

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS
October 1, 2013
MINUTES

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised in the Hunterdon County Democrat, with the Executive County Superintendent and with the County Clerk, as required per 18A:10-4 and HCESC Policy 9321.

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President	Kim Metz (HUNTERDON POLYTECH)
Judy Burd (CLINTON BORO/GLEN GARDNER)	Jason Komegay (LEBANON TWP)
Tom Bruhl (DELAWARE) - Interim VP	Teresa Kane (MILFORD)
William Martin (DEL-VAL REG)	Cheryl Filler (READINGTON)
Greg Nolan (FLEMINGTON RARITAN REG)	John Dupuis (W AMWELL)
Thomas Lewis (FRANKLIN-SOMERSET)	

ADMINISTRATION / STAFF PRESENT

Marie Kisch (SUPERINTENDENT)	Lou Johnson (PRINCIPAL)
Corinne Steinmetz (SCHOOL BUS ADMIN)	Nancy Szymanski (TRANSPORTATION DIRECTOR)
	Fran Leddy (COORDINATOR)

GUESTS

Dennis Cox	Andrea Romano
David Livingston	

III. CALL TO ORDER

At **4:17 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, Board **President Charles Miller** called a Board of Directors meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

A Presentation to Andrea Romano, by Charles Miller

Mr. Miller shared with the board how happy he is for Ms. Romano. He congratulated her on her move to Sussex County ESC, as their new Superintendent and wished her all the best

Guests and staff spoke highly of Andrea and thanked her for all her years of dedication to HCESC.

B Presentation to David Livingston, by Charles Miller

Charles Miller moved, seconded by Cheryl Filler to acknowledge David Livingston's years of service:

***WHEREAS**, since 2008, the Readington Township Board of Education has elected David Livingston as its representative to the Hunterdon County Educational Services Commission; and,*

***WHEREAS**, since 2008, David Livingston has served the Commission as a member of its Board of Directors, and variously as a member of its committees; and,*

***WHEREAS**, David Livingston gave unselfishly of his time, experience, and knowledge in the performance of these responsibilities, significantly contributing to the governance of the Commission; now, therefore,*

***BE IT RESOLVED**, that the Representative Assembly and Board of Directors of the Hunterdon County Educational Services Commission hereby sincerely thank David Livingston for his outstanding participation and contributions; and,*

***BE IT FURTHUR RESOLVED** that a copy of this resolution shall be given to David Livingston, and entered in the minutes of the October 1, 2013 Board of Directors Meeting of the Hunterdon County Educational Services Commission.*

MOTION PASSED WITH ACLAMATION

4:30 pm Greg Nolan arrived

C Presentation to Dennis Cox, by Charles Miller

Marie Kisch thanked Dennis for all his guidance along the way. Staff could not express enough the gratitude and respect they have for Dennis. The friendships he built during his tenure will forever remain with us all.

REVISED AGENDA

Tom Bruhl moved, seconded by Greg Nolan to approve the agenda with added items, as highlighted

MOTION PASSED UNANIMOUSLY

4:36 pm - Andrea Romano left

V. APPROVAL OF MINUTES

A Tom Bruhl moved, seconded by Greg Nolan to approve the minutes of June 4, 2013 Representative Assembly meeting, respectfully submitted by the Board Secretary

MOTION PASSED with Cheryl Filler and Judy Burd abstaining

VI FINANCIAL REPORTS

Tom Bruhl moved, seconded by Jason Kornegay to:

A approve the following line item transfers and budget appropriations:

- 1 August 31, 2013
- 2 September 30, 2013

B approve the following Board Secretary Reports:

- 1 August 31, 2013

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

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

1	June 14, 2013	\$	4,945.51	Handchecks
2	July 2013	\$	278.85	Handchecks
3	August 2013 (ADDED)	\$	213,832.60	Computer Generated
4	August 2013	\$	3,862.31	Handchecks
5	August 2013	\$	5,273.75	Consultant Handchecks
6	September 2013	\$	7,339.00	Consultant Handchecks
7	September 2013		767701.54	Payroll
8	October 2013	\$	445,288.26	Computer Generated
9	September 2013	\$	1,377.94	Payroll (ADDED)
			<u>\$ 1,449,899.76</u>	

MOTIONS PASSED UNANIMOUSLY

VIII. CORRESPONDENCE

A Thank you letter from Hunterdon County Rug Artisans Guild for use of a room at our West Amwell Campus

IX COMMITTEE MEETINGS - Did not meet

X RATIFICATION

Tom Bruhl moved, seconded by Cheryl Filler to:

- A ratify the action items approved at the June 27, 2013 Executive Committee meeting, as attached
- B ratify the action items approved at the August 6, 2013 Executive Committee meeting, as attached
- C ratify the action items approved at the August 27, 2013 Executive Committee meeting, as attached

MOTIONS PASSED UNANIMOUSLY

XI SUPERINTENDENT'S REPORT

Tom Bruhl moved, seconded by Jason Kornegay to approve action items XI A & XI B to:

A ADMINISTRATION

- 1 accept donation of \$250.00 from the Hunterdon County Rug Artisans Guild for the use of a room at our West Amwell Campus
- 2 approve closing operating bank account ending in acct# 995 with TD Bank, due to past fraudulent activity

B DEPARTMENT OF SCHOOL SERVICES

- 1 contract with school districts and increase budget \$430,000 to provide Teacher Assistants, as needed, at board approved rates, to the following districts:
 - Flemington - Raritan School District
 - Clinton Public
 - Holland Township
 - Hunterdon County Polytech
 - Franklin Township (Hunterdon County)
 - Readington (Summer 2013)
- 2 approve amendment to contract with Flemington-Raritan School District dated July 1, 2012 through June 30, 2014 to cover additional costs associated with providing benefits and allowing for annualization of teacher assistant rates, effective July 1, 2013 through June 30, 2014
- 3 contract with school districts and increase budget \$17,029 to provide Nonpublic Textbook services, as needed, at district entitlement awards, plus administrative fees at 8%, to the following districts:
 - Bedminster
 - Clinton Public
 - Franklin (Hunterdon County)
 - Franklin (Somerset County)
 - Frenchtown

MOTIONS PASSED UNANIMOUSLY

C TRANSPORTATION

Tom Bruhl moved, seconded by William Martin to:

- 1 approve Special Education Transportation Routes, as follows:

NEW CONTRACTS

Route #	Destination	Contractor	Per Annum
NP14083	Imm. HS, Imm. Con, St Anne	DVR	\$39,245.00
NP14082	Imm. HS, Imm. Con, St Anne	DVR	\$51,460.00

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1414T	Stepping Stone	DVR	\$139.90
1416T	HLC	ESC	\$182.00
1419T	North/County Griddle	ESC	\$53.00

ADDENDUM

Route #	Destination	Contractor	Daily Rate	Increase	Adj. Amt
1414T	Stepping Stone	DVR	-		(\$139.90)
1106R	Mercer Ele.	Ralph Bus	\$173.59	\$1.70	\$175.29

2 rescind award Sale of Transportation Vehicles, Bid TRANS 13-09 on August 27, 2013, as follows:

Unit #	VIN#	CHASSIS	YEAR	# pass	AWARD TO	AMOUNT
Gray Van	1GBHG31F1Y1181204	Girardin	2000	16	Northern Star Transportation Inc.	\$ 3,200.00
V-2	1GBHG31F011130301	Girardin	2001	13	Northern Star Transportation Inc.	\$ 2,800.00

3 award Sale of Transportation Vehicles, Bid TRANS 13-09, as follows:

Unit #	VIN#	CHASSIS	YEAR	# pass	AWARD TO	AMOUNT
Gray Van	1GBHG31F1Y1181204	Girardin	2000	16	Motion Transportation	\$ 1,010.00
V-2	1GBHG31F011130301	Girardin	2001	13	NO AWARD	REBID

4 rescind the sale awarded August 27, 2013 of the following vehicles:

Unit #	VIN #	CHASSIS	YEAR	# pass	SELL TO	AMOUNT
129	1BAKFCKH56F230967	Bluebird	2006	54	Newton BOE	\$ 18,000.00
413	1BABDCKA75F227835	Bluebird	2005	39	Sussex County Regional Co-Op	\$ 18,000.00

5 contract with Byram Bus, Inc for \$66.00 per hour, effective September 17, 2013, to cover transportation routes, as needed during the 2013-14 School year.

6 rent school vehicles to Bloomfield Board of Education, as needed during the 2013-14 school year, at a rate of \$150.00 per day.

7 renew Transportation Services with ESC of Morris County, as follows:

Route #	School	Contractor	Daily Rate	Aide	Total
CS194	Green Village Road School	HCESC	\$ 305.30	\$ 60.00	\$ 365.30

8 increase budget \$50,000.00 to support maintenance agreement with Morris Educational Service Commission

9 authorize administration to bid vehicles not awarded and other vehicles, as they become identified

MOTIONS PASSED UNANIMOUSLY

D TECHNOLOGY

Tom Bruhl moved, seconded by Kim Metz to:

1 rescind financing agreement with Ford for the purchase of 2014 Chevrolet Express Van, approved August 27, 2013, as follows:

Vehicle	\$21,555.00
Financing Interest costs	\$1,421.12
Underwriting Fee	\$425.00

2 approve renewal of lease line of credit for \$500,000.00 with TD Bank, effective October 1, 2013 through September 30, 2014.

- 3 draw against Equipment Lease Line of Credit for the purchase of 2014 Chevrolet Express Van off NJ State Contract, as follows:

Vehicle	\$21,555.00
Rate	2.05%
Financing Interest costs	\$688.01
Underwriting Fee	NONE

MOTIONS PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by Judy Burd to approve action items XI E & XI F to:

E COOPERATIVE PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
213	Kent Place School
214	Bergen County Special Services
215	Bergen County Technical Schools
216	Burlington County Institute of Technology
217	Folsom Board of Education

- 2 award the Lockers, Bleachers & Cafeteria Tables, HCESC BID #147, effective October 15, 2013 through October 14, 2014 to the following vendors:

Degler-Whiting, Inc	\$	24,398.00
Tanner North Jersey	\$	6,208.00
Nickerson Corporation	\$	5,879.74

F ADULT BASIC EDUCATION

- 1 apply for Hunterdon County funding for FY 2014-2015 through RFP #0043-2013 in the amount of \$26,000.00

MOTIONS PASSED UNANIMOUSLY

Executive Session

At 4:50 pm, Jason Kornegay moved, seconded by Greg Nolan to enter into Executive Session:

WHEREAS, section 8 of the Open Public Meetings Act, Chapter 213, P.O. 1975, permits the exclusion of the public from a meeting in certain circumstances;

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission Board of Directors that the public shall be excluded from PERSONNEL discussions related to recommended terminations, until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

At 5:01 pm - Board returned to Public Session

John Dupuis moved, seconded by Jason Kornegay to approve the following action items: XI G (personnel) and XI H (Professional Development), as recommended by the Superintendent:

G PERSONNEL

West Orange

approve the written resignation of Maria Luna, Part-Time School Bus Driver, effective July 29, 2013

approve the FMLA request of Charlotte Culver-Winckler, Coordinator, effective August 2, 2013 through September 2, 2013

approve the FMLA request of Pierre Noelcin, Part-Time School Bus Driver, effective September 1, 2013 through December 1, 2013

approve Jean Chery, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective September 9, 2013

approve the written resignation of Andrea Michelle Best, Part-Time Administrative Assistant, effective September 11, 2013

approve the written resignation of Enith Zilat, Part-Time School Bus Driver, effective September 20, 2013

approve Jean Jacques, Part-Time School Bus Driver - AM Only, at a rate of \$15.25/hr., effective September 9, 2013

approve Geumps Dieurilus, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective September 9, 2013

rescind offer of employment to Esperance Vastey, Part-Time School Bus Driver, at a rate of \$15.25/hr., approved at the August 27, 2013 Executive Committee Meeting, due to failure to report to work

terminate Benet Moze, Part-Time School Bus Driver, effective October 3, 2013

approve Yesenia Quinones, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective September 24, 2013

terminate Vladimyr Etienne, Part-Time School Bus Driver, effective October 8, 2013

terminate Letish Taylor, Part-Time School Bus Driver, effective September 26, 2013

approve Adeline Mitchell, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective September 30, 2013

approve Guebens Charles, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective October 1, 2013

approve Catherine Parker, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective October 1, 2013

approve Ebel Jean Louis, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective October 7, 2013

Glen Gardner

rescind offer of employment to Anthony Caceres, Part-Time School Bus Driver, at a rate of \$18.05/hr., approved at the June 27, 2013 Executive Committee Meeting

approve Barbara Pierone, Part-Time Dispatcher, at a rate of \$15/hr., not to exceed 14 hours per week, effective September 1, 2013

approve Laurie Browne, Part-Time School Bus Driver, a stipend of \$7,810.43, less any days not worked, non-pensionable effective September 5, 2013.

approve Gretchen Biancone-Groff, Substitute School Bus Driver, at a rate of \$17.10/hr., Substitute School Bus Aide, at a rate of \$10.55/hr., effective September 9, 2013

approve Dolores Duran, Part-Time School Bus Aide, a stipend of \$4658.09, less any days not worked, non-pensionable effective September 13, 2013.

Schools

accept the written resignation of Carissa Lauyer, Part-Time Teacher Assistant, effective August 13, 2013

approve Kimberly Glucksman, School Psychologist, at an annual salary of \$42,000 (prorated), effective September 16, 2013

approve Personal Assistant, to be determined, at an hourly rate not to exceed \$17.73

approve Gina Dawson, School Social Worker, at an annual salary of \$50,000 (prorated), effective October 14, 2013

approve Chad Foster, Substitute Bus Monitor, at a rate of \$10.55/hr., non-pensionable, effective October 1, 2013

approve Michael Burgoyne, Substitute Bus Monitor, at a rate of \$10.55/hr., non-pensionable, effective October 1, 2013

Technology

terminate Kenneth Szymonowicz, Network Technician, effective September 13, 2013, for job abandonment, causing his voluntary resignation

increase weekly hours for Edward Ulmer, Part-Time Network Administration and Systems Support Technician, not to exceed 40 hours per week, effective September 1, 2013 through December 30, 2013

Department of School Services

approve Sandy Ghanim, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr. To be annualized based on district calendar, effective September 1, 2013

approve Patricia Palmer, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., to be annualized based on district calendar, effective September 1, 2013

approve Bryan Schultz, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., to be annualized based on district calendar, effective September 19, 2013

approve Magdalena Wojtowicz, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., to be annualized based on district calendar, effective September 25, 2013

Adult Basic Education

approve revised salary for Sandra Pettesch, ABE Teacher, at an annual rate of \$13,280.40, effective September 1, 2013

H PROFESSIONAL DEVELOPMENT

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
(4) Bus Drivers / (1) Aide	CPR/AED Certification	9/4/2013	\$60/each
Payroll Administrator	Systems 3000 - Quarterly Reports	9/25/2013	Free
CST Supervisor	Executive Dysfunction	10/3/2013	\$199.99
Teacher	Get Wet on the River	10/4/2013	\$20
(2) School Administrators	Curriculum Coordinators Meeting	10/16/2013	Free
Superintendent	Curriculum Coordinators Meeting	10/16/2013	Free
Technology Manager	Curriculum Coordinators Meeting	10/16/2013	Free
School Counselor	The Blending of Virtual World & Augmented	10/28/2013	Free
CST Supervisor	Cyberbullying Training	10/28/2013	Free
Facilities Manager	Asbestos Operations & Maintenance Refresher	11/1/2013	\$175
(3) AA Officer	Affirmative Action Officer Training	12/6/2013	\$20/each
Superintendent and SBA	NJSBA Convention in Atlantic City	10/22/13 to10/24/13	\$150/ea.
Non Certified Nurse	Emergency Review Seminar	9/23/13	Free

MOTIONS PASSED UNANIMOUSLY

XII OLD BUSINESS

XIII NEW BUSINESS

A Schools

<u>Enrollment</u>	West Amwell	67
	Tewksbury	32
<u>Back to School Night</u>	West Amwell	Tonight (October 1st at 7 pm)
	Tewksbury	Thursday (October 3rd at 7:30 pm)

B Transportation

West Orange - Routes have had some incidents, however overall is operating smoothly

Glen Gardner - Additional athletic routes and after school runs were picked up, which is helping keep our drivers employed at HCESC

Bus Advertising - not as successful as hoped, so far. Difficult road right now in getting participation in this area

C Co-op Purchasing is advertising existing and new bids

- D Technology
 - Increasing Follet hosting services
 - LinkIT still moving forward
 - MAGIC - software platform for transportation and enrollment. Investigating upgrade, which will require significant investment
- E ABE - successfully moved into new location
- F One-on One budget meetings with program managers

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Dennis Cox visited Bill Moebus and is pleased to announce that he is no longer in pain. Spirits are very high and hopes to get back to a normal routine in the near future.

XV. ADJOURNMENT

William Martin moved, seconded by Tom Bruhl to adjourn the meeting. Since there was not further action to be taken, the meeting adjourned at 5:15 pm

Respectfully submitted by:

Corinne Steinmetz, Board Secretary