

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
EXECUTIVE COMMITTEE MEETING
February 4, 2014

MINUTES

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised, in accordance to 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

Greg Nolan (FLEMINGTON RARITAN REG)

William Moebus (HOLLAND), Vice President

Jason Komegay (LEBANON TWP)

William Martin (DEL-VAL REG)

Teresa Kane (MILFORD)

Linda Adams (ALEXANDRIA)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At **4:15 pm** in the Teacher's Lounge at ESC School West Amwell the Board **President, Charles Miller** called the meeting to order. Since quorum has not been met the meeting will be conducted as an Executive Committee until quorum is obtained.

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

V. APPROVAL OF MINUTES

VI. FINANCIAL REPORTS

William Moebus moved, seconded by Jason Kornegay to:

- A approve the line item transfers and budget appropriations for the month of January 2014
- B approve budget increase of \$100,000.00 in the Department of School Services for the 2013-14 school year for increased child study team and related services
- C approve budget increase of \$92,000.00 for ESC School in West Amwell for the emergency repair work on heating units in **(11)** classrooms. NJ School Insurance Group has monitored and approved all completed and pending work and will be reimbursing HCESC for all losses, less \$5,000.00 deductible.
- D approve the January 2014 Board Secretary Report

MOTIONS PASSED, pending ratification

VII. LIST OF BILLS

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

1	January 2014	\$	146,049.48	Handchecks
2	January 2014	\$	814,035.20	Payroll
3	January 15, 2014	\$	25,477.50	Consultant Handchecks
4	February 4, 2014	\$	373,788.15	Computer Generated
5	February+C142 4, 2014	\$	35,042.44	Computer Generated
	TOTAL	\$	<u>1,394,392.77</u>	

MOTIONS PASSED, pending ratification

VIII CORRESPONDENCE

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, 1/29/14
- F Finance, 1/29/14
- G Executive, 1/29/14

X SUPERINTENDENT'S REPORT

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

A ADMINISTRATION

- 1 approve agreement with Systems 3000 for Employee Portal Application, at the following rates:

One time setup fee	\$	4,000.00	Initial setup of website, testing and training
Annual Cost	\$	2,453.00	Check stub upload and storage fee Jan - Dec

B SCHOOLS

- 1 **approve** the following **cost** for the purchase of time, materials and supplies, as per 18A:18A-7 Emergency Contracts; for the purpose of ensuring a safe and healthy environment to students and staff after an emergency situation at our West Amwell Campus on January 6, 2014 related to frozen pipes within the heating system:

FUSCO	Heating unit rental	\$ 2,700.00
CORE MECHANICAL	Temporary heating installation/repair of units in 11 classrooms	up to \$ 40,000.00

- 2 contract with Core Mechanical Inc. for \$49,288.00 to provide material and labor to remove temporary heating coils and replace them with new custom made coils in (10) classrooms at our ESC School in West Amwell. Work is required as phase II of the emergency repair needed due to damage caused from frozen pipes.
- 3 approve revised 2013-14 West Amwell School Calendar
- 4 approve School Bus Emergency Exit Drills completed at our ESC Academy at Tewksbury on January 10, 2014 for the following Bus Routes:

1205 (Cassidy)	1205A (Cassidy)
14013 (1st Student)	1019R (ESC)
E943 (Snyder)	11027 (Kensington)

- 5 approve the following field trip(s):

<u>School</u>	<u>Location</u>	<u>Trip Cost</u>	<u>Trans Cost</u>	<u>Total Cost</u>
West Amwell	Camden Aquarium	\$ 187.50	\$ 195.00	\$ 382.50

- 6 authorize administration to **issue** request for proposals to obtain an outside consultant to provide facility assessments of needs and priorities.

MOTIONS PASSED, pending ratification

C TRANSPORTATION

Linda Adams moved, seconded by Greg Nolan to:

- 1 approve Mid Atlantic Mobile Drug Testing, as the lowest responsible quote, effective January 23, 2014 through January 31, 2015, at the following rates

MOBILE TESTING RATES

Drug Testing	\$	60.00	per test
Alcohol Testing	\$	35.00	per test
Waiting Fee		NONE	
Contract/Annual Fee		NONE	

- 2 renew **contract** with Select Towing for West Orange Garage, effective December 19, 2013 through December 18, 2014, at the following rates:

54 Passenger	\$	275.00	per bus
Small Vehicles	\$	111.10	per bus

- 3 renew **contract** with Champion Uniform for the purchase of uniforms at West Orange Terminal, effective January 1, 2014 through December 31, 2014, at the following rates:

Clothing (4 employees)	\$	37.50	per week
Wipers	\$	18.00	per week
Rugs/mats	\$	21.40	
Delivery charge	\$	4.50	
Enviro charge	\$	8.78	
	<u>\$</u>	<u>90.18</u>	

- 4 approve proprietary purchases of Bluebird parts from Hoover Truck Company for the 2013-14 school year at an amount not to exceed \$50,000.00
- 5 join Somerset County Cooperative Pricing System, #2-SOCCP, effective February 5, 2014 through December 31, 2018, with automatic renewal, unless election to withdraw is requested in writing.
- 6 provide transportation services to ESC of Morris County, effective December 2, 2013, as follows:

Route #	Destination	PER DIEM	AIDE	DAYS
CE783	Kings Road School	\$185.00	\$50.00	54

- 7 approve Special Education Transportation Routes, as follows:

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1422T	Flemington Dept. Store	ESC	\$110.00
1423T	North Hunterdon H.S.	ESC	\$92.00

ADJUSTMENT

ROUTE#	DESTINATION	CONTRACTOR	PER DIEM	ADJ
1047R	Windsor School	Kensington Bus	\$196.64	(\$196.64)
1212R	East Mt. Day	Snyder Bus Company	\$177.09	(\$177.09)
1326R	Union Twp. Elementary	Snyder Bus Company	\$133.41	(\$133.41)
1420T	Frenchtown Elementary	Leh's Transportation	\$153.00	(\$153.00)

- 8 approve Enviro Foam Tek, LLC, lowest of responsible quotes, to provide interior spray insulation at 47 Standish Ave for \$25,982.00.
- 9 approve School Bus Advertising of Somerset Medical Center - Sports Medicine, through HCESC's contract with EIRC for School Bus Advertising, for a period of 12 months on ten (10) HCESC buses for revenue share of \$2,788.50

MOTIONS PASSED, pending ratification

Linda Adams moved, seconded by William Martin to approve action items XD and XE to:

D PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
234	Weehawkin Board of Education
235	Colts Neck Township
236	Freehold Board of Education
237	West Essex Regional Board of Education
238	Highlands Elementary Board of Education
239	Randolph Township Board of Education
240	Township of Montclair
241	Morris School District
242	Keansburg Board of Education
243	Lenape Valley Board of Education
244	West Milford Board of Education

2 award the following bids effective January 13, 2014 through January 12, 2015:

<u>#152 Office/Classroom Furniture</u>	
Tanner North Jersey	\$73,881.57
W.B. Mason	\$68,461.60
<u>#158 Health/Sports Medicine Supplies</u>	
Moore Medical	\$64,444.66
School Health	\$8,763.63

3 award the following bids effective February 13, 2014 through February 12, 2015

<u>Jr/HS Athletic Supplies #153</u>	
MFAC (MF Athletic Co.)	\$34,801.45
School Specialty (Sportime)	\$3,912.54
Triple Crown Sports	\$19,455.85
<u>Science Supplies #156</u>	
Carolina Biological	\$6,264.76
Fisher Scientific	\$34,812.33
Parco Scientific	\$10,382.16
<u>Elementary Physical Education Supplies #157</u>	
Aluminum Athletic Equipment	\$250.80
School Specialty (Sportime)	\$7,614.89
<u>Art/Craft Supplies #159</u>	
School Specialty (Sax)	\$32,176.09
Kurtz Bros	\$18,039.00

E DEPARTMENT OF SCHOOL SERVICES

1 approve services to Hunterdon County Polytech, as needed, at board approved rates, effective January 17, 2014

MOTIONS PASSED, pending ratification

William Moebus moved, seconded by Jason Kornegay to approve action items XF and XG to:

F **PERSONNEL**

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

West Orange

approve unpaid Leave of Absence request of Juaquita Wilson, Part-Time School Bus Monitor, effective January 6, 2014 through February 13, 2014

approve unpaid Leave of Absence request of Manford Nesbeth, Part-Time School Bus Driver, effective January 15, 2014 through January 29, 2014

terminate Morama Augustin, Part-Time School Bus Driver, effective February 10, 2014

Department of School Services

approve Joseph Dolan, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective December 16, 2013

accept the written resignation of Sarah Carlon, Part-Time Off Site Teacher Assistant, effective January 17, 2014

approve the unpaid Leave of Absence request of Kate Breuer, Part-Time Off Site Teacher Assistant, effective January 23, 2014 through January 31, 2014

approve Brandi Bontempo, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective January 27, 2014

rescind the verbal resignation of Consultant Jeanne Miller, Teacher, effective November 26, 2013, approved at the January 7, 2014 Board of Directors Meeting

approve Gregory Kasper, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective February 1, 2014

approve Consultant Joseph Gidaro, Teacher, for IDEA After School Program services at St. Matthias, Franklin Township, Somerset, at a rate of \$60/hr., not to exceed 20 hours, as needed, as assigned, contingent on available funding, effective February 5, 2014

approve the unpaid Leave of Absence request of Amanda Shepherd, Part-Time Off Site Teacher Assistant, effective February 20, 2014 through June 30, 2014

revise the FMLA request of Samantha DeCandia, Administrative Assistant, from effective approximately February 13, 2014 to February 8, 2014, as approved at the January 7, 2014 Board of Directors Meeting

approve Julia Williams, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective February 7, 2014

approve the unpaid Leave of Absence request of Andrea Lynott, Part-Time Off Site Teacher Assistant, effective start date to be determined through June 30, 2014

Adult Basic Education

approve a stipend of \$1848.00 to Carol Petrosino, Teacher, for 60 hours of evening ESOL instruction, to be paid in 8 equal installments

approve the FMLA request of Maria Menendez, Instructional Aide, effective January 21, 2014 through February 10, 2014

F **PROFESSIONAL DEVELOPMENT**

1 approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Part-Time Off Site Teacher Assistant	Expanding Interests & Activities for Children with Autism	1/16/14	Free

Speech/Language Specialist	Preschoolers and Autism	2/5/14	Free
Counselor	Teaching Children with Autism Independent Life Procedures	3/3/2014	Free
S.B.A / B.S.	Nitty Gritty of Purchasing w/ James Shoop	3/6/2014	Free
S.B.A / B.S.	How to Prepare for the Audit	4/8/2014	Free
C.S.T Supervisor	Shifting Gears: Using CCCS, PARCC & Educational Evaluations to Improve Student Achievement	1/29/2014	Free
C.S.T. Director	Shifting Gears: Using CCCS, PARCC & Educational Evaluations to Improve Student Achievement	1/29/2014	Free
Speech/Language Specialist	Reading/ Language Deficits	3/12/2014	\$229

MOTIONS PASSED, pending ratification

XI UNFINISHED BUSINESS

XII NEW BUSINESS

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIV EXECUTIVE SESSION

At 5 pm the Committee enter into Executive Session to discuss Mid Year Evaluation of the Superintendent.

At 5:15 pm the Executive Committee returned to public session. No action was taken

XV ADJOURNMENT

Meeting was adjourned at 5:20pm

Respectfully submitted by:

Corinne Steinmetz
Board Secretary

