

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**BOARD OF DIRECTORS MEETING**  
**May 6, 2014**

**MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the Adult Literacy Building, 200 Main Street, Flemington, New Jersey on Tuesday, May 6, 2014 at 4:15 pm

**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

Dr. Kimberly Metz (HUNTERDON POLYTECH)

Tom Bruhl (DELAWARE) - VICE PRESIDENT

Jason Komegay (LEBANON TWP)

Linda Adams (ALEXANDRIA)

Teresa Kane (MILFORD)

Greg Nolan (FLEMINGTON RARITAN REG)

Lisa Delventhal Marelli (TEWKSBURY)

William Moebus (HOLLAND)

**ADMINISTRATION / STAFF PRESENT**

Marie Kisch (SUPERINTENDENT)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

Corinne Steinmetz (SCHOOL BUS ADMIN)

**III CALL TO ORDER**

At **4:21 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

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 April 1, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

William Moebus moved, seconded by Greg Nolan to:

A approve the line item transfers and budget appropriations for the month of April 2014

B approve the unaudited April 2014 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

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

1	May 6, 2014	\$371,086.36	Computer Generated
2	April 2014	\$811,202.70	Hand checks
3	April 2014	\$959,143.17	Payroll
4	April 15, 2014	\$30,156.25	Consultant Hand checks
5	May 6, 2014	\$41,306.48	ADDED Computer Generated
		<b>\$2,212,894.96</b>	

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE/ANNOUNCEMENTS**

- A Thank you letter from Stephen Williams, NJSBAIG
- B Graduation dates:
 

ESC Academy at Tewksbury	June 18, 2014	12:30 PM
ESC School at West Amwell	June 19, 2014	7:00 PM
- C Corinne Steinmetz has been selected to sit on the State Task Force to reduce special education costs

4:25 pm - Lisa Delventhal Marelli Arrived

**SUPERINTENDENT REPORT, presented by Marie Kisch, Superintendent**

Marie Kisch invited the Board to join us for graduation and discussed the following agenda items:

- Offsite Paraprofessional Coordinator
- Voice over IP phone system will connect all locations and will eliminate long distance calls between HCESC locations
- Website committee reviewed website hosting and redesign. Services will start July 1 and will provide more functionality across programs.

Discussed professional development for Dyslexia. Current feedback from districts indicate costs are significant. We are taking that state mandates into consideration as we explore potential program offerings to our districts. Services for Instruction to Students with Dyslexia has been an ongoing discussion, however there has not been a large request from districts to implement.

4:29 pm - Pam Mills arrived

**IX COMMITTEE MEETINGS**

- A Building and Grounds, did not meet
- B Programs and Services, did not meet
- C Public Relations/Marketing, did not meet
- D Policy, 4/28/14 presented by William Moebus
- E Personnel, 4/29/14 presented by Marie Kisch
  - Charles Miller indicated that Marie and Corinne's contract will be presented to county for approval before recommendation is made to board
- F Finance, 4/30/14, presented by Tom Bruhl
- G Executive, 4/30/14

**X POLICY**

Presented the following policies for first reading

1	POLICY 4116	Evaluation of Teaching Staff Members
2	POLICY 4151.2/4251.2	Family and Medical Leave
3	POLICY 4220	Evaluation of Support Staff Members

Discussion: FMLA was referred to personnel committee for review

**XI SUPERINTENDENT'S REPORT**

**A ADMINISTRATION**

William Moebus moved, seconded by Tom Bruhl to:

- 1 approve the 2014-15 12-month calendar
- 2 award Website Design, Hosting and Training to ZUMU, the lowest responsible quote, at a rate of \$2,400, effective July 1, 2014 through June 30, 2015. Details are as follows:

VENDOR	RATE	1 DAY ON-SITE TRAINING	ADDITIONAL FEES	TOTAL COSTS	COMMENTS
<b>ZUMU</b>	<b>\$2,400.00</b>	<b>Included</b>	<b>\$0.00</b>	<b>\$2,400.00</b>	<b>Includes migration &amp;</b>
SchoolinSites	\$2,400.00	\$3,000.00	\$505.00	\$5,905.00	No Charge for Web tutorials
SharpSchool	\$1,275.00	\$1,500.00	\$2,775.00	\$5,550.00	Additional fee for migration

- 3 award 48 month copier lease agreement for nine (9) copiers to Atlantic Tomorrows Office, the lowest responsible quote, at a rate of \$760.00 per month for lease purchase, plus \$0.0038 per copy for service and supplies (including all parts, labor, drums, toner & developer, effective July 1, 2014. Copiers are the property of HCESC at the end of 48 months with an option to purchase only maintenance and supplies at the copy rate, which is fixed at \$0.0038 for 5 years. Details are as follows:

Description	Months	RICHO	UBS	ATLANTIC	EBS
(9) 33-35 ppm Copy Rate	48	\$1,241.20 \$0.0120	\$997.73 \$0.0040	No Quote	No Quote
<b>(3) 30-35ppm (5) 40-45ppm (1) 50ppm Copy Rate</b>	<b>48</b>	\$1,496.73 \$0.0112	\$1,085.73 \$0.0040	<b>\$1,046.65 \$0.0038</b>	No Quote
(3) 30-35ppm (5) 40-45ppm (1) 60ppm Copy Rate	48	No Quote	No Quote	\$1,248.08 \$0.0048	\$1,751.08 \$0.0050
(3) 30-35ppm (5) 40-45ppm (1) 50ppm Copy Rate	60	No Quote	\$988.73 \$0.00	\$908.65 \$0.00	No Quote
(3) 30-35ppm (5) 40-45ppm (1) 60ppm Copy Rate	60	No Quote	No Quote	\$1,011.65 \$0.0048	\$1,902.25 \$0.0050

NOTE: Tabulating is based on 905,200 copies per year

**MOTIONS PASSED UNANIMOUSLY**

**B SCHOOLS**

William Moebus moved, seconded by Greg Nolan to:

- 1 approve the 2014-15 school year calendar (ATTACHMENT)
- 2 approve the following field trip:

SCHOOL	LOCATION	TRIP COST	TRANSP. COST	TOTAL COST
West Amwell	Frenchtown Roller Rink	student paid	\$150.00	\$150.00

3 approve the following summer school programs:

	<u>Program</u>	<u>Location</u>	<u>Dates</u>
a.	EXTENDED SCHOOL YEAR	ESC School West Amwell	7/1/14 - 8/12/14 (no class 7/4/14)
b.	REMEDIAL SUMMER SCHOOL \$350/5 Credit Course \$200/2.5 Credit Course	Voorhees High School Grades 9 -12	6/25/14 - 7/29/14 Monday - Thursday
c.	REMEDIAL SUMMER SCHOOL \$350/5 credit course	Franklin Middle School (Somerset) Grades 7-12	7/7/14 - 8/1/14 Monday - Friday

**MOTIONS PASSED UNANIMOUSLY**

**C TRANSPORTATION**

William Moebus moved, seconded by Linda Adams to:

1 approve the purchase of Lubricants and Fluids to PetroChoice (Craft Oil), the lowest responsible quote, effective February 20, 2014 through February 19, 2015, as follows:

<u>Product</u>	<u>MacMillan</u>	<u>PetroChoice (Craft Oil)</u>	<u>Reit</u>	<u>Qty</u>
15W40 Engine Oil	\$7.87	\$7.29	\$7.45	per gallon
Auto Trans Fluid	\$29.75	\$47.71	\$34.31	per case
Rear Diff Lube	\$475.00 (85/90)	\$171.90 (80/90)	n/a	per drum
Chassis HD Grease Lithium 12	n/a	\$28.69	n/a	per pound
Chassis HD Grease Lithium 12	\$275.00	\$277.71 (110 lbs)	\$951.25 (400 lbs)	per drum
Coolant Green 50/50	\$350.00	\$249.61	\$325.60	per drum
Coolant Red EX Life 50/50	\$599.00	\$496.37	\$561.73	per drum
Windshield Wash Concentrate	\$185.00	\$167.00	\$187.73	per drum
Parts Wash Fluid	\$365.00	\$362.55	\$345.68	per drum

NOTE: Award was determined based on total vs. individual items to minimize the number of vendors/purchase orders

2 approve the purchase of Lubricants and Fluids to MacMillan, the lowest responsible quote, effective February 20, 2014 through February 19, 2015, as follows:

<u>Product</u>	<u>MacMillan</u>	<u>PetroChoice (Craft Oil)</u>	<u>Reit</u>	<u>Qty</u>
5W30 Engine Oil Synthetic Blend	\$397.00	\$599.58	\$397.38	per drum

3 approve Joint Agreements for Quoted Routes:

North Hunterdon	Rt 131417	\$49.50 per Diem	54 Days
Clinton Township	Spruce Run Pre-K	\$51.50 Per Diem	58 Days

4 approve Coordinated Transportation Resolutions, effective July 1, 2014 - June 30, 2015, for the following:

Alexandria BOE	Bethlehem BOE	Bloomsbury BOE	Califon BOE
Clinton-Glen Gardner BOE	Clinton Township BOE	Delaware Township BOE	Delaware Valley Reg H.S.
East Amwell BOE	Franklin Township BOE	Frenchtown BOE	Lenape Valley Regional High School District

Hampton BOE	High Bridge BOE	Holland Twp. BOE	Hunterdon Central Regional High School
Hunterdon County Dept. Of Human Services	Kingwood Township School	Lambertville School	Lebanon Borough BOE
Lebanon Township BOE	Milford School	NHVRHSD	Readington Township BOE
South Hunterdon Regional High School District	State of N.J Department of Human Services	Tewksbury Township BOE	Union Township BOE
Warren County Special Services District	Warren Hills Regional High School	Washington Twp. BOE	West Amwell BOE

5 approve the Interlocal Vehicle Sale Agreement with Bound Brook Board of Education

**MOTIONS PASSED, with William Moebus abstaining from Holland Township in item C-4**

**D PURCHASING**

William Moebus moved, seconded by Linda Adams to:

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

#	<u>DISTRICT</u>
261	Edison Board of Education
262	<b>Union Township BOE</b>

- 2 renew Purchase of School Transportation Vehicles Bid #TRANS 13-04 with H.A. DeHart, effective May 7, 2014 through May 6, 2016

**MOTIONS PASSED UNANIMOUSLY**

**E TECHNOLOGY**

William Moebus moved seconded by Linda Adams to:

- 1 award 36 month - Hosted VOIP to Comcast, the lowest responsible bidder, for 89 phones, at a monthly rate of \$2,144.60, plus Installation fee of \$245.00 and Activation Fee of \$1,880.00, effective July 1, 2014, details are as follows:

LOCATION	Standard Seats	Unified Comm. Seats	Monthly Charge	Installation Fee	Activation Fee
HCESC Tewksbury	5	24	\$ 694.95	\$ 49.00	\$ 613.00
HCESC School at West Amwell	12	30	\$ 854.30	\$ 49.00	\$ 742.00
HCESC Hunterdon Transportation		6	\$ 199.45	\$ 49.00	\$ 175.00
HCESC West orange Transportation		6	\$ 201.45	\$ 49.00	\$ 175.00
HCESC Adult Basic Education		6	\$ 194.45	\$ 49.00	\$ 175.00
<b>TOTAL</b>	<b>17</b>	<b>72</b>	<b>\$ 2,144.60</b>	<b>\$ 245.00</b>	<b>\$ 1,880.00</b>

NOTE: Service fee is prior to e-Rate reimbursement of 80%, which is taken into consideration for basis of award

Discussion: service will connect all location and be very useful for us internally and externally

**MOTIONS PASSED UNANIMOUSLY**

**F PERSONNEL**

William Moebus moved, seconded by Greg Nolan to:

- approve the following personnel items, as recommended by the Superintendent:
- approve Off Site Paraprofessional Coordinator job description
- approve 2014 - 2015 certified staff

**West Orange**

approve the FMLA leave of Charlotte Culver-Winckler, Coordinator, effective April 15, 2014, pending the successful completion of required documentation

approve Herauld Paul, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective April 23, 2014

accept the written resignation of Shauna Hester, Part-Time School Bus Driver, effective May 9, 2014

**Glen Gardner**

accept the retirement request of Susan Madsen, Part-Time School Bus Driver, effective June 30, 2014

approve Leigh Hall as Substitute School Bus Driver, up to 2hrs/day, as needed, at a daily stipend of \$30, effective May 6, 2014.

**Department of School Services**

approve Melanie Ikenson, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., not to exceed 32.5 hr./wk., effective April 11, 2014

approve Kaitlin McDonough, Temporary Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., not to exceed 32.5 hr./wk., effective April 21, 2014

approve the Leave of Absence request of Kathleen Mikalsen, Part-Time Off Site Teacher Assistant, effective April 28, 2014

approve Laura Brenner, RN, Nonpublic Nurse, as needed, as assigned, at a rate of \$33.00 per hour, not to exceed 28.75 hr./wk., effective May 6, 2014

approve Off-Site Teacher Assistants for the 2014 Extended School Year, at a rate of \$17/hr., 4.5 hr./day, 23 days, effective July 1, 2014 through August 1, 2014 (ATTACHMENT)

approve additional 20 sessions to the following list of Consultants, for IDEA After School Program services at Immaculate Conception School, at a rate of \$60/hr., as needed, as assigned, effective April 11, 2014:

Anastasia Jones	Theresa Craig	Theresa Monthony
Robin Bloom	Jacqueline Martoccia	Mary Meyer

approve additional 20 sessions to Nancy Webb, Teacher, for IDEA After School Program services at Immaculate Conception School, at a rate of \$60/hr. as needed, as assigned, effective April 11, 2014

approve Kerri Svec, LDT-C and/or Board Certified Behavioral Analyst (BCBA), Consultant, effective May 7, 2014, at the following rates:

\$220.00	LDT-C Service Evaluation for Nonpublic/Public Schools
\$230.00	LDT-C Service Evaluation for Charter Schools
\$500.00	BCBA/LDT-C Specialized Evaluations
\$425.00	BCBA/LDT-C Specialized On-Site Services (6 hr./day)
\$50.00	Per meeting (planning/eligibility)

approve Denise Cathro, Speech and Language Therapist, Consultant, at a rate of \$50.00/hr., effective May 7, 2014

**Schools**

approve Urmi Foster, Temporary Part-Time Teacher Assistant, at a rate of \$15.55/hr., not to exceed 5.5 hr./day., effective April 7, 2014

accept the written resignation of Gina Pizzigoni, Part-Time Teacher Assistant, effective April 13, 2014

approve staff for the 2014 North Hunterdon-Voorhees Summer School Program, effective June 25, 2014 through July 29, 2014

approve staff for the 2014 Franklin Summer School Program, effective July 7, 2014 through August 1, 2014

approve Extended School Year rates as follows:

Nurse	\$165.00	per day
Teachers	\$165.00	per day
Teacher Assistants	\$95.00	per day

Discussion: Pam Mills explained use of IDEA funds

Additional sessions of programing offered to classified students

Provide additional sessions during before or after school to work on goals and objections for Nonpublic students

**MOTIONS PASSED UNANIMOUSLY**

**G BENEFITS**

William Moebus moved, seconded by Tom Bruhl to:

- 1 approve Medical and Prescription Benefit plan for the 2014-2015 school year with Horizon Blue Cross Blue Shield of New Jersey. Whereas plan details reflect 0% increase over 2013-2014 rates. Employees will contribute 1.5% of salary or a percentage of premium as per state statute; whichever is higher.

**Employees eligible on or before 6/30/2013**

	<b>Horizon POS Monthly</b>
Single	\$528.47
Parent/Child(ren)	\$942.37
Employee/Spouse	\$1,251.71
Family	\$1,691.50

**Employees eligible 7/1/2013 or after**

	<b>Horizon MyWayHSA-</b>
Single	\$502.60

- 2 approve employee paid buy up option as follows:

**Employees eligible on or before 6/30/2013**

	<b>Horizon POS Monthly Premium</b>	<b>Horizon DA Monthly Premium</b>	<b>ADDITIONAL Monthly Cost to Employee</b>
Single	\$528.47	\$691.24	\$ 162.77
Parent/Child(ren)	\$942.37	\$1,233.07	\$ 290.70
Employee/Spouse	\$1,251.71	\$1,639.62	\$ 387.91
Family	\$1,691.50	\$2,215.70	\$ 524.20

**Employees eligible 7/1/2013 or after**

	<b>Horizon MyWayHSA- DA (High Deductible)</b>	<b>Horizon MyWayHSA- DA (High Deductible)</b>	<b>ADDITIONAL Monthly Cost to Employee</b>
Single	\$502.60		
Parent/Child(ren)		\$899.08	\$396.48
Employee/Spouse		\$1,204.80	\$702.20
Family		\$1,628.12	\$1,125.52

	Horizon MyWayHSA-DA (High Deductible) Monthly Premium	Horizon POS Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$502.60	\$528.47	\$25.87
Parent/Child(ren)		\$942.37	\$439.77
Employee/Spouse		\$1,251.71	\$749.11
Family		\$1,691.50	\$1,188.90

	Horizon MyWayHSA-DA (High Deductible) Monthly Premium	Horizon DA Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$502.60	\$691.24	\$188.64
Parent/Child(ren)		\$1,233.07	\$730.47
Employee/Spouse		\$1,639.62	\$1,137.02
Family		\$2,215.70	\$1,713.10

**Benefits - Opt Out**

3 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits. Payout will be made through payroll, accordingly.

**Employees eligible on or before 6/30/2013**

	ANNUAL OPT OUT AMOUNT	Monthly Payout (10 months)	Monthly Payout (12months)
Single	\$1,000.00	\$100.00	\$83.33
Parent/Child(ren)	\$2,000.00	\$200.00	\$166.67
Employee/Spouse	\$2,400.00	\$240.00	\$200.00
Family	\$3,500.00	\$350.00	\$291.67

**Employees eligible 7/1/2013 or after**

	ANNUAL OPT OUT AMOUNT	Monthly Payout (10 months)	Monthly Payout (12months)
Single	\$500.00	\$50.00	\$41.67

**FLEXIBLE SPENDING (FSA)**

4 offer eligible employees the use of a Flexible Spending Account at an annual rate of \$58.80, effective September 1, 2014 through August 31, 2015. Payments are to be made through payroll deductions, as follows:

	# of pays	AMOUNT per
10 month employee	20	\$2.94
12 month employees	24	\$2.45

**MOTIONS PASSED UNANIMOUSLY**

**Board Of Directors Meeting  
May 6, 2014**



**H PROFESSIONAL DEVELOPMENT**

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

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
School Social Worker	Achieve NJ Educator Evaluation	4/1/14	Free
School Secretary	Safe Serve Class	4/17/14	Free
Buildings & Grounds Supervisor	IPM Training	4/29/14	Free
Buildings & Grounds Supervisor	Indoor Air Quality Training	5/30/14	Free
School Secretaries (2)	Student Confidentiality, Pupil Records and Public Records	5/23/14	\$75/each

**MOTIONS PASSED UNANIMOUSLY**

**I HARRASSMENT, INTIMIDATION AND BULLYING - No Report**

**XII UNFINISHED BUSINESS**

Marie Kisch discussed:

Assessment and reflective realignment at both agency and program level

This year's focus was inward, next year is looking outward

RFP is currently in process for facility assessment and planning

Charles Miller feels very positive about the direction for the organization

**XIII NEW BUSINESS**

Adult Basic Education facility in Flemington has experienced water damage due to excessive rain fall. Landlord is in process of making necessary repairs.

**XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XV ADJOURNMENT**