

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
April 7, 2015

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 7, 2015

I. OPEN PUBLIC MEETING STATEMENT

This meeting is being held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and that adequate notice has been published in The Hunterdon County Democrat and The Courier-News. This notice is also posted in the Board Office and a copy has been sent to the county office

II. ROLL CALL

BOARD MEMBERS

| | |
|--|---|
| Beth Kelly (ALEXANDRIA) - NEW | Donna Herbel (KINGWOOD)-NEW |
| William Martin (DEL-VAL REG) | Marlene Baldinger / Alt: Dr. Robert Sutter (LEBANON BORO)-NEW |
| Charles Miller (E AMWELL) - PRESIDENT | Teresa Kane (MILFORD) |
| Greg Nolan (FLEMINGTON RARITAN REG) | Cheryl Filler (READINGTON) |
| Dr. Kimberly Metz (HUNTERDON POLYTECH) | |

ADMINISTRATION / STAFF PRESENT

| | |
|---------------------------------|--------------------------------------|
| Marie B. Kisch (SUPERINTENDENT) | Corinne Steinmetz (SCHOOL BUS ADMIN) |
|---------------------------------|--------------------------------------|

III. CALL TO ORDER

At **4:19 pm** in the HCESC ABE building at 200 Main Street, Flemington, **Board President Charles Miller** called the meeting to order.

Greg Nolan moved, seconded by William Martin to approve the agenda with added agenda items

MOTION APPROVED UNANIMOUSLY

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

A PROGRAM PRESENTATION - ADULT BASIC EDUCATION - Fran Leddy

V. APPROVAL OF MINUTES

A Donna Herbel moved, seconded by Greg Nolan to approve the minutes of the March 10, 2015 Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION APPROVED with Cheryl Filler abstaining

VI. FINANCIAL REPORTS

William Martin moved, seconded by Kim Metz to:

A approve the line item transfers and budget appropriations for the period of March 2015 (Adj #175203)

B approve the unaudited March 2015 Board Secretary Report

MOTIONS APPROVED UNANIMOUSLY

VII. LIST OF BILLS

A Bill Martin moved, seconded by Beth Kelly to approve the following list of bills:

| | | | |
|---|------------------------|-----------------------|--------------------|
| 1 | March 2015 | \$947,220.56 | Payroll |
| 2 | April 2015 | \$18,351.25 | Consultant |
| 3 | March 2015 | \$4,807.49 | Hand checks |
| 4 | April 2015 LOB | \$381,185.89 | Computer Generated |
| 5 | April 2015 LOB (ADDED) | \$7,588.21 | Computer Generated |
| | | <u>\$1,359,153.40</u> | |

MOTION APPROVED UNANIMOUSLY

VIII **CORRESPONDENCE, presented by Charles Miller**

- A NJ.COM Article - ESC Eyeing Former Hunterdon Learning Center Location for New School
- B March 2015 Teacher Assistant Newsletter
- C 2014 Cooperative Purchasing Program Savings Summary

| IX COMMITTEE MEETINGS | <u>Next Mtg.</u> | <u>Next Mtg.</u> | <u>Location</u> |
|---------------------------------------|------------------|------------------|-----------------|
| | <u>Date</u> | <u>Time</u> | |
| A Building and Grounds, did not meet | 4/20/2015 | 4:00 PM | Tewksbury |
| B Programs and Services, did not meet | TBD | TBD | Flemington |
| C Public Relations, did not meet | TBD | TBD | Flemington |
| D Policy, did not meet | 4/20/2015 | 3:00 PM | Tewksbury |
| E Personnel, did not meet | 4/16/2015 | 4:30 PM | Flemington |
| F Finance, did not meet | 4/16/2015 | 3:00 PM | Flemington |
| G Executive, April 2, 2015 | 4/30/2015 | 4:00 PM | Tewksbury |

X **SUPERINTENDENT'S REPORT**

DISCUSSION:

Closing on the purchase of Hoffman campus next Tuesday, 4/14/15

Move to Hoffman Crossing is planned for on or before September 2015

Purchase agreement for the sale of Tewksbury property was received. Closing is expected June 2015 with the ability to remain at Tewksbury campus through September 2015

Open House at Hoffman Crossing will be held in the next few months.

Graduation is scheduled for June 17th & June 18th

Trenton meeting resulted in an interest of a number of special education slots and providing out of district evaluations

A **ADMINISTRATION**

Cheryl Filler moved, seconded by Kim Metz to:

- 1 contract with USA Architects, Planners and Interior Designers, PA for Architectural and Engineering services necessary for the completion of renovations to Hoffman Crossing property up to \$18,000.00, effective April 8, 2015

DISCUSSION: Marie Kisch explained USA Architects is the architect of record. In addition there RFP response came in low

- 2 approve Interlocal Agreement with Union Township School District to provide School Business Administrative Services at a rate of \$500.00 per day, effective March 31, 2015 through June 30, 2015,
- 3 authorize administration to award Telecommunication and Internet contracts to the lowest, responsible respondent as per eRate rules and regulations
- 4 approve the 2015 - 2016 12 Month Staff Calendar
- 5 approve the Hunterdon County ESC participation in the Bergen County Cooperative Pricing System for the purchase of goods and service, as needed:

Whereas, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

Whereas, the County of Bergen, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods or services; and

Whereas, on April 7, 2015, the governing body of the Hunterdon County Educational Services Commission, County of Hunterdon, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

Now, therefore, be it resolved as follows:

TITLE

This resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Hunterdon County Educational Services Commission.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

MOTIONS APPROVED UNANIMOUSLY

Cheryl Filler moved, seconded by William Martin to approve action items XB & XC to:

B SCHOOLS

- 1 approve the 2015 - 2016 School Calendar

C DEPARTMENT OF SCHOOL SERVICES

- 1 approve the Hunterdon County ESC as a testing site for the ParaPro Praxis Assessment, as per the guidelines of Educational Testing Service (ETS), with a proctor fee of \$40.00 per student per assessment, in addition to the cost of the test, effective April 8, 2015

DISCUSSION: Requirements under NCLB to become HQ. Initially for our own staff, however outside individuals interested. Assessment of reading & writing skills. ABE Flemington will be location

- 2 provide Child Study Team Services to Somerset Hills School District, as needed, at Board approved rates, effective March 23, 2015 through June 30, 2015
- 3 contract with Adina Block, School Psychologist Consultant, for NonPublic/Public/Charter School Services, at Board approved rates, as needed, as assigned, effective April 8, 2015, pending successful completion of required documentation
- 4 contract with the following Elementary Teacher Consultants, to provide additional services at Immaculate Conception School, Clinton Township, in an after school program, at a rate of \$60/hr., effective March 31, 2015 through June 12, 2015:

Irene Howard - not to exceed 3 hr./week

Theresa Craig - not to exceed 2 hr./week

Jacqueline Martoccia - not to exceed 2 hr./week

MOTIONS APPROVED UNANIMOUSLY

D PURCHASING

Beth Kelly moved, seconded by Cheryl Filler to:

- 1 rescind the acceptance of Bergen County of as a member (293) of the HCESC Purchasing Cooperative

DISCUSSION: Corinne Steinmetz explained Bergen County is not a loss of member, rather correction of duplication

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

| <u>#</u> | <u>DISTRICT</u> |
|----------|--------------------------------------|
| 293 | Bridgeton Public Charter School |
| 300 | Margate City Board of Education |
| 301 | Borough of Little Ferry |
| 302 | Deptford Township Board of Education |
| 303 | Jamesburg Board of Education |
| 304 | City of Asbury Park |

- 3 award the Interactive Technology for Classrooms & Meeting Rooms Bid #171 to Tele-Measurements, Inc., effective April 9, 2015 through April 8, 2016
- 4 renew the Commercial Floor Covering & Installation Bid #160, effective July 1, 2015 through June 30, 2016 with Commercial Interiors Direct, with no changes
- 5 renew the 16 (Type A) and 24 (Type B) Passenger Bus Bid #Trans 13-04 with HA DeHart, effective May 7, 2015 through May 6, 2016; increase not to exceed current price index
- 6 renew the 54 (Type C) Passenger Bus Bid #Trans 13-06 with HA DeHart, effective August 1, 2015 through July 31, 2016; increase not to exceed current price index
- 7 authorized Administration to award the LED Lighting Supplies & Equipment Bid #172, effective April 20, 2015 through April 19, 2017.

DISCUSSION: LED bid will be beneficial with the renovations needed at Hoffman Crossing and provides additional purchase option for member districts

MOTIONS PASSED UNANIMOUSLY

E LEASE PURCHASING - NONE

F TRANSPORTATION

William Martin moved, seconded by Kim Metz to:

- 1 approve Coordinated Transportation, effective July 1, 2015 - June 30, 2016, for the following:

| | | | |
|--|---|---|--|
| Alexandria BOE | Bethlehem BOE | Bloomsbury BOE | Branchburg Township |
| 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 |
| 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 |
| Somerset County ESC | 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 | Central Regional School District | Lenape Regional High School District | Ocean Township BOE |

- 2 award the sale of vehicles for TRANS 15-01, as follows:

| Unit # | Year | Brand/Chassis, Style, Model | # pass | VIN | AWARD TO | AMOUNT |
|--------|------|-------------------------------|--------|-------|----------------------|------------|
| 469 | 2003 | Girardin/GM, SRW, Van | 16 | 89658 | Limo Svc. Of BP Corp | \$2,000.00 |
| 50 | 2004 | BlueBird Vision, Conventional | 54 | 15163 | REBID | |
| 51 | 2004 | BlueBird Vision, Conventional | 54 | 15164 | REBID | |
| 52 | 2004 | BlueBird Vision, Conventional | 54 | 15162 | REBID | |
| 4 | 2005 | BlueBird Vision, Conventional | 54 | 26608 | REBID | |
| 512 | 2005 | BlueBird Vision, Conventional | 54 | 26612 | REBID | |
| V-26 | 1999 | Girardin/GM, Wheelchair Van | 14&WC | 39128 | REBID | |

3 award the sale of vehicles for TRANS 15-02, as follows:

| Unit # | Year | Brand/Chassis, Style, Model | # pass | VIN | AWARD TO | AMOUNT |
|--------|------|-------------------------------|--------|-------|---------------------------------|--------------|
| 4 | 2005 | BlueBird Vision, Conventional | 54 | 26608 | Michael A. Loori Transportation | \$ 12,400.00 |
| 512 | 2005 | BlueBird Vision, Conventional | 54 | 26612 | Michael A. Loori Transportation | \$ 12,600.00 |
| 50 | 2004 | BlueBird Vision, Conventional | 54 | 15163 | NEGOTIATE | N/A |
| 51 | 2004 | BlueBird Vision, Conventional | 54 | 15164 | NEGOTIATE | N/A |
| 52 | 2004 | BlueBird Vision, Conventional | 54 | 15162 | NEGOTIATE | N/A |
| V-26 | 1999 | Girardin/GM, Wheelchair Van | 14&WC | 39128 | NEGOTIATE | N/A |

4 purchase transportation vehicles for the 2015-16 Budget year, as described below:

| Qty | LOC | DESCRIPTION | VENDOR | PRICE | TOTAL | BID # |
|-----|-----|-------------------------------|-----------|--------------|---------------|---------------------------|
| 2 | GG | 2016 Thomas 54 Passenger Bus | HA DeHart | \$88,171.59 | \$ 176,343.18 | HCESC Bus Bid TRANS#13-05 |
| 3 | GG | 2016 Thomas 16 Passenger Vans | HA DeHart | \$ 50,312.17 | \$ 150,936.51 | HCESC Bus Bid TRANS#13-04 |

DISCUSSION: Vehicles purchased will come out of next year's budget, however motion will allow us to secure the vehicles now.

- 5 authorize administration to advertise for Lease Purchase for (5) 2016 Thomas vehicles in the amount of \$327,280.00
- 6 provide CDL Training for "S" endorsement to Ademan Garezarck for a fee of \$300.00, effective March 23, 2015
- 7 provide CDL Training for "S" endorsement to Christopher Eaves for a fee of \$300.00, effective April 6, 2015
- 8 renew 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
- 9 approve School Bus Advertising of Robert Wood Johnson (RWJ), through HCESC's contract with EIRC for School Bus Advertising, for a period of 12 months on twelve (12) HCESC buses for revenue share of \$2,788.50

DISCUSSION: Marie Kisch explained that last year's Bus Advertising was very new, however it is now becoming a growing trend. We are expanding our advertising to an additional 12 buses. Discounted fees offered to RWJ, as negotiated through EIRC. EIRC handles solicitation and agreement with advertisers, HCESC earns 65% of revenue

MOTIONS PASSED UNANIMOUSLY

G PERSONNEL

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

- 1 approve the Personnel Coordinator job description (New)
- 2 approve the Employee Benefits Administrator job description (New)
- 3 approve the Bus Sales Coordinator job description (Revised)

DISCUSSION: Job Descriptions are part of reorganization. Close to 400 employees, majority outside ESC buildings/facilities. Dedicated person needed to help with employee orientation and integration with organization. Benefit Administrator will continue with the Asst. to the SBA

4 Appointments

approve the following appointment(s):

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Rate/Salary</u> | <u>Effective</u> |
|-----------------|--|--------------------------|--------------------|------------------|
| Lloyd Parkes | Part-Time Bus Driver | West Orange | \$15.25/hr. | 3/24/2015 |
| Lisa Lieto | Part-Time Teacher Assistant (Temporary) | Holland | \$15.55/hr. | 4/6/2015 |
| James Disch | Substitute Custodian | West Amwell/Tewksbury | \$12.00/hr. | 3/15/2015 |
| Nicole Barbella | Part-Time Custodian | West Amwell | \$12.50/hr. | 4/2/2015 |
| Tonya Flowers | Part-Time School Business Administrator | Outside Districts | \$250/day | 4/13/2015* |

**pending completion of employment paperwork including fingerprinting*

5 Leaves of Absence (LOA)

approve the following leaves of absence, pending receipt of required documentation:

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Reason</u> | <u>Effective</u> |
|---------------------|-----------------------------|------------------------|------------------------|-----------------------------------|
| Latarshia Kimbrough | Part-Time Bus Driver | West Orange | LOA - Medical | 3/11/15 - 3/20/15 |
| Kathleen Breuer | Part-Time Teacher Assistant | Flem/Rar - Copper Hill | LOA | 3/23/15 - 5/1/15 (approx.) |
| Jamie Ozemko | Part-Time Teacher Assistant | PolyTech | LOA - Medical | 5/22/15 - 6/30/15 (approx.) |
| Maria Duran | Teacher | West Amwell | FMLA - Intermittent | 4/15/2015* |

**pending completion of employment paperwork including fingerprinting*

6 Resignations / Retirements / Terminations

approve the resignation(s), retirement(s) and termination(s) of the following staff according to the effective date and reason shown:

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Reason</u> | <u>Effective</u> |
|----------------|-----------------------|-----------------|---------------|------------------|
| Tara Williams | Part-Time Bus Monitor | West Orange | Termination | 3/20/2015 |
| Tyhesa Nesmith | Part-Time Bus Monitor | West Orange | Resignation | 4/10/2015 |

7 approve \$566.10 stipend to Christopher Wonsor, Part-Time Teacher Assistant, for chaperoning two night Camp Bernie student trip in May 2015

8 approve \$2,160.00 stipend to Maria Menendez, ABE Instructional Aide, for weekly cleaning services at Adult Basic Education

9 rescind the resignation of Angela Heath, Part-Time Bus Monitor, effective April 3, 2015, approved at the March 10, 2015 Board of Directors Meeting

MOTIONS PASSED UNANIMOUSLY

H PROFESSIONAL DEVELOPMENT

Cheryl Filler moved, seconded by Kim Metz to:

- 1 approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

| <u>Position</u> | <u>Workshop</u> | <u>Date</u> | <u>Cost</u> |
|---------------------------------------|--|------------------------|---------------------------|
| Superintendent | Evaluating Everyone Else...Key Issues Related to Non-Certificated Staff | 4/17/2015 | \$150.00 |
| Superintendent Technology Director | Google Apps for Education - Administrator's Guide to Transition | 4/20/15 | \$149/each |
| Speech & Language Specialist | Preschoolers & Autism - Keeping Calm When They Carry On | 4/28/15 | \$199.00 |
| Superintendent | NJASA Spring Conference | 5/13/2015 - 5/15/15 | \$475 + approved hotel |

MOTION PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

Marie Kisch informed Board of a bus accident during the last snow storm. Driver lost control of vehicle and ran into a tree. No students were on the bus, driver went to hospital, but was released and is doing well. Vehicle damage is estimated at approx. \$600.00,

XIII NEW BUSINESS

- A Board Orientation - 3pm on May 5, 2015 (before board meeting)
 - Services/Programs
 - Gov't Structure
- B ESC Charter expansion

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XI EXECUTIVE SESSION

At 4:55 pm Cheryl Filler moved, seconded by Kim Metz 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 **NEGOTIATION & LEGAL** discussions until such time as the subject no longer defeats the purpose of the executive session, at which time action may be taken.

MOTION PASSED UNANIMOUSLY

5:08 Teresa Kane leaves

5:10 Return to Public Session

Cheryl Filler moved, seconded by Kim Metz to approve purchase sale agreement for the sale of Tewksbury campus

MOTION PASSED UNANIMOUSLY

XV ADJOURNMENT

William Martin moved, seconded by Cheryl Filler to adjourn the meeting. Since there was no further business to discuss the meeting was adjourned at 5:13 pm

Respectfully submitted by:

Corinne Steinmetz, SBA