

EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
September 1, 2015

Minutes

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, September 1, 2015 at 4:15 pm

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 is also posted in the Board Office and a copy has been sent to the county office

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President	Marlene Baldinger (LEBANON BORO)
Tom Bruhl, Vice President (DELAWARE)	Jason Komegay (LEBANON TWP)
Beth Kelly (ALEXANDRIA) - NEW	Teresa Kane (MILFORD)
Dr. Kimberly Metz (HUNTERDON POLYTECH)	Cheryl Filler (READINGTON)
Donna Herbel (KINGWOOD) - NEW	Jeff Bender (UNION)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)	Corinne Steinmetz (SCHOOL BUS ADMIN)
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III. CALL TO ORDER

At **4:20 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

Cheryl Filler moved, seconded by Tom Bruhl to approve the agenda, as amended by highlighted items

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

Tom Bruhl moved, seconded by Cheryl Filler to:

- A approve the minutes of the June 25, 2015 Board of Directors meeting, respectfully submitted by the Board Secretary
- B approve the Executive Minutes (1) of the June 25, 2015 Board of Directors meeting, respectfully submitted by the Board Secretary
- C approve the Executive Minutes (2) of the June 25, 2015 Board of Directors meeting, respectfully submitted by the Board Secretary

MOTIONS PASSED UNANIMOUSLY

VI. FINANCIAL REPORTS

- A Tom Bruhl moved, seconded by Cheryl Filler to approve the line item transfers and budget appropriations for the period of June 24, 2015 through June 30, 2015 (Adj #291 - 322)

MOTION PASSED UNANIMOUSLY

VII. LIST OF BILLS

A Tom Bruhl moved, seconded by Beth Kelly to approve the following list of bills:

1	June 2015	\$1,068,595.02	Payroll
2	June 30, 2015	\$71,646.95	Hand checks
3	June 30, 2015 Consultants	\$8,017.00	Computer Generated
4	July 2015	\$419,118.58	Payroll
5	July 2015	\$496,877.11	Hand checks
6	August 2015	\$64,901.16	Hand checks

7 August 25, 2015 LOB	\$564,376.72	Computer Generated
8 August 15, 2015 Consultants	\$3,857.50	Computer Generated
9 September 1, 2015 LOB	\$167,167.09	Computer Generated
	<u>\$2,864,557.13</u>	

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE/COMMUNICATION

- A Thank you letter from ACTS Retirement-Life Communities
- B Letter from Juan Torres, Interim Executive County Superintendent
- C Letter from Marie B. Kisch, Superintendent in support of nominating Charles T. Miller as NJ Board of Education Member of the Year

IX COMMITTEE MEETINGS - committee members needed

- 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

X EXECUTIVE SESSION

AT 4:28 pm, Jason Kornegay moved, seconded by Tom Bruhl 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 discussions of NEGOTIATIONS AND LEGAL MATTERS RELATED TO PERSONNEL; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

At 4:43 pm, the Board returned to Public Session

Tom Bruhl moved, seconded by Cheryl Filler to ratify the Negotiation Contract with HCESC's West Orange Transpiration Drivers and Monitors

DISCUSSION: Consistency has been made with both terminals in providing sick time and annualization of pay

XI SUPERINTENDENT'S REPORT

Marie Kisch discussed the following items:

HCESC closed on the sale of Sawmill campus on Aug 7th, rental is an option if administration and program offices need additional time

School will open at Hoffmans on Tuesday, Sept. 8th

School construction is within budget - looks beautiful, new carpet, wireless connections, etc. Board meeting will be held there next month

Keyless entry system will be installed at both school locations

Energy Audit for West Amwell ESC School - first priority roof, followed by unit ventilators, windows and lighting

Teacher Assistants attending Back to School meetings - program is growing strongly

Marie and Corinne are holding team meetings regularly

Genesis will be rolled out this year

School wide behavior plan has been implemented. Behavior committee has been meeting regularly and have created a 5 tier program. Current theme: Reach for the Stars

Project based learning focus on sciences

LinkIt - Data assessment / monitoring of students

Personnel Coordinator focus on hiring, retention, training of staff

A ADMINISTRATION

Tom Bruhl moved, seconded by Cheryl Filler to:

- 1 amend 2015-16 Budget approved at the February 3, 2015 Board Meeting, as follows:

	Original Approved Budget	Revised Budget	Change
FUND 10	\$ 3,293,154.00	\$ 3,293,404.00	\$ 250.00
FUND 20	\$ 1,463,105.00	\$ 1,463,105.00	\$ -
FUND 40	\$ 598,875.00	\$ 598,875.00	\$ -
	\$ 13,219,543.00	\$ 13,219,543.00	
	\$ 18,574,677.00	\$ 18,574,927.00	\$ 250.00

- 2 increase the Administration budget for 2015-2016 for Business Services, as follows:

Revenue	Expense
\$123,000	\$80,000.00

- 3 amend the following motion approved at the June 2, 2015 Representative Assembly meeting:
appoint:

Comegno Law Group as legal counsel for Real Estate at a rate of \$180.00/hour

Comegno Law Group as legal solicitor; at a rate of \$180.00/hour

to read:

Comegno Law Group as legal counsel for Real Estate at a rate of \$185.00/hour

Comegno Law Group as legal solicitor; at a rate of \$185.00/hour

- 4 amend award of Lease Purchase 16-01, in the amount of \$1,053,000 to TD Equipment Finance approved at the June 25, 2015 Board of Directors meeting, as follows:

QTY	DESCRIPTION	AMOUNT	REVISED AMT	CHANGE
5	2016 Thomas 54 P Buses	\$467,496.05	\$ 467,496.05	\$ -
2	2016 Thomas 54P Buses	\$176,343.18	\$ 176,343.18	\$ -
3	2015 Thomas 16 Buses	\$150,936.51	\$150,936.51	\$ -
1	Toro Groundsmaster 360 4WD	\$34,256.80	\$ 32,115.75	\$ (2,141.05)
1	F-250 4WD Truck with Plow	\$33,150.50	\$ 31,700.00	\$ (1,450.50)
1	John Deere XUV 625 Utility Vehicle	\$16,520.00	\$16,520.00	\$ -
Multi	HVAC Equipment	\$174,296.96	\$177,888.51	\$ 3,591.55
TOTAL LEASE PURCHASE AWARD		\$1,053,000.00	\$ 1,053,000.00	

- 5 WHEREAS, Corinne Steinmetz, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Hunterdon County Educational Services Commission, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Corinne Steinmetz, School Business Administrator/Board Secretary to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

- 6 approve procurement of Goods & Services through State Agencies under State Contract, as follows:

Vendor	State Award #	Items	Up to Amt
Lowe's	M-8001	Walk-in building Supplie:	\$25,000.00
Home Depot	M-8001	Walk-in building Supplie:	\$10,000.00

- 7 accept donation of 1998 Chevy Wagon (VIN#3GNFK16R8WG125727), valued at \$2,000.00, from Ms. Elaine Manna
- MOTIONS PASSED UNANIMOUSLY

B SCHOOLS

Tom Bruhl moved, seconded by Beth Kelly to:

- 1 contract with South Hunterdon Regional School District for the 2015-2016 school year for provision of satellite breakfast and lunch program at ESC West Amwell Campus

- 2 contract with North Hunterdon Regional School District for the 2015-2016 school year for provision of satellite breakfast and lunch program at ESC Academy Campus
- 3 approve the following fees for 2015-16 School Nutrition Breakfast and Lunch Program, as allowed by NJ Department of Agriculture:

<u>National School Nutrition Program</u>	<u>LUNCH</u>	<u>BREAKFAST</u>
K-12	\$3.45	\$2.00
Reduced Rate	\$0.40	\$0.30
Adult	\$4.00	N/A

- 4 approve MSW internship placement of Jaslyn Kochhar, Rutgers University, at 15 hours per week for the 2015-2016 school year
- 5 contract with Everlast Floors Inc., lowest respondent of quotes, to prepare floors and install Interface Carpet Tile, Tandus Carpet Tile and Bolyu Vinyl Plank Flooring on the Main Floor and Basement of ESC Academy:

VENDOR	RATE
Everlast Floors Inc.	\$17,500.00
Commercial Interiors Direct Inc.	\$25,038.14

- 6 award Polyurethane Foam Insulation quote for insulation to the admin building roof and walls to the lowest respondent of quotes, JJD Urethane Company, Inc.,

VENDOR	Admin Roof	Admin Walls	Total Estimate
JJD Urethane Co	\$26,000.00	\$9,750.00	\$35,750.00
D'Onofrio General Contractors	\$29,700.00	\$14,300.00	\$44,000.00

- 7 award Polyurethane Foam Insulation Bid #CONST 16-01 for insulation to the school building roof and gables to the sole bid respondent, JJD Urethane Company, Inc., effective August 21, 2015, at the following rates:

Product	Per Foot Price	Total Estimate
Insulation	\$1.50 per Board Foot	\$19,000.00
Fire Retardant & Gable Application	\$1.35 per Square Foot	If needed

- 8 award Hogan Security Group, lowest respondent of quotes for new Access Control system at ESC School at West Amwell for \$8,168.15.

Vendor	System	Proposed Amt
Hogan Security Group	Salto	\$8,168.15
Tech Services	Keyscan	\$22,099.00
Systems Sales Corporation	SSC	\$11,400.00
E-Plus	OnGuard	\$24,184.45

- 9 contract with Hogan Security Group for Supply and Installation of Salto Access Control system at ESC Academy as follows:

Supplies	State contract #T-2981	\$13,152.87
Installation	Open Market	\$4,000.00

- 10 accept the 2014-2015 HIB Self-Assessment Data for the Hunterdon County Educational Services Commission
- 11 utilize Agra Environmental & Laboratory Services to provide for T-3 operator services at a rate of \$95.00 per hour, as required by NJDEP
- 12 approve the following 2015-2016 field trips:

African American Museum (Newtonville)	Merrill Creek Reservoir (Harmony)
Battleship Museum and Memorial (Camden)	Morris Museum (Morristown)
Branchburg Sports Complex	NJ State House/Supreme Court (Trenton)
Bridgewater Mall	NJ State Museum/Planetarium (Trenton)
Bridgewater Sports Arena	NJ State Police Museum (Trenton)

Camden Aquarium
 College of New Jersey (Ewing)
 Delaware Water Gap Nat'l Recreation Area (NJ)
 Flemington Country Griddle
 Flemington Mall
 Flemington ShopRite
 Flemington Stop & Shop
 Frenchtown Roller Rink
 Goodwin Holocaust Museum (Cherry Hill)
 Hacklebarney State Park (Long Valley)
 International Sports Center in Cherry Hill
 Ken Lockwood Gorge (High Bridge)
 Lakota Wolf Preserve (Columbia)
 Liberty Science Center (Jersey City)
 Mercer County Community College
 Mercer County Special Services

Old Barracks Museum (Trenton)
 Pequest Trout Hatchery/Education Center (Oxford)
 Phillipsburg Mall
 Raptor Trust (Millington)
 Raritan Valley Community College (Branchburg)
 Ride For Heart (Pittstown)
 Rider University (Lawrenceville)
 Round Valley Recreation Area (Lebanon)
 Roxey Ballet (Lambertville)
 Sarah Dilt's Farm Park (Delaware Township)
 Spruce Run Recreation Area (Union Township)
 Terhune Orchards (Princeton)
 Titusville Academy (Hopewell)
 Trenton Museum
 Trenton Thunder Stadium
 West Hunterdon Lanes (Frenchtown)

- 13 approve contract with Comcast for Internet Services at ESC School at West Amwell for 20 Mbps at a rate of \$510.86 per month for 36 months
- 14 accept Small Rural School Achievement Program REAP grant award in the amount of \$20,000.00 for the 2015-16 school year.
- 15 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 2015-16 school year.
- 16 appoint Michael S. Selvaggi of Lavery, Selvaggi, Abromitis & Cohen, as Special Counsel for zoning, planning and land use services in connection with the ESC Academy at Hoffmans, at a rate of \$150/hour plus reasonable out of pocket expenses, effective September 2, 2015

Charles Miller informed the Board that conversion of office space of the Barn has been delayed and presents an opportunity to explore if that is the best location for administration and the business office. Consideration of extending rental at Sawmill until determination is made. Administration will review to determine if it is more feasible to identify a more centrally location vs. rather renovating. Marie will review and make recommendation.

MOTIONS PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by Cheryl Filler to approve action items XI C,D & E

C TECHNOLOGY

- 1 contract with Requisite Systems for professional services related to fulfilling test scoring services to NJ Department of Education, at a rate of \$24,500, effective July 1, 2015 through December 31, 2015

D PURCHASING

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

#	<u>DISTRICT</u>
315	Pittman Board of Education
316	Union County Educational Services Commission
317	Bordentown Board of Education
318	Bayonne Board of Education
319	Gateway Regional Board of Education
320	Howell Township Board of Education
321	County of Burlington
- 2 renew the Hunterdon County Educational Services Commission Cooperative Pricing System #34HUNCCP with the Division of Local Government Services, effective October 1, 2015 through October 1, 2020
- 3 authorize Administration to award the Gasoline, Ultra Low Sulfur Diesel & #2 Fuel Oil bid #15/16-Fuel-1, effective October 8, 2015 through October 7, 2016
- 4 renew the 8 Passenger Full Size Van Bid #14/15-Trans, at a price not to exceed current price index, effective October 31, 2015 through October 7, 2016 with DFFLM, t/a Ditschman/Flemington Ford

- 5 terminate for default (failure to submit usage reports) MBT Contracting, effective August 7, 2015 for Bid #SER-08A - HVAC services
- 6 appoint the Law Firm of Rogut McCarthy, LLC., lowest responsible respondent, as Special Counsel for services in connection with the HCESC Cooperative Pricing System #34HUNCCP, Small Ticket TELP (Tax Exempt Lease Purchase) Program award, at a rate of \$165/hour plus reasonable out of pocket expenses, effective September 2,

Special Counsel Firm	Response
McManimon Scotland and Bauman	No Quote - Potential conflict with MRESC
Wilentz Goldman & Spitzer	\$350/hour
Rogut McCarthy, LLC	\$165/hour plus reasonable out of pocket expense

E DEPARTMENT OF SCHOOL SERVICES

- 1 contract with Mali Land, School Psychologist Consultant, for Nonpublic/Public/Charter school services at Board approved consultant rates, as needed, effective September 1, 2015
- 2 contract with Michele Lachow, School Psychologist Consultant, for Nonpublic/Public/Charter school services at Board approved consultant rates, as needed, effective September 1, 2015
- 3 contract with Elisa Stern, School Psychologist Consultant, for Nonpublic/Public/Charter school services at Board approved consultant rates, as needed, effective September 1, 2015
- 4 contract with Karen Williams, LDT-C Consultant, for Nonpublic/Public/Charter school services at Board approved consultant rates, as needed, effective September 1, 2015
- 5 authorize the acceptance of the audit and Corrective Action Plan of the 2013-2014 Applications for Chapter 192/193 Nonpublic Auxiliary Services Aid, OFAC case #SAAU-14A-15, Clinton Township Board of Education
- 6 authorize the acceptance of the audit of the 2013-2014 Applications for Chapter 192/193 Nonpublic Auxiliary Services Aid, OFAC case #SAAU-14B-15, Flemington-Raritan Board of Education

Discussion: NonPublic Audit was reviewed and any findings discussed

MOTIONS PASSED UNANIMOUSLY

F TRANSPORTATION

Kim Metz moved, seconded by Jason Kornegay to:

- 1 provide School Bus CDL Endorsement training for Janet Logan, for the fee of \$300.00, effective July 9, 2015
- 2 provide School Bus CDL and CDL Endorsement training for Jean Cetoute, for the fee of \$800.00, effective August 13, 2015
- 3 provide Routing Services to Clinton - Glen Gardner Board of Education for the 2015-2016 school year, at a rate of \$2500.00
- 4 approve one-time setup costs for the digital bus radios and repeaters for the West Orange Transportation Depot from M&W Communications, board approved at the December 9, 2014 Board of Directors meeting, as follows:

DESCRIPTION	QTY	M&W Communication	
		Unit	Total Price
Antenna	1	\$970.52	\$970.52
Antenna Cable	150	\$3.50	\$525.00
Mounting Hardware	1	\$730.88	\$730.88
Tower Climbing Fee	1	\$2,900.00	\$2,900.00
Total			\$5,126.40

- 5 contract with DSI Medical, lowest responsible respondent, for Drug and Alcohol testing, effective July 1, 2015 through June 30, 2016:

Respondent	DOT Alcohol	DOT Drug Testing	Non DOT Drug	Non DOT Alcohol
DSI Medical	\$23.50	\$42.50	\$42.50	\$23.50
Prevention Specialists	\$37.00	\$64.00	\$50.00	\$28.88
Mid Atlantic Drug Test	\$30.00	\$60.00	\$60.00	\$30.00

- 6 approve Interlocal Vehicle Sale Agreement with Roxbury Public Schools Board of Education, effective July 16, 2015 through October 16, 2015, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of
- 7 approve Interlocal Vehicle Sale Agreement with West Orange Board of Education, effective July 16, 2015 through October 16, 2015, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale
- 8 approve Interlocal Vehicle Sale Agreement with Hoboken Board of Education, effective August 18, 2015 through November 18, 2015, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the

9 approve Special Education Transportation Routes:

Glen Gardner

CONTRACTED ROUTES

a NEW CONTRACTS		August 26, 2015 - June 30, 2016				
Route#	Sending District	Destination	Contractor	Daily Rate	Aide	
1600	Hunterdon Central	Allegro	DVR	\$254.00	\$72.00	
1601	Bethlehem	Bridge Academy	DVR	\$249.00		
1602	Hunterdon Central	Delaware Valley Reg. H.S.	DVR	\$114.00		
1603	Delaware Twp. S. Hunterdon, Flem-Rar.	Mercer Elementary	Barker Bus	\$239.00	\$54.00	
1604	North Hunterdon, Elizabeth, Summit	Spring Run School	DVR	\$194.00	\$56.00	
1605	Hunterdon Central, Franklin Twp. East Amwell	Stepping Stone School	DVR	\$219.00		
1606	Black Horse Pike, Delaware Twp, Freehold Reg.	Titusville Academy	DVR	\$194.00		
1607	DVR, Hunterdon Central	Cornerstone Day School	Barker Bus	\$204.00		
1608	Franklin Twp.	East Amwell Twp School	DVR	\$179.00		
1609	Hunterdon Central, Flem-Rar, Ocean Twp	Hunterdon Preparatory	DVR	\$179.00		
1610	Flem-Rar.	Yale School	First Student	\$299.00		
1612	South Hunterdon	Spring Run School	DVR	\$189.00		
1613	Hunterdon Central	ESC to Healthquest	DVR	\$159.00		
1614	Flem-Rar. Clinton Twp.	Somerset Votec	DVR	\$118.00		
1615	Hunterdon Central	New Roads, Parlin	Barker Bus	\$224.00		
1616	Flem-Raritan, Clinton Twp	Newmark School	Barker Bus	\$209.00		
1617	Hunterdon Central	Mercer Jr./Sr. High School	Joy Transport	\$285.00	\$55.00	
1618	Lebanon Borough	Lebanon Borough	ESC			

b CONTRACT RENEWALS		September 1, 2015 - June 30, 2016				
Route#	Sending District	Destination	Contractor	Daily Rate	Aide	
0130R	Clinton Boro/Glen Gardner	Clinton Public	ESC	\$175.00		
0201A	Califon, Lebanon Twp	Valley View	ESC	\$105.00		
0201B	Lebanon Twp.	Woodglen School	ESC	\$165.00		
0201R	Califon, Lebanon Twp.	Valley View	ESC	\$165.00		
0631R	Hunterdon Central, North Hunterdon	Eden Institute	ESC	\$229.00		
0802R	Clinton Boro, Lebanon Twp. North Hunterdon	Midland	ESC	\$229.00	\$68.00	
0805R	Clinton Twp. North Hunterdon	DLC, Warren	ESC	\$219.22	\$70.00	

0924R	North Hunterdon	Voorhees	ESC	\$137.81	
0925R	High Bridge, Holland Twp.	High Bridge Ele.	ESC	\$165.24	
0938R	Hunterdon Central, High Bridge, North	Montgomery Academy	ESC	\$230.38	
1005R	Clinton Twp. Readington	Matheny School	ESC	\$196.59	\$70.00
1019R	Hunterdon Central	ESC Academy at Tewksbury	ESC	\$141.87	
1200R	Hunterdon Central	Midland	ESC	\$188.49	\$60.80
1207R	Hunterdon Central, North Hunterdon	Douglas Developmental	Snyder Bus	\$165.51	\$73.49
1210R	Hunterdon Central, North Hunterdon	New Roads School	Kensington Bus	\$201.50	
1300	North Hunterdon, Union	Midland School	Joy Transport	\$258.41	\$45.60
1316	DVR, Union Twp.	Hunterdon Preparatory	DVR	\$218.10	
1317R	Hunterdon Central	Somerset Votec	Kensington Bus	\$214.68	
ESC1	Union Twp.	Union Twp.	ESC	\$175.25	
1404	DVR, Bethlehem, Flem-Raritan	Celebrate the Children	Barker Bus	\$249.29	\$61.81
1411	Flem-Raritan, Hunterdon Central	Lakeview School	Joy Transport	\$253.35	\$45.60
1416	Hunterdon Central, North Hunterdon	Hunterdon Preparatory	ESC	\$191.50	
1417	Clinton Twp. Glen Gardner, Lebanon Twp.	Celebrate the Children	ESC	\$194.75	
1500	Hunterdon Central	Calais School	DVR	\$262.47	
1501	Bethlehem, Readington, Branchburg, Clinton	Center School	Joy Transport	\$263.48	
1508	Flem-Raritan	Child Therapeutic Day	DVR	\$232.57	
1515	Lebanon Twp, Union Twp.	Valley View	ESC	\$137.82	

WEST ORANGE

CONTRACTED ROUTES

CONTRACT RENEWALS - MORRIS ESC			September 1, 2015 - June 30, 2016		
Route#	Sending District	Destination	Contractor	Daily Rate	Aide
CS003	Morristown	P.G. Chambers	ESC	\$191.76	\$49.00
CS121	Morristown, Wharton, Randolph, Dover	P.G. Chambers	ESC	\$198.98	\$36.00
CS166	Pinebrook, Montville	P.G. Chambers	ESC	\$221.84	\$50.00
CS288	Morristown, Mendham	Children's Institute	ESC	\$247.11	\$75.00
CS178	Parsippany	Windsor Learning Ctr	ESC	\$190.80	\$59.50
CS193	Pinebrook, Parsippany, Lake Hiawatha	Kings Road School	ESC	\$192.83	\$59.50
CS249	Parsippany, Montville	New Beginning	ESC	\$192.83	\$59.50
CS358	Parsippany, Lake Hiawatha	ECLC - Chatham	ESC	\$192.83	\$59.25

CONTRACT RENEWALS - Sussex County Co Op			September 1, 2015 - June 30, 2016		
Route#	Sending District	Destination	Contractor	Daily Rate	Aide
Q-006	Orange	New Beginning/Fairfield	ESC	\$186.00	\$66.00
E-0643	Livingston, Millburn, Orange, W. Orange	Children's Institute/Verona	ESC	\$317.57	
E-0655	Livingston, Nutley, Verona	Milburn Regional/Milburn	ESC	\$373.63	
E-0656	S. Orange	Windsor School/Pompton	ESC	\$356.82	
E-0663	Millburn, S, Orange, W. Orange	Essex VoTech/West	ESC	\$233.49	
E-0667	Orange, S.Orange	Sawtelle Learning Ctr/Montclair	ESC	\$364.91	
E-222	W. Orange, Livingston	Shepard High School	ESC	\$196.00	
E-223	W. Orange, Livingston	Shepard High School	ESC	\$194.00	
R-70	Maplewood, W. Orange, S. Orange	Montclair Kimberley/ Lower	ESC	\$21,857.46	
R-72	Maplewood, W. Orange, S. Orange	Montclair Kimberley/ Upper	ESC	\$33,751.59	

10 approve Non Public Transportation Routes:

Glen Gardner

CONTRACTED ROUTES

CONTRACT RENEWALS			September 1, 2015 - June 30, 2016		
Route#	Sending District	Destination	Contractor	Annual Rate	
NP14064	Alexandria, Clinton Borough, Holland Twp. Union Twp.	ICS, Annandale	ESC	\$32,579.82	
NP14067	Bethlehem, Clinton Twp. Glen Gardner, Hampton, High Bridge, Union Twp.	ICS, Annandale	ESC	\$32,579.82	
NP14068	Alexandria, Clinton Borough, Franklin Twp. Kingwood	ICS, Annandale	ESC	\$28,402.92	
NP15078	Clinton Twp, Lebanon Boro	ICS, Annandale	ESC	\$36,391.19	
NP15079	Clinton Twp. High Bridge, Lebanon Borough, Tewksbury	ICS, Annandale	ESC	\$38,427.48	
NP15177	Clinton Borough, Clinton Twp. Flem-Rar.	ICS, Annandale	ESC	\$30,073.68	
NP16082	Hunterdon Central, Readington, Flem-Raritan,DVR, Alexandria	IHS, St. Ann, ICS	DVR	\$38,500.00	

11 approve Joint Agreement with Clinton Twp. for the 2015-2016 School Year, at the following annual rates:

Route#	Destination	Contractor	Daily Rate	Aide
CM05	Clinton Twp Middle School	ESC	\$129.10	\$26.50
CS05	Spruce Run School	ESC	\$129.10	\$26.50
CPK PM1	Spruce Run School	ESC	\$54.00	\$30.50

12 contract with Clinton Township Board of Education for the 2015 - 2016 School Year for trips to various locations at the following rates:

Vehicle Size	1st Three (3) Hours	Each additional hour
54 Passenger	\$148.50	\$49.50/hour
16 Passenger	\$145.00	\$49.00/hour

13 contract with North Hunterdon-Voorhees Regional Board of Education for the 2015 - 2016 School Year for trips to various locations at the following rates:

Vehicle Size	1st Three (3) Hours	Each additional hour	Hourly Rate (less than 3 hrs)
54 Passenger	\$185.49	\$43.27/hour	\$72.13/hour
16 Passenger	\$180.33	\$41.21/hour	\$72.13/hour

14 approve Joint Agreement with North Hunterdon-Voorhees Regional Board of Education for the 2015-2016 School Year, at the following annual rates:

a **CONTRACT RENEWALS** August 26, 2016 - June 30, 2016

Route#	Sending District	Destination	Contractor	Annual Rate
27	NoHunt/Voorhees	No Hunt HS	ESC	\$23,694.74
36	NoHunt/Voorhees	No Hunt HS	ESC	\$23,694.74
7	NoHunt/Voorhees	No Hunt HS	ESC	\$43,208.06
3:15 N-1	NoHunt/Voorhees	No Hunt HS	ESC	\$8,362.85
HCV AM	NoHunt/Voorhees	HCVSD	ESC	\$8,362.85
HC NOON	NoHunt/Voorhees	HCVSD	ESC	\$8,362.85
HCV PM	NoHunt/Voorhees	HCVSD	ESC	\$8,362.85
VB NOON	NoHunt/Voorhees	HCVSD	ESC	\$10,855.50
BCV NOON	NoHunt/Voorhees	HCVSD	ESC	\$10,855.50
Voor. 59	NoHunt/Voorhees	Voorhees HS	ESC	\$22,506.70

b **NEW CONTRACTS** September 1, 2015 - June 30, 2016

Route#	Sending District	Destination	Contractor	Daily Rate	Aide
5601	NoHunt/Voorhees	Allegro	ESC	\$202.50	\$68.50
5605	NoHunt/Voorhees	Hunt Central HS	ESC	\$132.00	
5608	NoHunt/Voorhees	Hunt Central HS	ESC	\$132.00	
5609	NoHunt/Voorhees	Somerset VoTech	ESC	\$85.00	

DISCUSSION:

West Orange simulation runs went well, Drivers are needed at both terminals
Interlocal Agreements for Bus Sales is growing

MOTIONS PASSED UNANIMOUSLY

G PERSONNEL

Kim Metz moved, seconded by Tom Bruhl to approve the following personnel items, as recommended by the Superintendent:

- 1 approve 2015-2016 summer appointment(s) as attached:
- 2 amend the following motions approved at the June 25, 2015 Board of Directors meeting:

Name	Position	Location	Rate/Salary	Effective
a Jamie Quinn	Part Time Teacher	Holland	\$18.62/hour	
to read:				
Jamie Quinn	Part Time Teacher	F/R - R. Hunter	\$18.62/hour	2015 - 2016
b Donna Ader	Clerk/Driver	Glen Gardner	\$38,132.44	
to read:				
Donna Ader	Administrative	Glen Gardner	\$38,132.44	2015 - 2016
c Adrienne Jackson	Instructional Aide	Adult Basic Ed	\$31,680.00	
to read:				
Adrienne Jackson	Instructional Aide	Adult Basic Ed	\$26,691.03	2015 - 2016

d	Leilei Xu to read: Leilei Xu	Teacher Teacher/ Supervisor	ESC School WA ESC School WA	\$60,714.90 \$65,000.00	
e	Joanne Hala to read: Joanne Hala	Part Time ABE Part Time ABE	Somerville Somerville	TBD \$82.00/class	2015 - 2016 2015 - 2016
f	Sandra Pettesch to read: Sandra Pettesch	Part Time ABE Teacher Part Time ABE Teacher	Somerville Somerville	TBD \$20,400.00	2015 - 2016 2015 - 2016
g	Victoria Szymanski to read: Victoria Szymanski	Part Time ABE Teacher Part Time ABE Teacher	Somerville Somerville / (.5) Flemington	TBD \$20,400.00	2015 - 2016 Contract
h	Carol Petrosino to read: Carol Petrosino	Part Time ABE Teacher Part Time ABE Teacher	Somerville Somerville	TBD \$30,937.00	2015 - 2016 2015 - 2016
i	Rebecca Young to read: Rebecca Young	Part Time ABE Part Time ABE	Somerville Somerville	TBD \$15,985.44	2015 - 2016 2015 - 2016
j	Katherine Loh to read: Katherine Loh	Part Time Teacher Part Time Teacher	Polytech Polytech	\$18.17 \$15.94	2015 - 2016 2015 - 2016
k	Janine Loh to read: Janine Loh	Part Time Teacher Part Time Teacher	Flem-Raritan Flem-Raritan	\$15.94 \$18.17	2015 - 2016 2015 - 2016

Grant funded positions that did not have funding at time of renewal and some errors that needed to be corrected

3 **Appointments**

Name	Position	Location	Rate/Salary	Effective
Elizabeth Kapral	Sub. Bus Monitor	Glen Gardner	\$10.95/hour	8/25/2015
Marie Guillaume	PT Bus Monitor	West Orange	\$9.50/hour**	8/25/2015
Harriett Brown-Cobb	PT Bus Monitor	West Orange	\$9.50/hour**	8/25/2015
Yvonne Webb	PT Bus Monitor	West Orange	\$9.50/hour**	8/25/2015
Megan Powers	PT Teacher Assistant	Holland	\$15.75/hour	8/27/2015
Regina Merchant	PT Teacher Assistant	Holland	\$15.75/hour	8/31/2015
Lindsay Jordan	PT Teacher Assistant	Holland	\$15.75/hour	8/31/2015
Katherine Metelitsa	PT Teacher Assistant	Clinton Public	\$16.75/hour	09/01/15
Joani Iselin	PT Teacher Assistant	Clinton Public	\$15.75/hour	09/01/15
Deb Sinkiewicz	PT Teacher Assistant	Clinton Public	\$15.75/hour	TBD*
Carolyn Follansbee	PT Teacher Assistant	FRRSD	\$15.94/hour	09/01/15
Jill Rosenthal	PT Teacher Assistant	FRRSD	\$15.75/hour	09/01/15
Kelly Robison	PT Teacher Assistant	FRRSD	\$15.75/hour	09/01/15
Marianne Gallo	PT Teacher Assistant	FRRSD	\$15.75/hour	09/01/15
Danielle Astarita	PT Teacher Assistant	FRRSD	\$15.75/hour	09/01/15
Devin Aguilar	PT Teacher Assistant	FRRSD	\$15.75/hour	09/01/15
Patrick McGurran	PT Teacher Assistant	FRRSD	\$15.75/hour	09/01/15
Meredith Bruce	PT Teacher Assistant	FRRSD	\$15.75/hour	TBD*
Melissa Manks	PT Teacher Assistant	Franklin (H)	\$15.75/hour	09/01/15
Danielle Altavilla	PT Teacher Assistant	Franklin (H)	\$15.75/hour	09/01/15
Brittany Green	PT Teacher Assistant	Franklin (H)	\$15.75/hour	09/02/15
Nicole Rittenhouse	PT Teacher Assistant	Franklin (H)	\$15.75/hour	09/02/15
Peter Adams	Teacher	ESC School - WA	\$45,000/annual	09/01/15

Dana Untamo	Non-certified School Nurse	Hoffmans Crossing	\$43,500/annual	09/01/15
Regina Dennis	Substitute Nurse	School Services	\$33.00/hour	09/01/15
Louis Ciamillo	PT Bus Monitor	Glen Gardner	\$17.80/hour	09/01/15
Kenneth Ader	PT Bus Driver	Glen Gardner	\$20.45/hour	08/31/15
Meghan Castellano	PT Teacher Assistant	Clinton Public	\$15.75/hour	TBD*
LoriAnn McGuire	PT Bus Driver	Glen Gardner	\$17.80/hour	08/18/15
Rebecca Frazier	PT Bus Driver	West Orange	\$15.25/hour**	TBD*
Jean Racine	PT Bus Driver	West Orange	\$15.25/hour**	08/19/15
Marie Marcellus	PT Bus Monitor	West Orange	\$9.50/hour**	09/03/15
Raven Tredeau	Temporary PT Teacher Assistant	FRRSD	\$15.75/hour	TBD*

*Pending completion of required paperwork, including criminal history check

**Hourly rate may change upon ratification of contract

4 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>
Brandi Bontempo	PT Teacher Assistant	F/R - JP Case	Personal (unpaid)	09/01/15 - 10/30/15
Shurliana Haley	PT Bus Driver	West Orange	Personal (unpaid)	09/01/15 - 11/30/15
Jacklyn Manza	PT Teacher Assistant	F/R - RFIS	NJFLA (10 days paid)	09/08/15 - 09/22/15
Jamie Ozemko	PT Teacher Assistant	Polytech	Family Leave (unpaid)	09/02/15 - 09/25/15

5 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Angela Heath	Part Time Bus Monitor	West Orange	Resignation	6/24/2015
David Glover	PT Bus Driver	West Orange	Resignation	07/10/15
Toni Ann Pratt	PT Teacher Assistant	Clinton Public	Resignation	07/16/15
Christopher Smyth	PT Teacher Assistant	West Amwell	Resignation	07/27/15
Christopher Mitcheltree	PT Teacher Assistant	F/R - Copper Hill	Resignation	07/31/15
Allison Cornyn	School Nurse	ESC	Resignation	07/31/15
Leonard Spitzer	PT Bus Driver	Glen Gardner	Resignation	07/31/15
Janice Hilgen	PT Teacher Assistant	F/R - Robert Hunter	Resignation	08/03/15
Lisa Lieto	PT Teacher Assistant	Holland	Resignation	08/13/15
Wanda Holland	PT Bus Driver	West Orange	Retirement	08/13/15
Jake Hughes	PT Teacher Assistant	West Amwell	Resignation	08/13/15
Christopher Wonsor	PT Teacher Assistant	Franklin - East Amwell	Resignation	08/14/15
Jordan Latanzio	PT Teacher Assistant	Clinton Public	Resignation	08/14/15
Angela Dolan	PT Teacher Assistant	Polytech	Resignation	08/17/15
Jennifer Nejman	PT Teacher Assistant	F/R - JP Case	Resignation	08/19/15
Jean Lazauskas	PT Teacher Assistant	F/R - Desmares	Resignation	08/20/15
Jenna Godwin	PT Teacher Assistant	F/R - RFIS	Resignation	08/24/15
Julia Houser	PT Teacher Assistant	Polytech	Resignation	08/28/15
Tonya Flowers	PT School Bus.Admin.	Administration	Termination	09/04/15
Kenneth Ader	PT Bus Driver	Glen Gardner	Resignation	08/07/15
Alana Fazio	PT Teacher Assistant	West Amwell	Resignation	08/28/15

6 approve David Lutzky, HIB Coordinator, at a rate of \$40/hour, not to exceed 15 hours, to provide HIB Coordinator duties, effective August 13, 2015 through August 31, 2015

7 increase Stacey Gaskill, Personnel Coordinator, from .6 FTE to .8 FTE (30 hrs/wk) effective 9/2/15 at an annual salary of \$40,000 (prorated)

8 approve the following ABE evening teaching stipends for current staff as needed 9/1/15 through 6/30/15:

<u>Name</u>	<u>Stipend</u>
Nisha Littell	\$88.00 per class for up to 50 classes
Domenica Saunders	\$72.00 per class for up to 50 classes

9 ratify August 28, 2015 Executive Committee approval of submission to the Executive County Superintendent application for emergent hires, as attached

MOTIONS PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by Beth Kelly to approve action items XI H & XI I to:

H **BENEFITS**

1 **FLEXIBLE SPENDING (FSA)**

offer eligible employees a Flexible Spending Account at an annual cost of \$58.80, effective September 1, 2015 through August 31, 2016, through payroll deductions, as follows:

	<u># of pays</u>	<u>AMOUNT per pay</u>
10 month employee	20	\$2.94
12 month employees	24	\$2.45

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>
Superintendent	Annual HCASA Conference	9/24/15 - 9/25/16	\$169.75

MOTIONS PASSED UNANIMOUSLY

XII **UNFINISHED BUSINESS - NONE**

XIII **NEW BUSINESS**

Tom Bruhl moved, seconded by Cheryl Filler to:

A approve Marie B. Kisch, Superintendent to submit two (2) 2015-2016 qualitative merit goals of 2.5% of salary, for each goal, and (1) qualitative merit goal of 3.33% of salary, as stipulated in employment contract, to the Executive County Superintendent for approval, in the following areas:

- 1 Successful relocation of Hunterdon County ESC Academy to Hoffmans Crossing and identify and relocate administrative offices to most appropriate location
- 2 Realignment of personnel functions to ensure consistency in the process of hiring and retention of highly qualified staff
- 3 Quantitative goal of \$250,000.00 surplus for the 2015-16 school year

B approve Corinne Steinmetz, School Business Administrator to submit one (1) 2015-2016 qualitative merit goal of 2.5% of salary, as stipulated in employment contract, for approval by the Executive County Superintendent, in the following areas:

- 1 Successful development of a new structure and services plan to expand current cooperative purchasing to include lease purchasing, financial advisory services, used bus sales and bid services to school districts and municipalities

MOTIONS APPROVED UNANIMOUSLY

C NEXT MEETING @ Hoffman Crossing

XIV **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

XV **ADJOURNMENT**

Tom Bruhl moved, seconded by Cheryl Filler to adjourn the meeting. Since there was no further business to discuss the meeting adjourned at 5:24 pm.

Respectfully submitted by:

Corinne Steinmetz, SBA