as needed, at a rate of \$30/hr., not to exceed 32 hr./wk., effective April 15, 2013

### **Department of School Services**

accept the written resignation of Kyle Searfoss, Part-Time Off Site Teacher Assistant, effective April 15, 2013

approve the request of Kristin Burkhardt, Part-Time Off Site Teacher Assistant, to extend her Leave of Absence through June 21, 2013

approve Off-Site Teacher Assistants for the 2013 Extended School Year, at a rate of \$16/hr, effective July 1, 2013

approve Andrea Freeman, Consultant, effective May 1, 2013 through June 30, 2013 to assist with program operations and development, at an hourly rate of \$65.00 / hr., not to exceed 15 days / 6 hrs. per day

approve the FMLA request of Leanne Chippendale, Part-Time Off Site Teacher Assistant, effective April 19, 2013

approve the request of Karen Matheny, Part-Time Off Site Teacher Assistant, to extend her FMLA through May 10, 2013

approve the written resignation of Bryan Hardy, Part-Time Off Site Teacher Assistant, effective May 10, 2013

approve the position of Supervisor of Speech/Language Services effective April 5, 2013

approve Corinne Harris, Supervisor of Speech/Language Services/Speech/Language Therapist, no change in salary or benefits, effective April 5, 2013

approve Mary Schwarzenberger, LDT-C, T.O.H., Speech/Language Corrections and Teacher of Deaf and Hard of Hearing Consultant, effective May 13, 2013, at a Board approved rates

### **Adult Basic Education**

approve the FMLA request of Fran Leddy, Coordinator, effective April 16, 2013 through May 19, 2013

approve Stephen Tsai, ABE Instructor, at a annual salary of \$40, 000 (prorated), effective May 16, 2013

### **Schools**

approve Elizabeth Scollon, Temporary Teacher of Students with Disabilities, Highly Qualified Science, Social Studies, Language Arts & Adapted PE, at an annual salary of \$41,000 (prorated), no benefits/pension, effective April 22, 2013

## **MOTIONS PASSED UNANIMOUSLY**

Linda Adams moved, seconded by Tom Lewis to approve actions items XG & XH to:

**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>
School Director	Using CCSS, PARCC & Educator Evaluation to Drive Student Achievement	5/21/13	Free
(3) Administrators	45th Annual NJ Pupil Transportation Conference & Equipment Show	4/15/13	\$30/ea
Teacher	Recent Changes to Division of Developmental Disabilities	4/18/13	Free
Mechanic	Labscope Education	5/8/13	\$129
Administrator	NJASA Spring Conference	5/21/13	No COST
SBA	NJASBO Spring Conference	6/5-6/7/13	\$150, plus \$96/night for room
SBA	E-Rate Fall Training	10/8/13	Free

**H HARASSMENT INTIMIDATION & BULLYING, presented by Andrea Romano**

1 affirm the following Harassment, Intimidating & Bullying incidents as presented by Andrea Romano:

	<b>NJ Anti-Bullying Bill of Rights Law</b>
<b>HIB #</b>	<b>YES</b>
<b>WA-2</b>	

NOTE: Disciplinary actions were taken

**MOTIONS PASSED UNANIMOUSLY**

5:15 pm John Melick & Kim Metz left

**XI OLD BUSINESS**

**XII NEW BUSINESS**

A New Jersey School Boards Association Insurance Group (NJSBAIG) Bylaw Changes

B PUBLIC HEARING

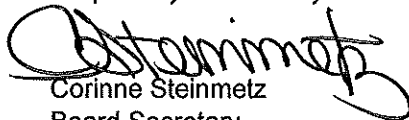
C Teacher of the Year Presentation at the June 7, 2013 meeting

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XIV ADJOURNMENT**

Tom Lewis moved, seconded by Tom Bruhl to adjourn the meeting. Since there was no further action to be taken, the meeting was adjourned at 5:20 pm

Respectfully submitted by:

  
Corinne Steinmetz  
Board Secretary