

**REPRESENTATIVE ASSEMBLY MEETING**  
**June 13, 2016**  
**MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Representative Assembly was held at the ESC Academy, 37 Hoffmans Crossing Road, Califon, New Jersey on Monday June 13, 2016

**I. OPEN PUBLIC MEETING STATEMENT**

This meeting was 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 was also posted in the Board Office and a copy was sent to the county office

**II. ROLL CALL**

**BOARD MEMBERS**

Charles Miller (E AMWELL), President

Jennifer Giordano (BEDMINSTER)

Seth Cohen (CLINTON-GLEN GARDNER)

William Martin (DEL-VAL REG)

Dr. Gregory Hobaugh (HIGH BRIDGE)

Dr. Kimberly Metz (HUNTERDON VOCATIONAL) via phone

Marlene Baldinger (LEBANON BORO) via phone

John Melick (NO HUNTERDON/VOORHEES)

Tom Bruhl, Vice President (DELAWARE)

Jason Kornegay (CALIFON)

Kevin Sturges (CLINTON TWP)

Christine Crielly (FRANKLIN - HUNT)

Joseph Somers (HOLLAND)

Donna Herbel (KINWOOD)

Jason Kornegay (LEBANON TWP)

Cheryl Filler (READINGTON) via phone

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (BUSINESS ADMIN)

**III. CALL TO ORDER**

At 4:18 pm at the ESC Academy at 37 Hoffmans Crossing Rd, Califon, Board President, Charles Miller called the meeting to order

**IV. BOARD OF DIRECTORS**

**A Representative Assembly/Board of Directors**

**1 Election of Board President**

Corinne Steinmetz opened the floor for nominations for Board President

Thomas Bruhl moved, seconded by Christine Crielly to nominate Charles Miller as President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board President

**MOTION PASSED electing Charles Miller as Board President, via acclamation**

**2 Election of Board Vice President**

Corinne Steinmetz opened the floor for nominations for Board Vice President

Charles Miller moved, seconded by William Martin to nominate Thomas Bruhl as Vice President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board Vice President

**MOTION PASSED electing Tom Bruhl as Board Vice President, via acclamation**

**3 Election Ballot for Board of Directors**

Corinne Steinmetz explained HCESC process and procedure of election of Board of Directors

**B Committee Selection Form -**

**1 Corinne Steinmetz requested members complete the form and return**

**2 Charles Miller explained committee meeting schedule and having the ability to call in has made it possible for more members to participate**

Corinne Steinmetz turned the meeting over to President, Charles Miller

**V. ANNUAL REPORTS**

**A Board Reports**

Charles Miller discussed the move of school program from Hoffmans Crossing to West Amwell. Hoffmans will remain active with environmental programming.

**B Administrative Report, presented by Marie Kisch**

Hooked on Fishing not on Drugs (HOFNOD) - State fishing event held in each county. Free fishing day to kids under 20. Our Hoffman Campus location had the best turn out.

**VI. REORGANIZATION**

Superintendent recommends approval of the following motions for July 1, 2016 through June 30, 2017:

Thomas Bruhl moved, seconded by William Martin to:

**A APPROVAL OF POLICIES**

approve the HCESC Policy Manual, located online at [www.hunterdonesc.org](http://www.hunterdonesc.org) (copy available in board office)

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**B LEGAL COUNSEL**

appoint:

- 1 Comegno Law Group as legal solicitor, at a rate of \$180.00/hour
- 2 Busch Law Group LLC as legal counsel for Cooperative Pricing Program, at a rate of \$165.00/hour
- 3 New Jersey Schools Insurance Group - Personnel Hotline, at no cost
- 4 New Jersey Schools Insurance Group - Bullying Hotline, at no cost

**C DEPOSITORY / SIGNATURES**

- 1 appoint TD Bank as the official depository of the Commission
- 2 approve checks to be signed by two of the following three: Board President, Vice President and Superintendent.
- 3 approve the use of electronic Facsimile and /or stamped signatures

**D ADVERTISEMENT**

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times, Trenton Times and/or Star Ledger

**E INSURANCE**

- 1 appoint Richland-Knowles Agency as the Commission's insurance broker for general liability, property and automobile insurance
- 2 appoint Brown and Brown as the Commission's insurance broker for health benefits
- 3 appoint Marsh USA Co. as the Commission's bonding agent for school transportation contracts, at a rate of \$10.00 per \$1,000.00 for bonds up to \$15,000.00
- 4 appoint Colonial Surety Co. as the Commission's bonding agent for school transportation contracts, at a rate of \$6.00 per \$1,000.00 for bonds over \$15,000.00

**F AUDIT**

- 1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$23,425 (2% increase)

**G PETTY CASH**

- 1 authorize petty cash funds for Hunterdon Transportation Office and the HCESC Business and Administrative Office, each to be monitored by the Business Office, and each not to exceed \$100.00 per month for office incidentals
- 2 authorize cash funds for school breakfast / lunch program at ESC West Amwell Campus, to be monitored by the Business Office, not to exceed \$50.00

**H CONSTRUCTION**

- 1 appoint USA Architects for building projects

**I APPOINTMENTS**

- 1 appoint Corinne Steinmetz as Board Secretary
- 2 appoint Corinne Steinmetz as Custodian of Records
- 3 appoint Francine Leddy, Kelly Eder, David Lutzky and Louis Johnson as Affirmative Action Officers
- 4 appoint Pamela Cunning as ADA Compliance Officer
- 5 appoint Corinne Steinmetz as Public Agency Compliance Officer
- 6 appoint Charles Miles as Integrated Pest Management Coordinator
- 7 appoint Charles Miles as AHERA Coordinator
- 8 appoint Charles Miles as AHERA Coordinator
- 9 appoint Charles Miles as Indoor Air Quality Designee
- 10 appoint Heidi Gara as Safety & Health Designee
- 11 appoint Louis Johnson as Attendance Officer
- 12 appoint Kimberly Glucksman as Anti-Bullying Specialist for ESC School at West Amwell
- 13 appoint David Lutzky as District Anti-Bullying Coordinator, as recommended by the Superintendent
- 14 appoint Sarah Chittenden as District Homeless Education Liaison
- 15 appoint Louis Johnson as District State Testing Coordinator
- 16 appoint Equiheart Veterinary Services as Veterinarian

**J PURCHASING**

- 1 appoint Corinne Steinmetz as Qualified Purchasing Agent
- 2 authorize award of contracts according to Public Contracting Law (N.J.S.A. 18A:18A-1) as follows:

|                 |             |
|-----------------|-------------|
| Bid Threshold   | \$40,000.00 |
| Quote Threshold | \$6,000.00  |

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3 approve procurement of Goods and Services through State Contract, as follows:

| <u>VENDOR</u>    | <u>UP TO AMOUNT</u> | <u>CONTRACT #</u> |             | <u>ITEMS</u>    |
|------------------|---------------------|-------------------|-------------|-----------------|
| Custom Bandag    | \$43,000.00         | M-8000            | 82527/82528 | Tires and Tubes |
| Dell             | \$15,000.00         | WSCA A88796       |             | Equipment       |
| Verizon Wireless | \$10,000.00         | T-216A            | 82585       | Cell Phones     |
| Lowes            | \$20,000.00         | M-8001            | 82951       | Supplies        |
| Home Depot       | \$10,000.00         | M-8001            | 83930       | Supplies        |

4 Pursuant to PL 2015, Chapter 47, the Hunterdon County Educational Services Commission Board of Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A;18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.217 et Seq.

5 waive bidding requirements for vehicle repair service from Summit Truck Body, an approved vendor, for claims filed through New Jersey Schools Insurance Group

**6 PAY TO PLAY AUTHORIZATION**

WHEREAS, the Hunterdon County Educational Services Commission has a need to acquire goods and/or services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5, as appropriate; and,

WHEREAS, the qualified purchasing agent has determined that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, the business entity submitted a proposal indicating they will provide the requested goods and/or services at the agreed price; and

WHEREAS, the business entity completed and submitted a Business Entity Disclosure Certification which certifies that the organization and or it's owners of 10% or more has not made an reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005c. 271, s.2); and

WHEREAS, the Business Administrator certifies the Commission will have sufficient funds available to meet its financial obligations as required under N.J.S.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Representative Assembly of the Hunterdon County Educational Services Commission authorizes the Administration to enter into a contract under such circumstances, as required described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**K TRAVEL REIMBURSEMENT**

approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of employee's current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines

**L HEALTH OFFICE**

appoint Premier Family Medicine to represent Hunterdon County Educational Services Commission at an annual fee of \$800.00

**M SCHOOLS**

approve the evaluation models to be used in the 2016-2017 school year in accordance with AchieveNJ:

|                    |              |
|--------------------|--------------|
| Danielson Model    | (Teachers)   |
| Kim Marshall Model | (Principals) |

**N SCHEDULE**

approve 2016-2017 Board Meeting Dates, to be held at 4:15 pm, as follows:

| <u>MEETING</u>          | <u>DATE</u>               | <u>LOCATION</u> |                        |
|-------------------------|---------------------------|-----------------|------------------------|
| Board of Directors      | Tuesday, August 23, 2016  | Flemington      | (4th Tuesday)          |
| Board of Directors      | Tuesday, October 4, 2016  | Flemington      |                        |
| Board of Directors      | Tuesday, November 1, 2016 | Flemington      |                        |
| Board of Directors      | Tuesday, December 6, 2016 | Flemington      |                        |
| Board of Directors      | Tuesday, January 10, 2017 | Flemington      | (2nd Tuesday)          |
| Board of Directors      | Tuesday, February 7, 2017 | Flemington      |                        |
| Representative Assembly | Tuesday, March 7, 2017    | Califon         | <b>Budget Approval</b> |
| Board of Directors      | Tuesday, April 4, 2017    | Flemington      |                        |
| Board of Directors      | Tuesday, May 2, 2017      | Flemington      |                        |
| Representative Assembly | Tuesday, June 6, 2017     | Califon         | <b>Reorganization</b>  |
| Board of Directors      | Tuesday, June 27, 2017    | Flemington      | (Last Tuesday)         |

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O PARLIAMENTARY AUTHORITY

approve Robert's Rules of Order, Newly Revised, to govern the Board in its deliberations and acts in all cases in which it is not inconsistent with the statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws

MOTIONS PASSED UNANIMOUSLY

VII CITIZENS ADDRESS THE BOARD OF DIRECTORS

- A Charles Miller discussed reassignment of ESC Academy school staff to West Amwell Campus; ESC Academy will remain active with Environmental programming. ESC Academy offers opportunities to meet identified needs.
B Marie Kisch discussed with the Board
1 Server move from former Tewksbury location to West Amwell Campus is complete
2 Hooked on Fishing Not on Drugs and the potential for overnight programs with environmental focus. Ms. Kisch discussed the relationship HCESC is developing with Rutgers.
3 Hoffmans Crossing Campus will be getting Alpaca's and Goats. New programming will be geared to provide environment education.
4 Declining enrollment at both campuses. Administrators are rethinking and redesigning educational model to address current needs of districts.
5 Potential need for MD program at Hoffmans with focus on specialized student needs.
C Charles Miller informed the board that our Adult Basic Education program will be moving to Bartles Corner Complex by August 15, 2016; current space had a significant rental increase. New location provides good synergy for Adult programming and evening classes. It will be less expensive, provides a nicer location and offers a LINK stop.
D Marie Kisch announced Board of Directors for 2016 - 2017

2016-2017 HCESC BOARD OF DIRECTORS

Table with 4 columns: Location, Name, Location, Name. Lists board members for various townships and regions including Alexandria, Bethlehem, Clinton - Glen Gardner, Delaware Township, Delaware Valley Regional HS, East Amwell Township, Flemington / Raritan Regional, Holland Township, Hunterdon County Polytech, Kingwood Township, Lebanon Borough, Lebanon Township, MILFORD BOROUG, North Hunterdon / Voorhees, and Readington Township.

VIII APPROVAL OF MINUTES

- A Thomas Bruhl moved, seconded by Seth Cohen to approve the May 3, 2016 Board of Directors Meeting minutes; respectfully submitted by the Board Secretary

MOTION PASSED UNANIMOUSLY

IX FINANCIAL REPORTS

Thomas Bruhl moved, seconded by Jason Kornegay to:

- A approve the line item transfers and budget appropriations for the period of May 2016 (Adj #214-232)
B approve the unaudited May Board Secretary Report

MOTION PASSED UNANIMOUSLY

X LIST OF BILLS

- A Thomas Bruhl moved, seconded by Jason Kornegay to approve the following list of bills:

Table with 3 columns: Item, Amount, Description. Lists bills for May 2016 payroll, hand checks, and computer generated bills, totaling \$1,254,618.07.

MOTION PASSED UNANIMOUSLY

XI CORRESPONDENCE/COMMUNICATION, presented by Charles Miller

- A Graduation ESC Academy June 14, 2016 12:00 PM
ESC School at West Amwell June 16, 2016 7:00 PM
B Franklin Township Public Schools (S) Letter
Discussed current time works best for majority allow members to get to home board meetings/committee meetings
C "Hooked On Fishing, Not on Drugs" Hunterdon Review Article
D May/June Teacher Assistant Newsletter

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XII COMMITTEE MEETINGS

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

XIII POLICY

William Martin moved, seconded by Thomas Bruhl to approve the following policy on second reading:

- 1 Policy 3570 District Records and Reports (Revision)
- 2 Policy 5120 Assessment of Individual Needs (Revision)
- 3 Policy 9250 Expenses and Reimbursement (Revision)

MOTION PASSED UNANIMOUSLY

XIV SUPERINTENDENT'S REPORT

Thomas Bruhl moved, seconded by William Martin to approve action items XIV A though D:

A ADMINISTRATION

- 1 contract to provide Facility Check services to Zheng Yuan International Flagship School LLC, 51 Sawmill Rd Lebanon, NJ, at a rate of \$75.00 per weekly walkthrough visit (1 hr) and an additional rate of \$75.00 per hour in excess of initial hour
- 2 contract with William York of smallFEAT, for planning and coordination of environmental education programs at an hourly rate of \$30.00, not to exceed 40 hours, as needed through June 30, 2016.
- 3 contract with Zumu Software for Web Hosting, at a cost of \$2,400.00, effective July 1, 2016 through June 30, 2017

B SCHOOLS

- 1 rescind revised charge to Brookmill Farm of a reduced, flat fee of \$3,000.00 for parking lot rental at West Amwell Campus for the period May 1, 2016 through November 30, 2016, as approved at the April 12, 2016 Board of Directors Meeting
- 2 contract with Kenneth F. Yudichak, Water and Wastewater Services to operate and maintain the RO System at HCESC West Amwell, as required, at a rate of \$800.00 per month, as needed for the 2016-17 school year.

C TECHNOLOGY

- 1 WHEREAS, the Hunterdon County Educational Services Commission (HCESC) shall serve as Lead Educational Agency for purchase of Follett Destiny software application for the 2016-17 school year, as per 189A:18A-5a(19) Exceptions to Requirement of Advertising when the provision or performance of goods or services are for the support or maintenance of proprietary computer hardware and software; and

WHEREAS, the Follett Destiny software is of a specialized nature that meets the educational needs of the districts; and

WHEREAS, districts have heavily invested time and funds into the acquisition and integration of Follett Destiny software in local operations that will be wasted if districts change existing technology; and

WHEREAS, the use of non Follett Destiny software would require replacement of the technology currently used and would require additional funds for setup and training;

NOW, THEREFORE, BE IT RESOLVED that the HCESC Board hereby authorizes the purchase and hosting of Follett Destiny software

- 2 host Follett Destiny software application for the 2016-17 school year, as follows:

| DISTRICT    | LICENSING   | HOSTING    | QUANTITY |
|-------------|-------------|------------|----------|
| Clark       | \$700.00    | \$150.00   | 1        |
| Jersey City | \$26,600.00 | \$5,700.00 | 38       |
| Oxford      | \$700.00    | \$150.00   | 1        |
| Stillwater  | \$700.00    | \$150.00   | 1        |
| Union Twp   | \$1,100.00  | \$300.00   | 2        |

- 3 add the following Technology Services to 2016-2017 Board approved rates:

|                      |                       |
|----------------------|-----------------------|
| CDK Hosting          | \$1650 Annually       |
| Systems 3000 Hosting | \$1650 Annually       |
| Vinyl Lettering      | As Quoted per Project |

- 4 revise the 2016-2017 Transportation Hosting and Support annual rate from \$4000.00 as approved to \$4070.00 effective July 1, 2016.

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**D ADULT BASIC EDUCATION**

- 1 lease premises from Bartles Corner Business Park, LLC for facility located at 8 Bartles Corner Road, suite 205, Flemington, NJ at the following terms and conditions:

|                    |   |                         |
|--------------------|---|-------------------------|
| <b>Lease Space</b> | 5,000 square feet   | First Floor, Building 2 |
| <b>Term</b>        | August 1, 2016 - July 31, 2019  | 3 years                 |
| <b>Year 1</b>      | \$65,000.00/annual  | \$5,416.67/monthly      |
| <b>Year 2</b>      | \$71,000.00/annual  | \$5,916.67/monthly      |
| <b>Year 3</b>      | \$77,000.00/annual  | \$6,416.67/monthly      |
| <b>Security</b>    | \$5,416.67  | 1 month rent            |
| <b>Conditions</b>  | Three (3) year renewal, to be exercised one hundred eighty (180) days prior to expiration |                         |

- 2 provide educational services to Somerset County Library System, at a rate of \$20,680.00, effective July 1, 2016 through June 30, 2017 .
- 3 approve 2016 - 2017 calendar
- 4 apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program, as Lead Agency of the Hunterdon/Somerset Consortium, in the amount of \$312,310.00, starting July 1, 2016 through June 30, 2017

**MOTIONS PASSED UNANIMOUSLY**

**E PARAPROFESSIONALS** (no action items)

**F LEASE PURCHASING** (no action items)

Thomas Bruhl moved, seconded by William Martin to approve action items XIV G & H:

**G PURCHASING**

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

| #   | DISTRICT                              | #   | DISTRICT                                   |
|-----|---------------------------------------|-----|--|
| 364 | Boonton Township Board of Education   | 377 | Brigantine Board of Education              |
| 365 | Englewood Cliffs Board of Education   | 378 | Saddle River Board of Education            |
| 366 | North Bergen Board of Education       | 379 | Rumson-Fair Haven Board of Education       |
| 367 | Riverside Township Board of Education | 380 | Monmouth Regional Board of Education       |
| 368 | Tabernacle Board of Education         | 381 | High Point Board of Education              |
| 369 | Northvale Board of Education          | 382 | Upper Township Board of Education          |
| 370 | Fredon Township Board of Education    | 383 | Dumont Board of Education                  |
| 371 | Rochelle Park Board of Education      | 384 | Florence Board of Education                |
| 372 | Pine Hill Board of Education          | 385 | Lower Cape May Regional Board of Education |
| 373 | Somers Point Board of Education       | 386 | Millstone Township Board of Education      |
| 374 | Freehold Regional Board of Education  | 387 | Linwood Board of Education                 |
| 375 | Shrewsbury Board of Education         | 388 | East Rutherford Board of Education         |
| 376 | Cumberland County College             | 389 | Fair Haven Board of Education              |

- 2 renew the Technology Installation & Integration Services bid #15/16-Tech-01, with ePlus Technology, effective May 12, 2016 through May 11, 2017, with no changes
- 3 award the Toner & Ink Printer Cartridges & Accessories catalog bid #HCESC-CAT-16-06, effective July 1, 2016 through June 30, 2016, as follows:

|                |   |
|----------------|---|
| Office Needs   | 25% off Brother, 5% off Dell, 35% off HP Laser, 25% off HP Ink, 25% off Lexmark, 25% off Xerox, 50% off Premium Compatible, 10% off all other brands                                    |
| The Tree House | 40% off HP Toner, 36% off HP Inkjets, 33% off Xerox, 31% off Brother, 33% off Lexmark, 15% off all other brands   |
| The Office Pal | 40% off Sharp Toner, 70% off Sharp Ink, 70% off Panasonic Ink, 40% off Lexmark Ink, 50% off Ricoh Ink, 50% off Xerox Ink, 70% off Premium, 50% off Optraprint, 30% off all other brands |

- 4 authorize Administration to award the Chromebook Refurbishment Parts & Accessories bid #HCESC-Tech-16-02, effective July 1, 2016 through June 30, 2017, to be ratified at the June 28, 2016 Board of Directors Meeting
- 5 authorize Administration to award the Copy/Duplicator bid #180, effective July 13, 2016 through January 12, 2017, to be ratified at the board meeting following the June 30, 2016 opening

**H DEPARTMENT OF SCHOOL SERVICES**

- 1 rescind approval of 2016-17 Non Public Security Aid program administration at a rate of 8% of entitlement, approved at the May 3, 2016 Board of Directors meeting

**MOTIONS PASSED UNANIMOUSLY**

**REPRESENTATIVE ASSEMBLY MEETING**

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Thomas Bruhl moved, seconded by Joseph Somers to:

**I TRANSPORTATION**

- 1 approve Interlocal Vehicle Sale Agreement with Frankford Township Board of Education, effective May 11, 2016 through November 30, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 2 approve Vehicle Sale Agreement to sell (1) 2006 BlueBird All American FE, 39 Passenger, to Maher Terminals, LLC, as negotiated, per N.J.S.A. 18A:18A-5c:

| UNIT # | LOCATION    | VIN               | AMOUNT      |
|--------|-------------|-------------------|-------------|
| 402    | West Orange | 1BABDCKA26F230952 | \$15,000.00 |

- 3 authorize administration to negotiate Vehicle Sale Agreement to sell (1) 2006 BlueBird All American FE, 39 Passenger, to Flanders Valley Country Day School, per N.J.S.A. 18A:18A-5c;

| UNIT # | LOCATION    | VIN               | AMOUNT |
|--------|-------------|-------------------|--------|
| 404    | West Orange | 1BABDCKA66F230954 | TBD    |

- 4 approve Vehicle Sale Agreement to sell (2) 2004 BlueBird TC/2000 FE, 54 Passenger, to BelovED Community Charter School, as negotiated, per N.J.S.A. 18A:18A-5b:

| UNIT # | LOCATION    | VIN               | AMOUNT      |
|--------|-------------|-------------------|-------------|
| 312    | West Orange | 1BAAGCPA74F213086 | \$11,000.00 |
| 313    | West Orange | 1BAAGCPA14F213083 | \$11,000.00 |

- 5 provide School Bus CDL and CDL Endorsement training for Nadia Carpel, for the fee of \$800.00, effective May 6, 2015

- 6 approve Coordinated Transportation, effective July 1, 2016 through June 30, 2017, for the following:

|                     |                                    |                              |                                       |
|---------------------|------------------------------------|------------------------------|---------------------------------------|
| Alexandria Township | Bethlehem Township                 | Black Horse Pike             | Bloomsbury Township                   |
| Branchburg Township | Califon                            | Central Regional S.D.        | Clinton Borough                       |
| Clinton Township    | Delaware Township                  | Delaware Valley Regional H.S | East Amwell Township                  |
| Elizabeth           | Franklin Township                  | Freehold Regional            | Frenchtown                            |
| Glen Gardner        | Hampton                            | High Bridge BOE              | Hunterdon Central Reg. H.S.           |
| Holland Twp.        | Hunterdon Cty. Dept. Human Svc     | Kingwood Township School     | Lebanon Borough                       |
| Lebanon Township    | Lenape Regional H.S. District      | Lenape Valley Reg. HS BOE    | Maple Shade BOE                       |
| Milford School      | North Hunterdon Reg. H.S. District | Ocean Twp.                   | Readington Township                   |
| Somerset County ESC | South Hunterdon Regional District  | Summit                       | State of N.J. Department of Human Svc |
| Tewksbury Township  | Union Township                     | Warren County Special Svc    | Warren Hills Regional High School     |
| Washington Twp. BOE |                                    |                              |                                       |

- 7 approve addendum to Special Education Transportation Routes, as listed:

| February 29, 2016 - June 30, 2016 |                                 |             |            |                  |            |
|-----------------------------------|---------------------------------|-------------|------------|------------------|------------|
| Route#                            | Sending District                | Destination | Contractor | Mileage Increase | Aide Added |
| 1508                              | Flem/Raritan, Hunterdon Central | UMDNJ       | DVR        | N/A              | \$61.00    |

| April 22, 2016 - June 30, 2016 |                  |             |            |                  |            |
|--------------------------------|------------------|-------------|------------|------------------|------------|
| Route#                         | Sending District | Destination | Contractor | Mileage Increase | Aide Added |
| 1608                           | Franklin Twp     | East Amwell | DVR        | N/A              | \$57.19    |

- 8 approve Special Education Transportation Routes, as listed:

| April 11, 2016 - June 30, 2016 |                                  |             |            |          |                  |               |
|--------------------------------|----------------------------------|-------------|------------|----------|------------------|---------------|
| Route#                         | Sending District                 | Destination | Contractor | Per Diem | Mileage Increase | Per Diem Aide |
| 5601                           | No. Hunterdon, Hunterdon Central | Allegro     | DVR        | \$202.50 | N/A              | \$57.19       |

- 9 approve Interlocal Vehicle Sale Agreement with Jefferson Township Board of Education, effective June 7, 2016 through September 7, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price

**MOTIONS PASSED UNANIMOUSLY**

Jason Kornegay moved, seconded by William Martin to move action items XIV J & K::

**J PERSONNEL**

**DISCUSSION:** RIF and Retirements recognized at March meeting with renewals of certified and all school staff. Re-evaluation of staffing to be done in October 2016 to determine if additional RIFs are required

**REPRESENTATIVE ASSEMBLY MEETING**

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**MINUTES**

**1 Appointments**

approve the following 2015-2016 appointment(s):

| <u>Name</u>       | <u>Position</u>             | <u>Location</u>      | <u>Rate/Salary</u> | <u>Effective</u> |
|-------------------|-----------------------------|----------------------|--------------------|------------------|
| Mary Ann Gallaway | PT Teaching Assistant - Sub | Clinton-Glen Gardner | \$15.75            | 5/18/2016        |
| Elli Kuras        | PT Teaching Assistant       | Holland Twp          | \$15.75            | 5/24/2016        |

**2 approve the 2016-2017 summer appointment(s):**

| <u>Name</u>          | <u>Position</u>                   | <u>Location</u>            | <u>Rate/Salary</u> | <u>Effective</u>                            |
|----------------------|-----------------------------------|----------------------------|--------------------|---|
| Amanda Lukens        | Counselor, Extended School Year   | ESC West Amwell            | \$33/hr            | 7/1/2016-7/29/2016                          |
| Leigh Hall           | Teacher, Extended School Year     | ESC West Amwell            | \$33/hr            | 7/1/2016-7/29/2016                          |
| Mary Gaspari         | Teacher, Extended School Year     | ESC West Amwell            | \$33/hr            | 7/1/2016-7/29/2016                          |
| Donna Lapira-Leach   | Nurse, Extended School Year       | ESC West Amwell            | \$33/hr            | 7/1/2016-7/29/2016                          |
| Gerhart Meyer        | Teacher Asst., Extended School Yr | ESC West Amwell            | \$17.25/hr         | 7/1/2016-7/29/2016                          |
| Nisha Littel         | Teacher Asst., Extended School Yr | ESC West Amwell            | \$17.25/hr         | 7/1/2016-7/29/2016                          |
| Dolores Duran        | Teacher Asst., Extended School Yr | ESC West Amwell            | \$17.25/hr         | 7/1/2016-7/29/2016                          |
| Gary Haines          | Teacher Asst., Extended School Yr | ESC West Amwell            | \$17.25/hr         | 7/1/2016-7/29/2016                          |
| Laurie Browne        | Secretary                         | ESC West Amwell            | \$18.50/hr         | 7/1/2016-8/31/2016                          |
| Janice Cannon        | Speech Teacher, Extend School Yr  | ESC West Amwell            | \$43/hr            | 7/1/2016-7/29/2016                          |
| Stephen Gibble       | Teacher (History)                 | NHHS                       | \$40/hr            | 6/20/2016-7/25/2016<br>(Monday - Thursday)  |
| Michelle Beneducci   | Teacher (Science - Secondary)     | NHHS                       | \$33/hr            | 6/20/2016-7/25/2016<br>(Monday - Thursday)  |
| Nicole Heyl          | Teacher (Math - Secondary)        | NHHS                       | \$33/hr            | 6/20/2016-7/25/2016<br>(Monday - Thursday)  |
| Patricia Guzman      | Teacher (Spanish)                 | NHHS                       | \$33/hr            | 6/20/2016-7/25/2016<br>(Monday - Thursday)  |
| David Lutzky         | Counselor                         | Franklin (S) Summer School | \$250/day (7 hours | up to 30 days                               |
| Meredith Young       | ABE Instructional Assistant       | Manville Public Library    | \$15.25/hr         | 7/5/2016-8/26/2016                          |
| Carol Petrosino      | ABE Instructor                    | Somerville                 | \$34.25/hr.        | up to 78 hours                              |
| Joanne Hala          | ABE Instructor                    | Manville Public Library    | \$91 per class     | up to 18 classes                            |
| Heather Lospinoso    | Teacher Asst., Extended School Yr | Bedminster                 | \$17.25/hr         | 6/27/2016- 8/4/2016<br>(Monday - Thursday)  |
| Melissa Tonna        | Teacher Asst., Extended School Yr | Bedminster                 | \$17.25/hr         | 6/27/2016- 8/4/2016<br>(Monday - Thursday)  |
| Atina Erwin          | Teacher Asst., Extended School Yr | Bedminster                 | \$17.25/hr         | 6/27/2016- 8/4/2016<br>(Monday - Thursday)  |
| Nicole Rittenhouse   | Teacher Asst., Extended School Yr | Franklin@Lebanon Twp.      | \$17.25/hr         | 7/5/2016 - 8/4/2016<br>(Monday - Thursday)  |
| Samantha Clarke      | Teacher Asst., Extended School Yr | Franklin@Lebanon Twp.      | \$17.25/hr         | 7/5/2016 - 8/4/2016<br>(Monday - Thursday)  |
| Christine Confortini | Teacher Asst., Extended School Yr | Union@Lebanon Twp.         | \$17.25/hr         | 7/13/2016 - 8/4/2016<br>(Monday - Thursday) |
| Allison Gordon       | Teacher Asst., Extended School Yr | Milford@East Amwell School | \$17.25/hr         | 7/5/2016 - 8/12/2016<br>(Tuesday - Friday)  |

**3 approve the following staff for the 2016 Franklin (S) Summer School Program, at \$33/hr not to exceed 6.25 hours/day, effective June 29, 2016 through July 27, 2016:**

|                |                   |                 |                  |
|----------------|-------------------|-----------------|------------------|
| Joseph Myatt   | Michelle Fronduto | Lesley Dignazio | Lauren Phillips  |
| Daniel Mayer   | Erna Zgorzynski   | Nessa Madison   | Jeffrey Donalson |
| Michael Ciardi | Kailynn Barbour   | Diana Rossani   |                  |

**4 approve the following staff for the 2016 Extended School Year at Flemington-Raritan School District, at a rate of \$17.25/hr., not to exceed 4.5 hour day effective July 5, 2016 through August 1, 2016:**

|                   |                       |                     |                |
|-------------------|-----------------------|---------------------|----------------|
| Danielle Astarita | Pam Barrick           | Tracy Billings      | Peggy Bond     |
| Theresa Calabrese | Andrea Coleman        | Lisa Conover        | Suzanna DeSaro |
| Laurie Fenneman   | Marian Gaestel        | Roula Gebran        | JoAnn Kernan   |
| Jackie Larsen     | Heather Lewis         | Gary Linnemeyer     | Caren Lloyd    |
| Brenda McKnight   | Grete Meiners         | Nancy Parker        | Halina Piascik |
| Kathy Plichta     | Karen Servis-Poldolec | Domenica Saunders   | Bryan Schultz  |
| Harmony Stryker   | Karen Traynor         | Wendy VanDine       | Mary Vanacore  |
| Irene Silvestri   | Carolyn VandeGiessen  | Magdalena Wojtowicz |                |



**REPRESENTATIVE ASSEMBLY MEETING**

**June 13, 2016**

**MINUTES**

- 5 approve \$1,890.00 stipend to Francine Leddy, ABE/ESL Coordinator, as ABE Instructor for evening High School Equivalency Program held at Manville Public Library (18 classes @\$105 per class) effective July 5, 2016 - August 26, 2016.
- 6 approve stipend to Maritza Menendez, ABE Instructional Aide, for weekly cleaning services at Adult Basic Education building in the amount of \$36/day for July 1, 2016 through July 31, 2016.
- 7 approve \$500.00 stipend to Maria Marnell, ABE Teacher, to co-facilitate four workshops for the Somerset County Library System from July 1, 2016 to August 31, 2016.
- 8 approve \$500.00 stipend to Lisa Visco, ABE Teacher, to co-facilitate four workshops for the Somerset County Library System from July 1, 2016 to August 31, 2016

**9 Leaves of Absence (LOA)**

| <u>Name</u>         | <u>Position</u>             | <u>Location</u> | <u>Reason</u> | <u>Effective</u>  |                                  |
|---------------------|-----------------------------|-----------------|---------------|-------------------|----------------------------------|
| Pamela Cuning       | Director of School Services | Administration  | FMLA Medical  | 5/10 - 5/20/2016  | 9 paid days                      |
| Trisha Bertoldo     | PT Teaching Assistant       | Holland Towns   | Medical       | 5/19 - 6/15/2016  | 5.5 paid days,<br>14 unpaid days |
| Lisa Visco          | PT Teacher                  | ABE/ESL         | FMLA Family   | 5/18 - 8/18/2016  | intermittent unpaid days         |
| Seth Jules Prophete | PT Bus Driver               | West Orange     | Personal      | 5/26 - 06/30/2016 | unpaid                           |
| Liesel Mesker       | ABE Instructional Aide      | ABE/ESL         | FMLA Medical  | 05/17/2016 - TBD* | 3 paid days,<br>remainder unpaid |

amend the following approve leave of absence at May 3, 2015 Board of Directors Meeting:

| <u>Name</u>      | <u>Position</u> | <u>Location</u>         | <u>Reason</u>  | <u>Effective</u> |                             |
|------------------|-----------------|-------------------------|----------------|------------------|-----------------------------|
| Lawrence Zanetti | Custodian       | ESC - Hoffmans Crossing | Medical - FMLA | 4/25 - 6/07/2016 | (29 paid days,<br>2 unpaid) |
|                  | to              |                         |                |                  |                             |
| Lawrence Zanetti | Custodian       | ESC - Hoffmans Crossing | Medical - FMLA | 4/25 - 5/10/2016 | (12 paid days)              |

**10 Resignations / Retirements / Terminations**

| <u>Name</u>          | <u>Position</u>       | <u>Location</u> | <u>Reason</u> | <u>Effective</u> |
|----------------------|-----------------------|-----------------|---------------|------------------|
| Betty Banks          | PT Bus Monitor        | West Orange     | Termination   | 5/6/2016         |
| Elijah Reid-Williams | PT Bus Driver         | West Orange     | Resignation   | 5/24/2016        |
| Marybeth Walsh       | PT Teaching Assistant | FRSD - Copper   | Resignation   | 6/3/2016         |

**K 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> |
|------------------------|--|----------------|-------------|
| Superintendent         | Raising Literacy Rates and Leadership for Impact             | 6/28-6/29/2016 | \$350.00    |
| Principal - ESC Academ | Classroom Management - The Key to Every Successful Classroom | 8/18/2016      | \$99.00     |

**MOTIONS PASSED UNANIMOUSLY**

**XV UNFINISHED BUSINESS**

**XVI NEW BUSINESS**

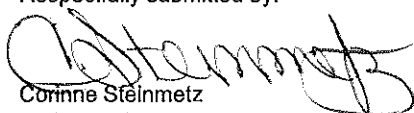
- A Domain changed to hunterdonesc.org. Current e-mails will be forwarded to new e-mail address
- B Corinne Steinmetz discussed the unaudited year-end financial projected loss

**XVII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XVIII ADJOURNMENT**

William Martin moved to adjourn the meeting. Since there was no further items to discuss, the meeting was adjourned at 5:10 pm

Respectfully submitted by:

  
Corinne Steinmetz  
SBA/Board Secretary