

**BOARD OF DIRECTORS MEETING**

**January 10, 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, January 10, 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 has been sent to the county office

**II. ROLL CALL**

**BOARD MEMBERS**

Charles Miller (E AMWELL), President  
Linda Ubry (DELAWARE TWP)  
Joseph Sommers (HOLLAND)  
Donna Herbel (KINGWOOD)

Jason Kornegay, Vice President (LEBANON TWP)  
Brett Reina (DEL-VAL REG)  
Kevin Gillman (HUNTERDON VOCATIONAL)  
Teresa Kane (MILFORD)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

**III. CALL TO ORDER**

At 4:17 pm at the ESC Adult Basic Education 8 Bartles Corner Road (Suite 205) Flemington, Board President Charles Miller called the meeting to order

Corinne Steinmetz presented 2016 Audit.

Discussion:

Marie Kisch discussed programs and decisions made to consolidate schools to West Amwell for 2016-17

Discussed septic system at West Amwell - initial investigation show that it may be a top layer removal and replacement that is needed. We are awaiting proposals for engineering assessment. Budgeting for work to be completed in 2017-18 budget

Teresa Kane arrived 4:20 PM

Charles Miller informed Board that Hoffman's was a good investment and is redefining the Hunterdon ESC. The property is currently being evaluated for best educational programs

Marie Kisch further explained that the decision to purchase Hoffmans Crossing was made upon completing a facility evaluation of our former Sawmill School and assessing the funding that would be needed to repair the facility. In addition the former location was limited in its use as an elementary school. Hoffmans Crossing has positioned us to realign the services we offer.

We like many ESCs, receiving student population for Full-time Alternative and Special Education is no longer the primary service. Many of the program we are doing / will be doing is an expansion of our member districts. We are currently using the facility for conferences, meetings, environmental programs (ie: Wildlife & Fish and Game), location for local school districts to visit. Further exploring facility use opportunities (location was formerly used for weddings and outside activities).

In addition we are in the process of implementing a shared service opportunity with Hunterdon County Polytech for an environmental based program to start September 2017.

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

**V APPROVAL OF MINUTES**

A Kevin Gillman moved, seconded by Jason Kornegay to approve the December 6, 2016 Board of Directors Meeting minutes, respectfully submitted by the Board Secretary

**MOTION PASSED with Linda Ubry abstaining**

Joseph Sommers moved, seconded by Linda Ubry to approve action items VI & VII to:

**VI FINANCIAL REPORTS**

A approve the line item transfers and budget appropriations for the period of December 2016 (Adj #126-158)

**VII LIST OF BILLS**

A approve the following list of bills:

1	December 2016 Payroll	\$1,205,030.18	Payroll
2	December 2016	\$17,588.61	Hand checks
3	December 2016 Consultant Payroll	\$9,370.00	Payroll
4	January 10, 2017 List of Bills	\$418,716.23	Computer Generated
5	January 2017 Consultant Payroll	\$6,555.98	Payroll
		<u>\$1,657,261.00</u>	

**MOTIONS PASSED UNANIMOUSLY**

**ELECTION OF VICE PRESIDENT**

Charles Miller moved, seconded by Brett Reina to nominate Jason Kornegay as Vice President

Since there were no further nominations, Charles Miller closed the floor for nominations for Board Vice President

**MOTION PASSED electing Jason Kornegay as Board Vice President**

**VIII CORRESPONDENCE/COMMUNICATION**

A January 2017 Cooperative Purchasing Newsletter

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**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

**X EXECUTIVE SESSION**                      **Tabled until end of meeting**

Teresa Kane moved, seconded by Brett Reina to approve action items XI A, XI E, XI H & XI I to:

**XI A ADMINISTRATION**

- 1 accept 2015-16 Comprehensive Audit Report and Management Report, as presented by Corinne Steinmetz
- 2 approve 2017 - 2018 Service Rates, as presented by Marie Kisch
- 3 authorize administration to enter into agreement with TD Bank, for the processing of credit and debit card transactions, at a fee of 2% of sales volume plus \$.20 per transaction for Visa, Mastercard, Discover and debit cards, 2% of sales volume plus \$.25 per transaction for EBT/other, and 4% of sales volume for American Express plus \$.20 per transaction, effective January 11, 2017

**B SCHOOLS**                                      (no action items)

**C HOFFMANS CROSSING**                      (no action items)

**D TECHNOLOGY**                                      (no action items)

**E ADULT BASIC EDUCATION**

- 1 reduce Adult Basic Education Budget for Hunterdon County Department of Human Resources programming from \$20,000 to \$13,000 as per actual allocation

**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
416	Mendham Borough Board of Education
417	Plainsboro, Township of
418	Mount Arlington Board of Education
419	Riverton Board of Education

- 2 renew the Copy/Duplicator Bid #180 with Paper Mart, effective January 13, 2017 through July 12, 2017, with no changes
- 3 renew the Apple Products-Proprietary Bid #HCESC-TECH-16-01 with Apple Inc., effective March 25, 2017 through March 24, 2018, with no changes
- 4 authorize administration to award the Type B&C School Vehicles Bid #HCESC-Trans-17-01b, effective January 13, 2017 through January 12, 2018
- 5 ratify the School & Office Furniture & Accessories Bid #183 award, effective January 13, 2017 through January 12, 2018, as authorized at the December 6, 2016 Board of Directors meeting, as follows:  
   Tanner North Jersey                                      Technotime Business Solutions dba Proacademy
- 6 ratify the Health & Sports Medicine Supplies & Accessories Bid #179 award, effective January 13, 2017 through January 12, 2018, as authorized at the December 6, 2016 Board of Directors meeting, as follows:  
                 Moore Medical                      School Health                      School Nurse Supply                                      AOSS Medical Supply
- 7 contract with Emaxed for purchasing software improvements in the amount of \$3,900.00
- 8 terminate the the Facility & Grounds Supplies & Equipment Bid #HCESC-CAT-16-04, effective February 10, 2017 as per A12.5 - Annual Termination Option
- 9 terminate the Art & Craft Supplies & Equipment Bid #HCESC-CAT-16-05, effective February 10, 2017 as per A12.5 - Annual Termination Option
- 10 award the Assessment & Data Management System for Students & Teachers #HCESC-Tech-16-03, effective January 1, 2017 through December 31, 2017 as follows:

Evaluator	School City	Power School	Advanced Assessment Systems, Inc. (DBA LinkIt!)	Illuminate Education	IO Education
#1	76		91	64	59
#2	72		91	59	75
#3	68		98	57	53

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#4	78		91	73	73
#5	72		92	57	63
Total	366	Disqualified - numerous exceptions	463	310	323

**I DEPARTMENT OF SCHOOL SERVICES**

- 1 approve 2016-17 Non Public Security Aid program administration at a rate of 8% of entitlement
- 2 increase 2016-2017 Nonpublic Security Aid budget from \$19,386.00 to \$34,452.00 (increase of \$15,066.00) based on receipt of actual entitlements

DISCUSSION: Marke Kisch explained our cooperative program and offerings available to districts. She informed the board on our marketing efforts (ie. website). In addition the ESC Council is working together on a joint marketing campaign on what an ESC is and can provide.

**MOTIONS PASSED UNANIMOUSLY**

**J TRANSPORTATION, as presented by Marie Kisch**

Jason Kornegay moved, seconded by Brett Reina to:

- 1 provide Pierre Beldor training for Class B CDL License Passenger and "S" endorsements, at a fee of \$300.00, effective August 16, 2016
- 2 approve Interlocal Vehicle Sale Agreement with Readington Township Board of Education, effective January 5, 2017 through April 5, 2017, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- 3 award the sale of School Transportation Vehicles for Bid #Trans 17-02, as follows:

**WEST ORANGE**

#	Year	Passenger	Make/Model	Top Offer	Results
355	2002	54	BlueBird TCFE, Transit Style	no bids	Rebid
356	2002	54	BlueBird TCFE, Transit Style	no bids	Rebid
V200	2004	W/C	GM/Girardin, Single Rr. Wheel, + W/C	\$ 1,500.00	Accept - A1 Elegant
474	2003	16	GM/Girardin, Single Rr. Wheel	\$ 500.00	Accept - A1 Elegant

**GLEN GARDNER**

#	Year	Passenger	Make/Model	Top Offer	Results
C-1	1997	Car	Nissan Altima	no bids	Rebid
V26	1999	8 + W/C	GM/Girardin, Single Rr. Wheel, + W/C	no bids	Rebid
V03	2000	8 + W/C	GM/BlueBird, Single Rr. Wheel, + W/C	no bids	Rebid
V09	2000	16	GM/Girardin Single Rr. Wheel	no bids	Rebid
V11	2000	16	GM/Bluebird, Single Rr. Wheel	no bids	Rebid
V14	2000	16	GM/Bluebird, Single Rr. Wheel	no bids	Rebid
V15	2001	W/C	GM/Girardin, Single Rr. Wheel, + W/C	no bids	Rebid
V30	2002	16	GM/Girardin, Single Rr. Wheel	no bids	Rebid
V31	2003	16	GM/Girardin, Single Rr. Wheel	\$ 1,000.00	Accept - A1 Elegant
V01	2004	12 + WC	GM/Girardin, Wheelchair	no bids	Rebid
V17	2004	16	GM/Girardin	\$ 2,000.00	Accept - A1 Elegant
V18	2004	16	GM/Girardin	no bids	Rebid
513	2005	54	BlueBird Vision Conventional	\$ 3,500.00	Reject - Rebid
33	2006	54	BlueBird Vision Conventional	\$ 1,200.00	Reject - Rebid
53	2006	54	BlueBird Vision Conventional	\$ 1,500.00	Reject - Rebid

- 4 authorize administration to scrap (1) 2003 GM/Girardin 16 Passenger van, to be ratified at the Board meeting following disposal, as follows:

UNIT #	LOCATION	VIN	AMOUNT
V29	Glen Gardner	1GBHG31F721139000	TBD

- 5 approve parental contract with Stacy and Ron Kaiser to cover all costs in excess of \$100 per diem, effective December 1, 2016 through June 30, 2017, as per court order, for transportation listed below:

Route#	Destination	Contractor
1701	Celebrate the Children	DVRSD

**MOTIONS PASSED UNANIMOUSLY**

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**K PERSONNEL**

Kevin Gillman moved, seconded by Jason Kornegay to approve the following personnel items, as recommended by the Superintendent:

**1 Appointments**

approve the following 2016-2017 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Jean Anselme	PT Bus Driver	West Orange	\$20.50/hour	12/19/2016
Vladimir Etienne	PT Bus Driver	West Orange	\$20.50/hour	12/19/2016
Alonzo Nunn	PT Bus Driver	West Orange	\$20.50/hour	01/03/2017
Andres Made	PT Bus Driver	West Orange	\$20.50/hour	01/03/2017
Alicia Asberry	PT Bus Driver	West Orange	\$20.50/hour	01/03/2017
Diane Banks	PT Bus Monitor	West Orange	\$14.75/hour	TBD
Felicia Silveiro	Temporary PT Bus Monitor	Glen Gardner	\$11.00/hour	01/04/2017
Richard Echeona	PT Bus Driver	West Orange	\$20.50/hour	01/04/2017
Michele Fabbriani	Temporary/Sub Teacher Assistant	Lebanon Twp	\$15.75/hour	01/04/2017
Barbara L. Breivik	PT Teacher Assistant	Lebanon Twp	\$15.75/hour	01/09/2017
Madison Perkins	PT Teacher Assistant	F-R/RFIS	\$16.07/hour	01/12/2017
Theresa Brown-Biondo	PT Teacher Assistant	ESC West Amwell	\$15.75/hour	01/09/2017

**2 Leaves of Absence (LOA)**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Bresha Marvay	PT Teacher Assistant	Lebanon Twp	Medical (unpaid)	01/09/17 - TBD
Joy Cross	PT Bus Driver	West Orange	Personal (unpaid)	01/05/17 - 01/15/17

**3 Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Elijah Reed-Williams	PT School Bus Driver	West Orange	Termination	01/09/2017

4 rescind the following 2016-17 appointment approved at December 6, 2016 Board of Directors meeting:

Stacey Start	PT Bus Driver	Glen Gardner	\$21.00/hour	11/28/2016
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5 approve an additional \$10.00/hour compensation for Karolina Cywa, Payroll Administrator, for off-site Systems 3000 support at FRRSD, as needed

**DISCUSSION:**

Marie Kisch informed the Board that the amendment to the West Orange Driver/Monitor Contract to increase salaries has been successful and is allowing us to look to take on additional charter/trip work

Enrollment at our ESC West Amwell School has increased from 39 to 51

**MOTIONS PASSED UNANIMOUSLY**

Jason Kornegay moved, seconded by Brett Reina to approve action items XI L, XI K & XIII A to:

**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>
Environmental Educator	ANJEE 2017 Winter Conference	1/19/2017	\$266.00
Superintendent	TECHSPO	1/26/2017	\$275 Registration plus \$109 Hotel

**K HARASSMENT, INTIMIDATION & BULLYING, presented by Marie Kisch**

Affirm Harassment, Intimidation & Bullying incidents, as follows:

<u>HIB #</u>	<u>NJ Anti-Bullying Bill of Rights Law</u>
1 1 - WA - 2017	NO

**XII A POLICY**

1 approve the following policy on second reading:

- a Policy 4112.4/4212.4 Employee Health (M) (Revision)
- b Policy 5141.8 Sports Related Concussion and Head Injury (M) (Revised)

**MOTIONS PASSED UNANIMOUSLY**

**XIII EXECUTIVE SESSION**

Brett Reina moved, seconded by Jason Kornegay to enter into Executive Session at 4:54 pm

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;

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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 LEGAL MATTERS; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

Board returned to Public Session at 5:07 pm

Jason Kornegay moved, seconded by Teresa Kane to:

1 approve McManimom, Scolland & Bauman as Real Estate Counsel

**MOTION PASSED UNANIMOUSLY**

**XIV UNFINISHED BUSINESS**

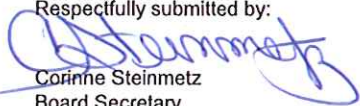
**XV NEW BUSINESS**

**XVI CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XVII ADJOURNMENT**

Joseph Sommers moved to adjourn the meeting. Since there was no further action to be taken the meeting was adjourned at 5:00 pm.

Respectfully submitted by:

  
Corinne Steinmetz  
Board Secretary