

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**BOARD OF DIRECTORS MEETING**  
April 1, 2014

**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, April 1, 2014.

**I. OPEN PUBLIC MEETING STATEMENT**

The meeting was officially advertised, in accordance with 18A:10-6, in the Hunterdon County Democrat, The Courier News and with the County Clerk.

**II. ROLL CALL**

**BOARD MEMBERS**

Charles Miller (E AMWELL), President  
Tom Bruhl (DELAWARE), Vice President  
William Moebus (HOLLAND)  
William Martin (DEL-VAL REG)  
Linda Adams (ALEXANDRIA)

Cheryl Filler (READINGTON)  
Jason Kornegay (LEBANON TOWNSHIP)  
Greg Nolan (FLEMINGTON-RARITAN REGIONAL)  
John Dupuis (WEST AMWELL) @ 4:19 pm  
Lisa Delventhal Marelli (TEWKSBURY) @ 4:21 pm

**ADMINISTRATION / STAFF PRESENT**

Marie Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

**III CALL TO ORDER**

At **4:18 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 - None**

William Moebus moved, seconded by Linda Adams to adopt the agenda, as revised with highlighted items

**MOTION PASSED UNANIMOUSLY**

**V APPROVAL OF MINUTES**

A William Moebus moved, seconded by Linda Adams to approve the minutes of the **March 4, 2014** Representative Assembly meeting, respectfully submitted by the Board Secretary

**MOTION PASSED UNANIMOUSLY**

4:19 pm - John Dupuis arrived

**VI FINANCIAL REPORTS**

William Moebus moved, seconded by Greg Nolan to:

- A approve the line item transfers and budget appropriations for the month of March 2014
- B approve the line item transfers and budget appropriations for the month of March 2014
- C approve the unaudited March 2014 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

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

- |   |                |              |                        |
|---|----------------|--------------|------------------------|
| 1 | April 1, 2014  | \$382,229.32 | Computer Generated     |
| 2 | March 2014     | \$31,108.82  | Hand checks            |
| 3 | March 1, 2014  | \$940,289.73 | Payroll                |
| 4 | March 14, 2014 | \$29,310.00  | Consultant Hand checks |
| 5 | April 1, 2014  | \$26,788.34  | Computer Generated     |

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE**

A Special Education task force report is completed and is anticipated to be released

4:21 pm - Lisa Delventhal Marelli arrived

**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, 3/27/14 reported by Greg Nolan
- F Finance, 3/27/14 reported by Tom Bruhl
- G Executive, 3/27/14 reported by Charles Miller

**X SUPERINTENDENT'S REPORT**

Marie Kisch informed the board that our teacher of the year, Gene Harrison has passed away after a short illness. His family is in our thoughts.

Summer School planning is underway at West Amwell, Franklin (Somerset) and North Hunterdon/Voorhees with 5 credit and 2.5 credit course offerings

Student issue that recently appeared on the news, has had no further incidents. Student has since been removed from our program

William Moebus moved, seconded by Greg Nolan to approve action items XA and XB to:

**A ADMINISTRATION**

- 1 approve the submission of grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$44,000 for the period July 1, 2014 through June 30, 2015.

Discussion: Corinne Steinmetz informed the board that the funds will be used for facility assessment and roof repairs at West Amwell

**B SCHOOLS**

- 1 approve a Memorandum of Understanding with SAFE in Hunterdon for the ESC Academy at Tewksbury to serve as an implementation site for the New Mexico Media Literacy Project curriculum with a Prevention Coordinator from SAFE in Hunterdon for the period March 14, 2014 through March 14, 2015.

**MOTIONS PASSED UNANIMOUSLY**

**C TRANSPORTATION**

William Moebus moved, seconded by Linda Adams to:

- 1 contract with Stepping Stone School to provide training to Jill Levigion for CDL with Passenger and School Bus endorsements, at a rate of \$800
- 2 approve Coordinated Transportation, effective January 1, 2014 through June 30, 2014, with the following:
 

Camden Board of Education	Jersey City Board of Education
Hackettstown High School Board of Education	Woodbridge Township Board of Education
- 3 approve Special Education Transportation Routes, as follows:

**QUOTED ROUTES**

Route #	Destination	Contractor	Daily Rate
1426T	Somerset Hills	Kensington Bus	\$197.00

- 4 approve Lease Purchase Agreement with TD Bank in the amount of \$335,500.00, effective April 1, 2014 through November 15, 2018:

WHEREAS the governing body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described in the Lease Purchase Agreement presented to this meeting, and

WHEREAS, the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such Equipment.

WHEREAS, the Lessee does not reasonably anticipate that the amount of qualified tax-exempt obligations to be issued by it in the calendar year ending December 31, 2014, will exceed \$10,000,000;

BE IT RESOLVED, by the governing body of Lessee that the terms of said Lease Purchase Agreement are in the best interests of Lessee for the acquisition of such Equipment, and the governing body of Lessee designates and confirms the following persons to execute and deliver, and to witness (or attest), respectively, the Lease Purchase Agreement and any related documents necessary to the consummation of the transactions contemplated by the Lease Purchase Agreement.

BE IT RESOLVED, by the governing body of Lessee that the Lessee designates the Lease Purchase Agreement as a "qualified tax-exempt obligation", as defined in and for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

MOTIONS PASSED UNANIMOUSLY

D **PURCHASING**

William Moebus moved, seconded by William Martin to:

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

<u>#</u>	<u>DISTRICT</u>
256	Hoboken Board of Education
257	Lower Township Board of Education
258	East Hanover Township Board of Education
259	Paulsboro Board of Education
260	Felician College

Discussion: Marie Kisch discussed bid options offered by HCESC and specifically discussed our bid award for student assessment and tracking to LinkIt. Looking to upgrade our purchasing software

2 terminate, for default, contracts with Allied Fire & Safety for failure to meet deadlines, effective March 18, 2014, for the following bids:

Portable Fire Extinguisher Inspection & Servicing # SER-07I  
Fire Alarm System Service # SER-07H

Discussion: Corinne Steinmetz explained that Allied failed to comply with quarterly reporting requirements, as identified in the bid specifications

MOTIONS PASSED UNANIMOUSLY

E **TECHNOLOGY** (No Items)

F **PERSONNEL**

William Moebus moved, seconded by Greg Nolan to approve the following personnel items, as recommended by the Superintendent:

**Glen Gardner**

approve the FMLA request of Ralph Santonastaso, Part-Time School Bus Driver, effective March 18, 2014, pending the successful completion of required documentation

accept the written resignation of Michelle Chilmonik, Part-Time School Bus Driver, effective March 27, 2014

**West Orange**

approve the FMLA request of Juaquita Wilson, Part-Time School Bus Monitor, effective January 4, 2014 through April 4, 2014

approve Leave of Absence request of Jacques Jean, Part-Time School Bus Driver, effective March 3, 2014 through March 24, 2014

terminate Judith Abongo, Part-Time School Bus Monitor, effective March 10, 2014

accept the verbal resignation of Vonsina Williams, Part-Time School Bus Monitor, effective March 10, 2014

approve Geraldine Aikens, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective March 17, 2014

terminate Maria Chimbay, Part-Time School Bus Driver, effective April 2, 2014

**Department of School Services**

approve the FMLA request of Joanna Turek, Part-Time Off Site Teacher Assistant, effective February 16, 2014 through February 23, 2014

approve Stacey Gaskill, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., 6.5 hrs./day, effective March 14, 2014

approve Erika Crowl, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., 3 hrs./day, effective March 17, 2014

approve Bresha Marvray, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., 4 hrs./day, effective March 19, 2014

accept the written resignation of Ronald Chance, Part-Time Off Site Teacher Assistant, effective March 21, 2014

approve Elisa Burg, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., not to exceed 29 hr./wk., effective March 24, 2014

approve Dr. Frederica Brown, School Psychologist Consultant, for NonPublic/Public/Charter School services, at Board Approved rates, effective March 25, 2014, pending completion of required paperwork

terminate Nan Marie Hasson, Part-Time Off Site Teacher Assistant, effective March 27, 2014

approve Pamela Cullen, School Social Worker Consultant, for NonPublic/Public/Charter School services, at Board Approved rates, effective April 1, 2014, pending completion of required paperwork

terminate Monica Darcy, Part-Time Off Site Teacher Assistant, effective April 4, 2014

extend FMLA of Samantha DeCandia, Administrative Assistant, through March 31, 2014

change status of Samantha DeCandia, Administrative Assistant, from full-time to part-time for up to four days per week at a daily rate \$182.96 for the period April 1, 2014 through June 30, 2014

approve the FMLA request of Christine Carr, Part-Time Off Site Teacher Assistant, effective approximately April 14, 2014

approve Colleen Andrews, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., not to exceed 32.5 hr./wk., effective April 1, 2014

approve Deborah O'Grady, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., not to exceed 28.75 hr./wk., effective April 1, 2014, pending successful completion of paperwork

Discussion: Marie Kisch explained the need to hire temporary Part-time position at this time of year due to the uncertainty of need for next school year

**Schools**

accept the written resignation of Jennifer Fox, Part-Time Teacher Assistant, effective March 21, 2014

approve Doug Riexinger, Temporary Part-Time Teacher Assistant, at a rate of \$15.55/hr., not to exceed 32.5 hr./wk., effective March 24, 2014

accept the Leave of Absence of Gina Pizzigoni, Part-Time Teacher Assistant, effective March 28, 2014

accept the Retirement request of Eugene Harrison, Teacher, effective March 31, 2014

MOTIONS PASSED UNANIMOUSLY

**G PROFESSIONAL DEVELOPMENT**

1 William Moebus moved, seconded by Linda Adams to approve the following staff members for professional development workshops:

<b><u>Position</u></b>	<b><u>Workshop</u></b>	<b><u>Date</u></b>	<b><u>Cost</u></b>
Teacher	Supporting Student Growth Conference	3/19/14	\$85.00
Counselor School Psychologist	Bullying/Harassment & Students with Disabilities	3/24/14	Free
Counselor	Achieve NJ Educator Evaluations in New Jersey	4/1/14	Free
Teacher	A Forensics Approach to Holocaust Education	4/3/14	Free
CST Director Supervisor	CST SAC/CM Everything Non Public	4/7/14	Free
CST Supervisor SAC/CM	Implementing Personalized Student Learning Plans	4/8/14	Free
Teacher	Summer Social Skills for Children with Difficulties/Disabilities	4/10/14	Free
Teacher	How the Arts Can Help Kids & Teens with Special Needs Come out of Their Shells	4/24/14	Free
Superintendent S.B.A./B.S. School Psychologist Counselor	How to Investigate Harassment, Intimidation, and Bullying Claims	5/20/14	\$150/each
Superintendent	NJASA/NJPSA Spring Conference	5/21-5/23	\$450 Registration \$238 Hotel
S.B.A./B.S.	NJASBO Annual Conference	6/4 - 6/6/14	\$150 Registration \$235 Hotel

MOTIONS PASSED UNANIMOUSLY

H **Harassment, Intimidation and Bullying** NO REPORT

XV **UNFINISHED BUSINESS**

A Corinne Steinmetz informed the board that the 2nd round of the heating unit repair has not yet started. Pending completion of new coils being created.

XVI **NEW BUSINESS**

XVII **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

XVIII **ADJOURNMENT**