

HUNTERDON COUNTY EDUCATIONAL SERVICE COMMISSION
May 5, 2015

EXECUTIVE COMMITTEE MINUTES

I. **OPEN PUBLIC MEETING STATEMENT**

II. **ROLL CALL**

BOARD MEMBERS

Charles Miller (E AMWELL) - PRESIDENT

Greg Nolan (FLEMINGTON RARITAN REG)

Tom Bruhl (DELAWARE) - VICE PRESIDENT

Donna Herbel (KINGWOOD)

William Martin (DEL-VAL REG)

Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

GUESTS

Maria Chimbay

Salvatore Castanza (UNION REPRESENTATIVE)

Translator for Maria Chimbay

III. **CALL TO ORDER**

At **4:30 pm** in the HCESC ABE building at 200 Main Street, Flemington, **Board President Charles Miller** called the meeting to order.

IV **CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE**

At 4:32 pm Greg Nolan moved, seconded by Cheryl Filler to approve the agenda

MOTION PASSED

EXECUTIVE TO HEAR GRIEVANCE

At 4:32 pm Greg Nolan moved, seconded by Cheryl Filler to enter into executive session

Salvatore Castanza, Maria Chimbay and her representative leave

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 **Grievance Hearing** 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

At 4:54 Executive Committee returned to Public Session

Salvatore Castanza, Maria Chimbay and her representative return to the meeting

Cheryl Filler moved, seconded by Greg Nolan to deny appeal of Maria Chimbay

MOTION PASSED

Discussion: Charles Miller, President thanked Mr. Castanza and Ms. Chimbay for their time. He informed them that the Board considered the request and the safety of the students and service to districts needed to be considered in the decision.

4:58 pm, Salvatore Castanza, Maria Chimbay and her representative leave

SUPERINTENDENT REPORT

Marie Kisch reported:

Closing Hoffman Crossing property

ESC charter expansion for consideration - HCESC currently provides services in all NJ counties

Deposit received on sale of Sawmill - anticipate closing June 30th, inspections are underway

HCESC School Graduations will be announced shortly

Summer School - (2) Remedial programs

Charles Miller discussed member withdraw of Hamilton, no students and no need to be a member to continue to take advantage of HCESC Services

William Martin moved, seconded by Cheryl Filler to approve all action items to:

V **APPROVAL OF MINUTES**

- A approve the minutes of the April 7, 2015 Board of Directors meeting, respectfully submitted by the Board Secretary

VI **FINANCIAL REPORTS**

- A approve the line item transfers and budget appropriations for the period of April 2015 (Adj #204 - 232)
- B approve the unaudited Board Secretary Report for April 2015

VII **LIST OF BILLS**

A approve the following list of bills:		
1 April 2015	\$934,543.68	Payroll
2 April 2015	\$827,752.05	Hand checks
3 May 2015 LOB	\$343,120.54	Computer Generated
4 MAY 2015 ADDED LOB	\$28,297.74	Computer Generated
	\$2,133,714.01	

VIII **CORRESPONDENCE**

- A Letter from James Gabrieli, New Jersey Schools Insurance Group
- B Letter from Stephen Williams, New Jersey Schools Insurance Group
- C Email Communication from NJDOE on behalf of the State Board of Education re: HCESC services
- D April 2015 Paraprofessional Monthly Newsletter

IX **COMMITTEE MEETINGS**

- A Building and Grounds, April 28, 2015
- B Programs and Services, did not meet
- C Public Relations, did not meet
- D Policy, April 28, 2015
- E Personnel, April 30, 2015
- F Finance, April 30, 2015
- G Executive, April 30, 2015

X **POLICY**

- A approve the first reading of the following policies:
 - 1 Policy 4115 Supervision (Revision)
 - 2 Policy 4141.21 Administering Medication (New)
 - 3 Policy 6145.1/6145.2 Intramural Competition; Interscholastic Competition (Revision)

XI **SUPERINTENDENT'S REPORT**

A **ADMINISTRATION**

- 1 extend Interlocal Agreement with Hunterdon County Polytech to provide School Business Administrative Services at a rate of \$500.00 per day, effective May 1, 2015 through June 30, 2015, as approved at the March 10, 2015 Board of Directors Meeting
- 2 approve the request of Hamilton Township Board of Education to withdraw from the Hunterdon County Educational Services Commission Representative Assembly, effective February 25, 2015
- 3 Approve David Lutzky, Affirmative Action Officer, effective April 8, 2015

B **SCHOOLS**

- 1 purchase Genesis Student Information Software System, expenditure of out of the 2015- 2016 budget, at an annual cost of \$7500.00, plus a one-time set-up fee of \$1500.00
- 2 operate the following Summer School Programs:

	PROGRAM	LOCATION	DATES
A	Extended School Year	ESC at West Amwell	7/6/15 - 8/14/15
B	Remedial Summer School	Franklin High School	7/6/15 - 7/31/15
	\$350 / 5 credit course	(Grades 7 - 12)	
C	Remedial Summer School	North Hunterdon High School	6/22/15 - 7/23/15
	\$375 / 5 credit course	(Grades 9 - 12)	No class on Fridays

- 3 select Concord Engineering, lowest respondent of quotes, as the energy audit provider for the Local Government Energy Audit (LGEA) program, cost to be paid for by LGEA

VENDOR	RATE	HOURS	HRLY RATE
Concord Engineering	\$ 7,800.00	77	\$ 101.30
CHA Engineering	\$ 7,300.00	66	\$ 110.61

C DEPARTMENT OF SCHOOL SERVICES

D PURCHASING

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

#	DISTRICT
305	Clayton Board of Education
306	Salem County Vocational Technical School District
307	Salem County Special Services School District

- 2 authorize Administration to award the Technology Installation & Integration RFP# 15/16-Tech-01, effective May 13, 2015 through May 12, 2016

- 3 extend the following bids, with no changes, from July 1, 2015 to November 1, 2015:

<u>SER-07B - Electrical Services</u>	<u>SER-07E - Painting Services</u>	<u>SER-07F - General Construction Repairs & Carpentry</u>
A& K Contracting	KBD	KBD
Oak Ridge Electric		

E LEASE PURCHASING

F TRANSPORTATION

- 1 provide CDL Training and "P" and "S" endorsement to Robert Meissner, waiving the fee due to immediate need, effective April 14, 2015

- 2 approve Vehicle Sale Agreement to sell the below list of buses to Heavy Equipment Sales (2) 2004 BlueBird Vision, Conventional, 54 passenger, as negotiated, total amount of \$20,002.00, per 18A:18A-5c:

UNIT #	LOCATION	VIN	AMOUNT
50	Glen Gardner	1BAKFCKH44F215163	\$10,001.00
52	Glen Gardner	1BAKFCKH24F215162	\$10,001.00

- 3 approve Vehicle Sale Agreement to sell the below list of buses to BelovEd (3) 2004 BlueBird TC/2000, Front Engine, 54 passenger, as negotiated, total amount of \$39,000, per 18A:18A-5b:

UNIT #	LOCATION	VIN	AMOUNT
324	West Orange	1BAACGPA44F213076	\$13,000.00
325	West Orange	1BAACGPA04F213074	\$13,000.00
327	West Orange	1BAACGPA74F212777	\$13,000.00

- 4 approve Vehicle Sale Agreement to sell the below list of buses to BelovEd (2) 2002 BlueBird TC/2000, Front Engine, 54 passenger, as negotiated, total amount of \$18,000.00, per 18A:18A-5b:

UNIT #	LOCATION	VIN	AMOUNT
350	West Orange	1BAACGPA12F202873	\$9,000.00
359	West Orange	1BAACGPA02F202881	\$9,000.00

- 5 increase procurement of Goods & Services for 2014 - 2015 School Year, through State Agencies under State Contract, as follows:

Vendor	Contract #	From	To	Increase	Items
Clinton Napa Auto Parts	73759	\$20,000.00	\$30,000.00	\$10,000.00	Bus Parts

- 6 extend agreement with Mid Atlantic Mobile Drug Testing, as the lowest responsible quote, effective February 1, 2015 through June 30, 2015, at the following rates

<u>MOBILE TESTING RATES</u>	<u>FEES</u>
Drug Testing	\$60.00 per test
Alcohol Testing	\$35.00 per test
Waiting Fee	NONE
Contract/Annual Fee	NONE

G EXECUTIVE SESSION - TABLED

H **PERSONNEL**

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

1 **Appointments**

approve the following appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Allan Conover	Part-Time Teacher Assistant	Franklin	\$15.55/hr.	4/17/2015
Fedson Lovaincy	Part-Time Bus Driver	West Orange	\$15.25/hr.	4/20/2015
Travis Miles	Temporary Maintenance	Hoffman's Crossing	\$15.00/hr.	4/29/2015
Christopher Smyth	Part-Time Teacher Assistant	West Amwell	\$15.55/hr.	TBD*

**pending completion of employment paperwork including fingerprinting*

2 **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>
Theresa Calabrese	Part-Time Teacher Assistant	F/R - Barley Sheaf	LOA - Medical	5/5/15 - 5/22/15*

extend 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>
Daris Bennett	Part-Time Bus Driver	West Orange	LOA - Medical	5/1/15 - 6/30/15

**pending completion of required paperwork*

3 **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>
Maria Chimbay	Part-Time Bus Driver	West Orange	Termination	4/7/2014
Dorothy Davidson	Part-Time Teacher Assistant	Franklin	Termination	4/14/2015
Daniel Battaglia	Part-Time Teacher Assistant	West Amwell	Resignation	4/17/2015
Kathleen Ahlering	Technician Level II	Technology	Termination	5/13/2015

4 approve 2015 - 2016 Certified Staff

5 approve the following staff for the 2015 Extended School Year at Flemington-Raritan School District, at a rate of \$17.00 hr., not to exceed 4.5 hr./day effective July 1, 2015 through July 31, 2015:

Pam Barrick	Peggy Bond	Kristine Bryer	Theresa Calabrese
Andrea Coleman	Laurie Fennemen	Marian Gaestel	Jenna Godwin
Debra Hager	Janice Hilgen	JoAnn Kernan	Jacqueline Larsen
Heather Lewis	Gary Linnemeyer	Kaitlin McDonough	Brenda McKnight
Grete Meiners	Chris Mitcheltree	Bernadette Neuhauser	Nancy Parker
Halina Piascik	Kathleen Plichta	Michael Santagata	Domenica Saunders
Irene Silvestri	Harmony Stryker	Karen Traynor	Mary Vanacore
	Carolyn VandeGiessen	Karen Wheatley	

6 approve the following staff for the 2015 Franklin (S) Summer School Program, not to exceed 6.25 hr./day, effective July 6, 2015 through July 31, 2015:

Joseph Myatt \$33/hr.	Erna Zgorzynski \$33/hr.	Lesley Dignazio \$33/hr.	Lauren Phillips \$33/hr.
Daniel Mayer \$35/hr.	Michelle Grandjean \$33/hr.	Nessa Madison \$33/hr.	Jeffrey Donaldson \$33/hr.
	Michael Ciardi \$33/hr.	Kailynn Barbour \$33/hr.	Diana Rossani \$33/hr.

7 approve David Lutzky, Counselor, for the 2015 Franklin (S) Summer School Program, at a rate of \$200.00 per diem, 7 hr./day, not to exceed 30 days, effective June 29, 2015 through August 31, 2015

8 authorize administration to hire up to 10 temporary workers for facility projects at an hourly rate between \$12.00 - \$20.00 per hour, based upon assignment and qualifications, effective May 6, 2015 through September 30, 2015.

H **BENEFITS**

- 1 approve Medical and Prescription Benefit plan for the 2015-2016 school year with Horizon Blue Cross Blue Shield of New Jersey. Whereas plan details reflect 9.5% increase over 2014-2015 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

	Horizon POS Monthly
Single	\$583.03
Parent/Child(ren)	\$1,039.58
Employee/Spouse	\$1,380.54
Family	\$1,865.58

Employees eligible 7/1/2013 or after

	Horizon MyWayHSA-DA
Single	\$550.50

- 2 approve employee paid buy up option as follows:

Employees eligible on or before 6/30/2013

	Horizon POS Monthly Premium	Horizon DA Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$583.03	\$761.96	\$ 178.93
Parent/Child(ren)	\$1,039.58	\$1,359.10	\$ 319.52
Employee/Spouse	\$1,380.54	\$1,806.84	\$ 426.30
Family	\$1,865.58	\$2,441.66	\$ 576.08

Employees eligible 7/1/2013 or after

	Horizon MyWayHSA-DA (High Deductible) Monthly Premium	Horizon MyWayHSA- DA (High Deductible)	ADDITIONAL Monthly Cost to Employee
Single	\$550.50		
Parent/Child(ren)		\$984.76	\$434.26
Employee/Spouse		\$1,319.62	\$769.12
Family		\$1,783.28	\$1,232.78

	Horizon MyWayHSA-DA (High Deductible) Monthly Premium	Horizon POS Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$550.50	\$583.03	\$32.53
Parent/Child(ren)		\$1,039.58	\$489.08
Employee/Spouse		\$1,380.54	\$830.04
Family		\$1,865.58	\$1,315.08

	Horizon MyWayHSA-DA (High Deductible) Monthly Premium	Horizon DA Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$550.50	\$761.96	\$211.46
Parent/Child(ren)		\$1,359.10	\$808.60
Employee/Spouse		\$1,806.84	\$1,256.34
Family		\$2,441.66	\$1,891.16

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

I PROFESSIONAL DEVELOPMENT

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>
CST Supervisor	2015 Equal Justice Conference	4/30/2015	\$20.00
Affirmative Action Officer	Investigating Discrimination Claims	5/6/15	\$150.00

MOTIONS PASSED, to be ratified by Board

EXECUTIVE SESSION

At 5:05 pm Teresa Kane moved, seconded by Cheryl Filler 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 until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

At 5:20 pm the Executive Committee returned to Public Session

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

- 1 Professional Development School Program at Centenary College
- 2 Financial Projection 2014-15
 - a Breakeven at Year-end projected
 - b A number of 1 time expenses
 - c Unanticipated facility expenses
 - d Internal investment to provide resources, professional development, focus on quality of what we do
 - e West Amwell ESC School - 3rd year of focus on strengthening new population (alternative vs. special education). Focus on adjusting programming to strengthen behavior.

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XV ADJOURNMENT

Greg Nolan moved, seconded by Cheryl Filler to adjourn the meeting. Since there was no further business to discuss the meeting was adjourned at 5:28 pm