

BOARD OF DIRECTORS MEETING

February 7, 2017

Minutes

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, February 7, 2017

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)

Linda Ubry (DELAWARE)

Dr. Maryrose Caulfield (FLEMINGTON RARITAN)

Kevin Gillman (HUNT VOCATIONAL)

Teresa Kane (MILFORD) 4:21 PM

Jason Kornegay (LEBANON TWP)

Dr. Greg Farley (BETHLEHEM)

Brett Reina (DELAWARE VALLEY REG)

Joseph Sommers (HOLLAND)

Donna Herbel (KINGWOOD)

John Melick (NO HUNT/VOORHEES) 4:22 PM

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At 4:15 pm at the ESC Adult Basic Education 8 Bartles Corner Road (Suite 205) Flemington, Board President Charles Miller called the meeting to order

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS - none

Joseph Sommers moved, seconded by Linda Ubry to adopt the agenda

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

A Joseph Sommers moved, seconded by Brett Reina to approve the January 7, 2017 Board of Directors Meeting minutes, respectfully submitted by the Board Secretary

MOTION PASSED UNANIMOUSLY

VI. FINANCIAL REPORTS

Dr. Greg Farley moved, seconded by Joseph Sommers to:

A approve the line item transfers and budget appropriations for the period of December 2016 (Adj #159)

B approve the line item transfers and budget appropriations for the period of January 2017 (Adj #160-172)

C approve the audited June 2016 Board Secretary Report

D approve the unaudited December 2016 Board Secretary Report

E approve the unaudited January 2017 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII. LIST OF BILLS

A Donna Herbel moved, seconded by Brett Reina to approve the following list of bills:

1	December 2016	\$15.99	Hand checks
2	January 2017 Payroll	\$1,016,411.76	Payroll
3	January 2017	\$156,186.32	Hand checks
4	February 7, 2017 List of Bills	\$446,541.46	Computer Generated
5	February 7, 2017 List of Bills ADDED	\$8,989.45	Computer Generated
		<u>\$1,628,144.98</u>	

MOTION PASSED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

A 2017 Mid-Year Review Letter from Juan Torres, Interim Executive County Superintendent

IX. 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

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Joseph Sommers moved, seconded by Jason Kornegay to approve action items XA, XB, XC, XH, XJ, XK & XL to:

X A ADMINISTRATION

- 1 approve Bon Venture Services, LLC as an official advertiser of the Commission

B SCHOOLS

- 1 utilize Agra Environmental & Laboratory Services to provide for T-3 operator services at a rate of \$1,450.00 per month, additional services at a rate of \$75.00 per hour, and water treatment consultation at a rate of \$60.00 per hour, as required by NJDEP, effective February 1, 2017
- 2 sell 1998 Chevy Wagon (VIN# 3GNFK16R8WG125727) to Ronald DiSalvi for \$400.00

C HOFFMANS CROSSING

- 1 award the Summer Camp Service Providers RFP #SC-17-01, to providers, as follows:

a

Mad Science of WNJ		
July 10, 2017 through August 25, 2017		
Program	Grade Level	Cost per Camper
Space the Final Frontier	K-5	\$135.00
Secret Agent Lab	K-5	\$135.00
Survival: Call of the Wild	K-5	\$135.00
Red Hot Roberts	1-5	\$165.00

b

JJ Bricks, LLC, dba Bricks 4 Kidz of Hunterdon-Somerset		
July 10, 2017 through August 25, 2017		
Program	Ages	Cost per Camper
Animal Grossology	6-12	\$135.00
Jurassic Brick Land	6-12	\$135.00
Minning and Crafting Featuring Minecraft	6-12	\$135.00
Mindstorms EV3 Robotics	9-14	\$135.00

- 2 approve grant submission to State of New Jersey for Sustainable Jersey Small Grant Application:

WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, The Hunterdon County Educational Services Commission Board of seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, Hunterdon County Educational Services Commission is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, the Hunterdon County Educational Services Commission has determined that HCESC Hoffman's Crossing Campus should apply for the aforementioned grant program. The Grant will establish the Hunterdon County ESC Green Hub at Hoffman's Crossing, to serve as a sustainability hub for Hunterdon County school districts, and as an Education for Sustainability (EfS) center and eco-campus.

THEREFORE, BE IT RESOLVED that board of the Hunterdon County Educational Services Commission, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

- 3 participate in Sustainable Jersey for Schools:

Whereas—The Hunterdon County Educational Services Commission (HCESC) Board of Directors seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The Hunterdon County Educational Services Commission (HCESC) Board of Directors and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

Whereas—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

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Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

Whereas—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas—The Hunterdon County Educational Services Commission (HCESC) Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of Sustainable Jersey for Schools.

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas— The Hunterdon County Educational Services Commission (HCESC) Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that The Hunterdon County Educational Services Commission (HCESC) Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We do hereby recognize HCESC Hoffman's Crossing Campus Public School as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and to support the district's schools in completing their actions.

- 4 appoint William York as liaison to Sustainable Jersey for Schools

DISCUSSION: Jennifer Giordano volunteered to participate on the Environmental "Green Team" committee

DISCUSSION: Marle Kisch Informed the board of upcoming events at Hoffmans

At 4:21 PM Teresa Kane arrived

D **TECHNOLOGY** (no action items)

E **ADULT BASIC EDUCATION** (no action items)

F **PARAPROFESSIONALS** (no action items)

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

H **PURCHASING**

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

#	DISTRICT
420	Lower Alloways Creek Board of Education
421	Oakland Board of Education

- 2 ratify the Type B & C School Vehicles Bid #HCESC-Trans-1701b, effective January 13, 2017 through January 12, 2018, as authorized at the January 10, 2017 Board of Directors meeting, as follows:

Vendor	16 Passenger	24 Passenger	54 Passenger
H.A. DeHart	\$45,325.00	\$45,355.00	\$73,400.00
Robert Hoover & Sons	N/B	N/B	\$76,097.00
Wolflington	\$48,400.00	\$51,700.00	N/B
Truck King International	N/B	N/B	\$77,875.00

- 3 renew the Technology Supplies & Accessories Bid #162 with ePlus Technology, effective March 16, 2017 through March 15, 2018, with no changes
- 4 authorize administration to award the Art & Craft Supplies & Equipment bid #177, effective February 13, 2017 through February 12, 2018, to be ratified at the March 7, 2017 Representative Assembly meeting
- 5 authorize administration to award the Facility & Grounds Supplies & Equipment Bid #HCESC-CAT-17-01, effective February 13, 2017 through February 12, 2019, to be ratified at the March 7, 2017 Representative Assembly meeting

I **DEPARTMENT OF SCHOOL SERVICES** (no action items)

J **TRANSPORTATION**

- 1 authorize Administration to award vehicle sales bid #TRANS 17-03, to be ratified at the March 7, 2017 Representative Assembly meeting
- 2 approve Interlocal Vehicle Sale Agreement with Old Bridge Township Public Schools Board of Education, effective January 30, 2017 through June 30, 2017, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 3 provide charter transportation services to Mount Olive Board of Education, at a rate of \$75.00 per hour, effective January 11, 2017

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- 4 approve Coordinated Transportation, for the 2016-17 School Year , for the following:
Edison Public Schools

- 5 approve Special Education Transportation Routes, as listed:

Quoted Routes						January 30, 2017 - May 31, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Added	
1731	Center School	Delaware Township	HCESC	\$270.00	N/A	

- 6 approve Special Education Transportation Routes, as listed:

Quoted Routes - Sussex CoOp						January 17, 2017 - January 18, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Added	
Q-341	Shepard School	Essex County VoTech	HCESC	\$195.15	N/A	

- 7 approve Special Education Transportation Routes, as listed:

Quoted Routes - Sussex CoOp						January 23, 2017 - January 28, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Added	
Q-353	Newark VoTech	Cedar Grove	HCESC	\$181.47	N/A	

- 8 approve Special Education Transportation Routes, as listed:

Quoted Routes - Sussex CoOp						January 17, 2017 - April 25, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Added	
Q-342	Sawtelle Center	West Orange	HCESC	\$235.00	\$60.00	

- 9 approve Special Education Transportation Routes, as listed:

Quoted Routes - Sussex CoOp						January 26, 2017 - June 20, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Added	
E667	Sawtelle Center	Orange, East Orange	HCESC	N/A	\$60.00	

K PERSONNEL

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

1 Appointments

approve the following 2016-2017 appointment(s):

Name	Position	Location	Rate/Salary	Effective
Laurie Brown	Substitute Bus Driver	Glen Gardner	\$21.00/hour	01/03/2017
Lisa Conover	PT Teacher Assistant	FRSD/Desmares	\$18.53/hour	01/23/2017
Lacroix Contant	PT Bus Driver	West Orange	\$20.50/hour	01/25/2017
Kerry Briggs	PT Bus Driver	Glen Gardner	\$21.00/hour	02/06/2017
Heather Hutchins	PT Bus Monitor	Glen Gardner	\$11.00/hour	02/08/2017
Colin Hewitt	PT Teacher Assistant	FRSD/JP Case	\$15.75/hour	02/14/2017
Michele Beckman	PT Teacher Assistant	FRSD/Hunter	\$15.75/hour	02/14/2017

- 2 amend the following 2016-17 appointments approved at January 10, 2017 Board of Directors meeting:

Diane Banks	PT Bus Monitor	West Orange	\$14.75/hour	TBD
to:				
Diane Banks	PT Bus Monitor	West Orange	\$14.75/hour	01/17/2017

- 3 change the status of Marina Bartelli, Adult Basic Education Instructional Aide/Assistant Coordinator, from part-time (.8) 12 month, to full-time 12 month, at an annual amount of \$42,240.24 (prorated), effective November 28, 2016

- 4 **Leaves of Absence (LOA)** (no action items)

Name	Position	Location	Reason	Effective
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- 5 **Resignations / Retirements / Terminations**

Name	Position	Location	Reason	Effective
Anthony Moore	PT Bus Driver	West Orange	Resignation	12/14/2016
St. Therese Belony	PT Bus Monitor	West Orange	Termination	01/25/2017
Olivia Ciotta	PT Teacher Assistant	FRSD/JP Case	Resignation	01/23/2017
Urmi Foster	PT Admin Assistant	EXT/NP	Resignation	02/03/2017
Katherine Finch	PT Teacher Assistant	FRSD/JP Case	Resignation	02/09/2017
Kara Dunlap	PT Teacher of the Deaf	EXT/NP	Resignation	02/10/2017
Jill Rosenthal	PT Teacher Assistant	FRSD/JP Case	Resignation	02/24/2017

- 6 reassign Alison Inghilterra, PT Teacher Assistant, from HC Poly to FRSD/JP Case effective 02/16/2017

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L 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>
Principal	Anti-Bullying Specialist Certification	2/7/17 and 4/25/17	\$300.00

MOTIONS PASSED UNANIMOUSLY

At 4:22 PM John Melick arrived

XI UNFINISHED BUSINESS

West Amwell Septic evaluation is currently on hold, as there are no recent issues

Oil tank at the house at Hoffmans has been replaced

Animals at Hoffmans:

Two goats are ready to give birth

Alpaca shearing will occur in spring

XII NEW BUSINESS - NONE

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

DISCUSSION:

Facility assessment West Amell Campus

Roof - minor repair will hold off on roof renovation

Alternative activities for Hoffmans

Cub Scouts/ Girl Scouts

Hunterdon School Boards Meeting to be hosted at Hoffmans Campus. Topic is on Leadership

Partnership with Newark Leadership Academy - 1st visit in 2 weeks. On-site 4 days

September hosting Environmental Academy Program for Polytech

Technology

1:1 Initiative - Chromebooks to students and teachers

Technology Committee - School Based

Google Apps Training occurring across all programs

School Technology subcommittee developed

Google Classroom training - onsite Teacher

Apex Learning 7-12 implemented in conjunction with current instructions. System has been very beneficial. Provides a good avenue for diversifying learning.

Chromebooks are being replaced 5 per year

Summer Camp programs

6 offerings

Before and After Care

Transportation will be provided

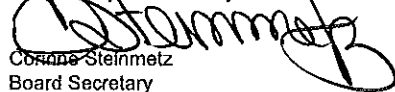
Registration Fee in process of being determined

Current teacher on our staff that previously worked at Camp Carr. He has been an excellent resource.

XIV ADJOURNMENT

Jason Kornegay moved, seconded by Joseph Sommers to adjourn the meeting. Since there was no further action to be taken the meeting was adjourned at 4:30 pm.

Respectfully submitted by:


Corinne Steinmetz
Board Secretary