

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
October 7, 2014
AGENDA

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, October 7, 2014 at 4:15 pm

I. OPEN PUBLIC MEETING STATEMENT

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

II. ROLL CALL

III. CALL TO ORDER

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

V. 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 AND LEGAL discussions **related to grievance hearing** until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

VI. APPROVAL OF MINUTES

- A Motion to approve the minutes of the **August 26, 2014 Board of Directors** meeting, respectfully submitted by the Board Secretary. (ATTACHMENT)
- B Motion to approve the minutes of the **August 26, 2014 Executive Session** meeting, respectfully submitted by the Board Secretary. (ATTACHMENT)
- C Motion to ratify approval at the **August 26, 2014 Board of Directors meeting** to increase the salary of Marie B. Kisch, Superintendent to \$130,000.00 for the 2014-15 year, effective July 1, 2014
- D Motion to ratify the minutes of the **September 3, 2014 Executive Committee** meeting, respectfully submitted by the Board Secretary. (ATTACHMENT)
- E Motion to ratify **September 18, 2014 Executive Committee** approval to submit 2014 Online School HIB Self-Assessment (ATTACHMENT)

VII. FINANCIAL REPORTS

- A Motion to approve the line item transfers and budget appropriations for the period of **July 2014** (ATTACHMENT)
- B Motion to approve the line item transfers and budget appropriations for the period of **August 2014** (ATTACHMENT)
- C Motion to approve the line item transfers and budget appropriations for the period of **September 2014** (ATTACHMENT)
- D Motion to approve the unaudited July 2014 Board Secretary Report (ATTACHMENT)
- E Motion to approve the unaudited August 2014 Board Secretary Report (ATTACHMENT)
- F Motion to approve the unaudited September 2014 Board Secretary Report (ATTACHMENT)
- G Motion to increase budget \$77,000.00 to create Lease Purchasing Budget
- H Motion to increase budget \$500,000 for Contracted Transportation Services
- I Motion to accept \$250.00 donation from Hunterdon County Rug Hookers for their use of space at our West Amwell School

VIII LIST OF BILLS

A Motion to approve the following list of bills:

1 August 2014	\$424,005.38	Payroll	(ATTACHMENT)
2 September 2014	\$809,901.29	Payroll	(ATTACHMENT)
3 September 2014	\$1,887.50	Consultant	(ATTACHMENT)
4 August 2014	\$68,690.92	Hand checks	(ATTACHMENT)
5 September 2014	\$182,362.58	Hand checks	(ATTACHMENT)
6 October 7, 2014	\$470,016.36	Computer Generated	(ATTACHMENT)
	<u>\$1,956,864.03</u>		

IX CORRESPONDENCE

A HCESC Co-op Newsletter - August (ATTACHMENT)

IX COMMITTEE MEETINGS

	<u>Next Mtg. Date</u>	<u>Next Mtg. Time</u>	<u>Location</u>
A Building and Grounds, 9/30/14, Verbal Report	10/23/2014	3:00 PM	West Amwell
B Programs and Services, 9/23/14 (ATTACHMENT)	10/22/2014	3:00 PM	Tewksbury
C Public Relations, did not meet	Meet as needed		
D Policy, 9/23/14 (ATTACHMENT)	10/22/2014	4:30 PM	Tewksbury
E Personnel, 10/2/14 (ATTACHMENT)	11/5/2014	3:00 PM	TBD
F Finance , 10/2/14 (ATTACHMENT)	11/5/2014	4:00 PM	TBD
G Executive, 10/2/14 Verbal Report	11/5/2014	5:00 PM	TBD

X POLICY

A Motion to approve the first reading of the following policies:

- 1 Policy 5113 Student Attendance
- 2 Policy 5131.6 Drugs, Alcohol, Steroids, and Tobacco
- 3 Policy 6142.4 Physical Education and Health

XI SUPERINTENDENT'S REPORT

A ADMINISTRATION

- 1 Motion to renew Certificate of Deposit with PNC Bank, valued at \$223,545.83, effective October 8, 2014 through October 7, 2015
- 2 Motion to reject all bids received for Facilities Assessment RFP, as per 18A:18A-22 c. the board decided to abandon the project for provision or performance of the goods or service
- 3 Motion to ratify contract with Creative Inferred Solutions as interim Facility Consultant, at a rate of \$270.00 per day, effective September 3, 2014, as needed until position is filled

B TRANSPORTATION

- 1 Motion contract with Stepping Stone School to service and inspect their school vehicles at a rate of \$75.00 per hour
- 2 Motion to approve 2014-15 Vehicle Rental Agreement to Sussex County Technical School at a rate of \$150.00 per day, per bus as needed with a minimum charge of 10 day per month for any vehcies rented during the 2014-15 school year
- 3 Motion to approve 2014-15 Vehicle Rental Agreement to BelovED Community Charter School at a rate of \$150.00 per day, per bus as needed any vehcies rented during the 2014-15 school year
- 4 Motion to approve 2014-15 Vehicle Rental Agreement to ESC of Morris County at an annual rate of \$1.00 for vehicles needed while we maintain/service repairs for ESC of Morris County vehicles, as agreed.
- 5 Motion to approve Vehicle Sale Agreement to sell the below list of buses to Barker Bus company (5) 2008 Thomas Saf-T-Liner EF, 54 passenger, Transit Style buses, as negotiation, total amount of \$160,000.00, per 18A:18A-5c: (ATTACHMENT)

Unit #	LOCATION	VIN	AMOUNT
304	WEST ORANGE	1T88P4E2281297793	\$32,000.00
305	WEST ORANGE	1T88P4E2481297794	\$32,000.00
306	WEST ORANGE	1T88P4E2981297791	\$32,000.00
307	WEST ORANGE	1T88P4E2081297792	\$32,000.00
308	WEST ORANGE	1T88P4E2781297790	\$32,000.00

6 Motion to approve the purchase of transportation vehicles, as follows:

qty	LOC	DESCRIPTION	VENDOR	PRICE	TOTAL	BID #
2	WO	2015 19 Passenger with 3 wheel- chair position van	H.A. DeHart Son Inc.	\$ 58,675.67	\$ 117,351.34	HCESC BID #TRANS 13-04

7 Motion to award Lease Purchase Agreement to U.S. Bancorp Government Leasing and Finance, Inc., the lowest responsible bidder, for lease purchasing financing, effective September 19, 2014 for (5) five years, as follows:

	TYPE	AMOUNT	US Bankcorp	JP Morgan Chase
Schedule 1:	New Lease	\$ 708,000.00	1.690%	1.771%
Schedule 2:	Refinance	\$ 340,717.70	1.320%	1.771%
Schedule 3:	Refinance	\$ 175,000.00	1.365%	1.771%
Purchase Option			103%	N/A

WHEREAS, the governing body desires to obtain certain equipment (the "Equipment") described in the Equipment Schedule to the Master Tax-Exempt Lease Purchase Agreement (collectively, the "Agreement") with U.S. Bancorp Government Leasing and Finance, Inc. ("Lessor"), the form of which has been available for review by the governing body of Lessee prior to this meeting; and

WHEREAS, the Equipment is essential for the Lessee to perform its governmental functions; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, Lessee proposes to enter into the Agreement with Lessor substantially in the forms presented to this meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

Section 1. It is hereby found and determined that the terms of the Agreement in the forms presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment

Section 2. The Agreement and the acquisition and financing of the Equipment under the terms and conditions as described in the Agreement are hereby approved. The Board Secretary of Lessee and any other officer of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officers who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The Board Secretary of the Lessee and any other officer of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same

Section 3. The proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement

Section 4. Pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code"), Lessee hereby specifically designates the Agreement as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code

8 Motion to approve 2014-15 Coordinated Transportation Services to the following districts:

- a Branchburg Twp.
- b Camden City Public
- c Ocean Twp.

9 Motion to approve Transportation routes as follows:

Glen Gardner Terminal

ADDENDUM

Route #	Destination	Contractor	Daily Rate	Increase	New Rate
1202R	East Amwell School	Snyder Bus	\$138.37	\$22.50	\$160.87
1019R	ESC Academy at Tewksbury	ESC	\$140.00		

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1511T	Yale School	DVR	\$ 325.00
1512T	For Keeps, St. Peters	Ralph Bus	\$ 237.00
1513T	High Bridge Middle	Joy Transport	\$ 265.00
1514T	Somerset Hills	Ralph Bus	\$ 224.00
1515T	Valley View	ESC	\$ 136.00
1516T	Somerset Votec	ESC	\$ 110.00
1517T	Somerset Votec	ESC	\$ 85.00
1518T	Voorhee to Sutton Rd.	ESC	\$ 55.00

West Orange Terminal

Morris ESC - New Contracts

Route #	Destination	Daily Rate	Aide
CS178	Windsor Learning Center	\$ 188.75	\$59.00
CS193	Kings Road School	\$ 189.50	\$59.25

West Orange BOE - Renewal Contract

Route #	Destination	Daily Rate	Aide
Rt. #	Monitor	Schools	Cost
122		HS RS STCL	\$78,904.58
301		HS ED RW	\$78,904.58
302		HS ED RW	\$78,904.58
303		HS RS	\$67,331.91
305		HS GR	\$67,331.91
307		HS RS	\$67,331.91
309		HS ED GR	\$78,904.58
310		HS LIB MTPL	\$78,904.58
311		HS LIB MTPL	\$78,904.58
312		HS ED	\$67,331.91
313		HS RS RW	\$78,904.58
314		HS PD	\$67,331.91
315		HS PD	\$67,331.91
316		HS PD	\$67,331.91
317		HS MTPL	\$67,331.91
318		HS LIB	\$67,331.91
320		HS ED	\$67,331.91
321		HS ED	\$67,331.91
322		HS ED	\$67,331.91
323		HS ED	\$67,331.91
324		HS GR	\$67,331.91
325		HS ED MTPL	\$78,904.58
326		HS MTPL	\$67,331.91
327		HS RS	\$67,331.91
330		HS LIB	\$67,331.91
331		HS LIB	\$67,331.91
332		HS LIB	\$67,331.91
333		HS MTPL	\$67,331.91
334		HS LIB	\$67,331.91

335		HS		STCL		\$67,331.91
336		HS		STCL		\$67,331.91
338		HS		STCL		\$67,331.91
339		HS	LIB			\$67,331.91
340		HS	RS			\$67,331.91
342		HS	ED			\$67,331.91
343		HS		RW		\$67,331.91
350		HS	RS	STCL		\$78,904.58
368		HS		MTPL		\$67,331.91
369		HS		GR		\$67,331.91
244	Monitor			PD	SPEC.ED.	\$61,755.99
452	Monitor			GR SPEC. ED.		\$61,755.99
466	Monitor			GR SPEC. ED.		\$61,755.99
469	Monitor			MTPL SPEC. ED.		\$61,755.99
477	Monitor			GR SPEC. ED.		\$61,755.99
Total						\$3,038,878.47

C SCHOOLS

1 Motion to approve the following 2014-2015 field trips:

African American Museum (Newtonville)	NJ State House/Supreme Court (Trenton)
Battleship Museum and Memorial (Camden)	NJ State Museum/Planetarium (Trenton)
Branchburg Sports Complex	NJ State Police Museum (Trenton)
Bridgewater Sports Arena	Old Barracks Museum (Trenton)
Camden Aquarium	Outdoor adventure Activities Rope course
College of New Jersey (Ewing)	Phillipsburg Mall
Flemington Country Griddle	Raptor Trust (Millington)
Flemington Mall	Raritan Valley Community College (Branchburg)
Flemington ShopRite	Ride For Heart (Pittstown)
Flemington Stop & Shop	Rider University (Lawrenceville)
Frenchtown Roller Rink	Round Valley Recreation Area (Lebanon)
Goodwin Holocaust Museum (Cherry Hill)	Roxey Ballet (Lambertville)
Hacklebarney State Park (Long Valley)	Sarah Dilt's Farm Park (Delaware Township)
International Sports Center in Cherry Hill	Spruce Run Recreation Area (Union Township)
Lakota Wolf Preserve (Columbia)	Terhune Orchards (Princeton)
Liberty Science Center (Jersey City)	Titusville Academy (Hopewell)
Mercer County Community College	Trenton Museum
Mercer County Special Services	Trenton Thunder Stadium
Morris Museum (Morristown)	West Hunterdon Lanes (Frenchtown)

2 Motion to accept 2014-15 REAP Grant award of \$20,000.00

D DEPARTMENT OF SCHOOL SERVICES

- 1 Motion to approve Cheryl Banks, **School Psychologist Consultant**, for nonpublic/public/charter school services, at board approved rates, effective September 22, 2014 pending successful completion of required documents
- 2 Motion to approve providing Supplemental Instruction Services at Immaculate Conception School, Clinton Township, in an after school program, paid through Clinton Township IDEA nonpublic funding, at board approved rates, effective October 8, 2014
- 3 Motion to approve the following **Consultants**, to provide services at Immaculate Conception School, Clinton Township, in an after school program, at a rate of \$60/hr., not to exceed 50 hours (2hr/week), effective October 8, 2014:

Robin Bloom, Teacher	Theresa Craig, Teacher	Anastasia Jones, Teacher
Jackie Martoccia, Teacher	Theresa Monthony, Teacher	

E TECHNOLOGY SERVICES

- 1 Motion to approve Miscellaneous professional Liability insurance with Axis Insurance Company for \$5,040.00, effective September 1, 2014 through August 31, 2015

F ADULT BASIC EDUCATON

G PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
274	Salem County Community College
275	Leap Academy Charter School
276	Moorestown Township Board of Education

- 2 Motion to rescind approval to contract McManimon, Scotland and Baumann (MS&B) as Legal Representation for our Cooperative Pricing Program, approved at our August 26, 2014 Board of Director meeting, due to conflict of interest
- 3 Motion to contract with Busch Law Group LLC for Legal Representation of our Cooperative Pricing Program, at a rate of \$165.00 per hour, effective August 26, 2014 as needed
- 4 Motion to renew #TEC-05 RFP Assessment & Data Management System for Students & Teachers with LinkIt, effective November 1, 2014 through October 31, 2015, with no changes
- 5 Motion to extend the Technology Supplies & Accessories Bid #139-3 from November 7, 2014 to December 19, 2014 with ePlus Technologies
- 6 Motion to award the 2015 8 Passenger Full Size Van Bid #14/15-Trans-1 to DFFLM, LLC T/A Ditschman Flemington Ford Lincoln effective 10/13/14 through 10/12/15, as follows:

Base Bid Price	\$ 24,695.00	Additional options available	15% markup MSRP
Required Options	\$ 2,724.00	Low Height Van (52.8")	\$ (600.00)
<u>Total Bid Price</u>	<u>\$ 27,419.00</u>		

- 7 Motion to award the Gasoline, Diesel & #2 Fuel Oil bid #14/15-02 effective October 8, 2014 through October 7, 2015, as follows:

<u>AWARD</u>	<u>COUNTIES</u>	<u>MARGIN (+)</u>
Allied Oil, LLC	Hunterdon, Somerset, Warren, Essex, Morris, Middlesex, Mercer, Union & Monmouth	
Gasoline (OPIS low posted price – regular/unbranded – Newark)		\$ 0.2497
Diesel - Summer Blend (OPIS low posted price – ULSD Dyed – Newark)		\$ 0.1497
Diesel - Winter Blend (OPIS low posted price – ULSD Dyed – Newark)		\$ 0.1696

<u>AWARD</u>	<u>COUNTIES</u>	<u>MARGIN (+)</u>
Petroleum Traders Corporation	ALL	
#2 Fuel Oil – Heating – (OPIS low posted price - #2 Oil – Newark)		\$ 0.0802

H PERSONNEL

- 1 Motion to approve the following personnel items, as recommended by the Superintendent:

Administration

Motion to approve Qualitative Merit Goal of 2.5% of salary (\$2,920.00) for Corinne Steinmetz to obtain Certified Administrator of School Finance and Operations (SFO), as approved by the Interim Executive County Superintendent (ATTACHMENT)

Adult Basic Education

Motion to accept the written resignation of Ingrid Gray, **Instructor**, effective September 25, 2014

Motion to re-hire Suzanne Baldanza, **Instructor**, at a rate of \$26.85/hr., effective September 29, 2014

Glen Gardner

Motion to approve Laurie Browne, **Part-Time School Bus Driver** a stipend of \$7,667.35 less any days not worked, non pensionable, effective September 5, 2014

Motion to approve Abraham Issa, **Part-Time School Bus Driver**, at an rate of \$17.45/hr., **Part-Time School Bus Monitor**, at a rate of \$10.75/hr., effective September 15, 2014

West Orange

Motion to accept the verbal resignation of Jean Chery, **Part-Time School Bus Driver**, effective August 19, 2014

Motion to accept the written resignation of Martin Newell, **Dispatcher/Driver Trainer**, effective August 28, 2014

Motion to re-hire Maria Chimbay, **Part-Time School Bus Driver**, at a rate of \$18.64/hr., effective September 2, 2014

Motion to approve Jean Francois, **Part-Time School Bus Driver**, at an rate of \$15.25/hr., effective September 4, 2014

Motion to approve the Leave of Absence request of Shurliana Haley, **Part-Time School Bus Driver**, effective September 11, 2014 through September 28, 2014

Motion to approve Falony Lewis, **Part-Time School Bus Driver**, at an rate of \$15.25/hr., effective September 22, 2014

Motion to approve James Parker, **Part-Time School Bus Driver**, at an rate of \$15.25/hr., effective September 22, 2014

Motion to accept the resignation of Juaquita Wilson, **Part-Time School Bus Monitor**, based on failure to report to work on the first day of the 2014 - 2015 school year, effective September 24, 2014

Motion to approve Kesha Rutledge, **Dispatcher**, at an annual rate of \$25,000 (prorated), effective October 16, 2014 through January 15, 2015

Motion to approve Jean Destine, **Part-Time School Bus Driver**, at an rate of \$15.25/hr., effective October 6, 2014

Schools

Motion to approve daily substitute teacher stipend of \$35.00 per day, for current teacher assistants assigned at ESC School West Amwell and ESC Academy, as needed

Motion to approve Enea Brotzman, **Part-Time Teacher Assistant**, at a rate of \$15.55/hr., effective date to be determined, pending successful completion of all new hire requirements

Department of School Services

Motion to approve the FMLA request of Kara Dunlap, **Itinerant Teacher of the Deaf**, effective September 4, 2014 to approximately October 12, 2014

Motion to approve the FMLA request of Elizabeth Knapp, **Speech and Language Specialist**, effective September 2, 2014 to approximately October 31, 2014

Paraprofessionals

Motion to accept the written resignation of Nadine Ciasulli, **Part-Time Off Site Teacher Assistant**, effective August 18, 2014

Motion to approve the FMLA request of Jacqueline Larsen, **Part-Time Off Site Teacher Assistant**, effective September 12, 2014 through October 24, 2014

Motion to approve Milann D'Angelo, **Part-Time Off Site Teacher Assistant**, at an rate of \$17.73/hr., effective September 12, 2014

Motion to approve Rebecca Dietz, **Part-Time Off Site Teacher Assistant**, at an rate of \$17.73/hr., effective September 15, 2014

Motion to terminate Nathan VandeGiessen, **Part-Time Off Site Teacher Assistant**, effective September 17, 2014

Motion to accept the written resignation of Jennifer Truby, **Part-Time Off Site Teacher Assistant**, effective September 18, 2014

Motion to approve the Leave of Absence request of Michael Santagata, **Part-Time Off Site Teacher Assistant**, effective September 29, 2014

Motion to approve Domenica Saunders, **Part-Time Off Site Teacher Assistant**, increase in rate from \$16.42/hr. to \$17.73/hr., effective October 16, 2014, for successful issuance of Certificate of Eligibility with Advanced Standing - Teacher of English as a Second Language

Motion to accept the written resignation of Danielle Astarita, **Part-Time Off Site Teacher Assistant**, effective October 17, 2014

Motion to approve Wendy VanDine, **Part-Time Off Site Teacher Assistant**, at a rate of \$15.55/hr., effective date to be determined, pending successful completion of all new hire requirements

Motion to approve Katherine Loh, **Part-Time Off Site Teacher Assistant**, at a rate of \$15.55/hr., effective date to be determined, pending successful completion of all new hire requirements

Motion to approve Tricia Bertoldo, **Part-Time Off Site Teacher Assistant**, at a rate of \$15.55/hr., effective October 6, 2014

Motion to approve Lisa Conover, **Part-Time Off Site Teacher Assistant**, at a rate of \$17.73/hr., effective date to be determined, pending successful completion of all new hire requirements

Motion to approve Jean Lazauskas, **Part-Time Off Site Teacher Assistant**, at a rate of \$17.73/hr., effective date to be determined, pending successful completion of all new hire requirements

Motion to approve Nydia Peake, **Part-Time Off Site Teacher Assistant**, at a rate of \$17.73/hr., effective date to be determined, pending successful completion of all new hire requirements

I PROFESSIONAL DEVELOPMENT

Motion to approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Director of Transportation	New Laws - CDL & MVC Updates	10/3/14	\$10.00
Coordinator of Transportation	New Laws - CDL & MVC Updates	10/3/14	\$10.00
Superintendent	NJ Smart Training	10/8/14	Free
Human Resource	NJ Smart Training	10/8/14	Free
(4) Off Site Teacher Assistant	Intro to Applied Behavior Analysis and Teaching Verbal Behavior in the Classroom	10/20 - 10/21	Free
Teacher	ATMNJ - Entering a New Century under Common Core Standards and PARCC Assessments	10/23 - 10/24	\$275.00

Director of Department of School Services	Standards-Based IEPs in the CCSS and PARCC Era	10/24/2014	Free
S.B.A./B.S. Superintendent	2014 NJSBA Conference	10/27 - 10/30	Reg \$200/ea Hotel \$297
Teacher	Wilson Reading System Training	11/12 - 11/14	\$450.00
Director of Department of School Services	Is it an IEP, 504 Accomodation Plan or What?	11/24/2014	Free

XIII OLD BUSINESS

XIV NEW BUSINESS

A PROGRAM PRESENTATIONS

- 1 Cooperative Purchasing Program - Doreen Pirozzi, Manager
- 2 ParaProfessional Program - Christina Greaves, Coordinator

XV CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY

XVI ADJOURNMENT