

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors Meeting
October 4, 2011
Minutes

A **regular** meeting of the Hunterdon County Educational Services Commission **Board of Directors** was held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on **Tuesday, October 4, 2011**

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised in the Hunterdon County Democrat, The Courier News and with the County Clerk.

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President

Kelly Galligan (CALIFON)

William Moebus (HOLLAND), Vice President

Tom Bruhl (DELAWARE)

William Martin (DEL-VAL REG)

Thomas Lewis (FRANKLIN-SOMERSET)

Judy Burd (LEBANON TWP)

Lou Pennucci (NO HUNTERDON/VOORHEES)

Teresa Kane (MILFORD)

Donald Shelton (TRENTON) @ 4:23 pm

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Nisha Littel (TEACHER) at 4:19 pm

Andrea Romano (SCHOOL DIRECTOR)

Daria Kriegl (TEACHER) at 4:19 pm

III. CALL TO ORDER

At **4:15 pm** in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

REVISED AGENDA

William Moebus moved, seconded by Lou Pennucci to approve the agenda with added items, as highlighted
MOTION APPROVED UNANIMOUSLY

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by William Martin to approve the minutes of the September 6, 2011 Board of Directors meeting, respectfully submitted by the Board Secretary.

MOTION APPROVED, with Teresa Kane abstaining

VI. FINANCIAL REPORTS

William Moebus moved, seconded by Thomas Lewis to:

A approve the line item transfers and budget appropriations for the month of September 2011

B approve the following Board Secretary Reports

1 August 31, 2011

2 September 30, 2011

MOTION APPROVED UNANIMOUSLY

VII LIST OF BILLS

A William Moebus moved, seconded by William Martin to approve the following list of bills:

- 1 September 30, 2011 Handchecks
- 2 October 1, 2011 Computer Generated

MOTION APPROVED UNANIMOUSLY

VIII CORRESPONDENCE

- A Letter from William Lyons, Mentor regarding recommendation for Dennis Schiller to receive his Standard Certification as Principal
- B Article regarding literacy services offered by Hunterdon County ESC
- C STS Article: Life of School Buses Extended from 12 to 15 Years
- D School Leader Magazine article "Buying Power"
- E Letter from Chrys Harttraft (Franklin - H), resigning from our Board due to her new job assignment

4:19 pm - Nisha Littel and Daria Kriegl arrived

IX COMMITTEE MEETINGS

A Building and Grounds Committee - 9/19/11, presented by Dennis Cox

4:23 pm Donald Shelton arrived

- B Programs and Services Committee - 9/19/11, presented by Charles Miller
- C Public Relations Committee, did not meet
- D Policy Committee - 9/20/11, presented by William Moebus
- E Personnel Committee - 9/26/11, presented by Judy Burd
- F Finance Committee - 9/26/11, presented by Tom Bruhl
- G Executive Committee - 9/27/11, presented by Charles Miller

X SUPERINTENDENT'S REPORT, presented by Dennis Cox

William Moebus moved, seconded by Thomas Lewis to acknowledge receipt of Superintendent Report

MOTION APPROVED UNANIMOUSLY

A ADMINISTRATION

William Moebus moved, seconded by William Martin to:

- 1 authorize Corinne Steinmetz, School Business Administrator to close Certificate of Deposit #11017540366 for \$222,097.56, upon maturity on or about October 8, 2011.
- 2 approve 2011-2014 Educational Risk Insurance Consortium (ERIC) WEST, a fund within the New Jersey School Boards Association Insurance Group:

WHEREAS, the New Jersey School Boards Insurance Act, Assembly 1373, enacted and signed by the Governor in 1983, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

WHEREAS, the Hunterdon County Educational Services Commission desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

WHEREAS, the Hunterdon County Educational Services commission finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

WHEREAS, the Hunterdon County Educational Services Commission under its obligations as a member of the New Jersey School Boards Association Insurance Group does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Group.

NOT THEREFORE BE IT RESOLVED BY THE HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION:

THAT the Hunterdon County Educational Services Commission joins with other school districts in organizing and becoming members of the ERIC WEST Subfund a fund within the New Jersey School Boards Association Insurance Group; and

THAT by adoption and signing of this resolution the Board of Education is hereby joining the ERIC WEST Subfund a fund within the New Jersey School Boards Association Insurance Group effective July 1, 2011, and for the duration of three consecutive years for all coverage bound during the policy year this resolution is adopted.

MOTIONS APPROVED UNANIMOUSLY

B TRANSPORTATION

William Moebus moved, seconded by Tom Bruhl to:

- 1 approve special education routes as follows:

RENEWALS

Route #	Destination	Contractor	Daily Rate
0626R	Valley View	First Student	\$140.86

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1222T	Voorhees H.S.	ESC	\$130.00
1223T	Hampton Ele.	ESC	\$95.00
1224T	Polytech	ESC	\$94.00
1225T	Lebanon Boro	ESC	\$92.00
1226T	DLC, New Providence	Ralph Bus	\$167.00
1227T	Sypek	Rick Bus	\$102.50

QUOTED ROUTES

Route #	Destination	Contractor	Current Rate	Adjustment	Revised Rate
0733R	Allegro	ESC	\$270.89	-\$60.89	\$210.00
1027R	Center School	ESC	\$197.00	-\$197.00	\$0.00
1041R	Main St. to Bartles to Center	ESC	\$130.00	-\$130.00	\$0.00

- 2 waive driver training fees for potential new drivers at Glen Gardner Terminal in order to compete with local vendors and to attract new drivers to cover current shortage, effective through December 31, 2011.
- 3 approve change order requests and increase the West Orange Transportation Budget to cover construction services required to meet code requirements, as follows:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Fine Wall Corp.	Increase receptacle mounting height from 16" to 18"	\$ 4,235.00
Fine Wall Corp.	Increase of garage door height	\$ 3,872.00
Fine Wall Corp.	Replace existing wire/conduits	\$ 4,358.00
Fine Wall Corp.	Update and relocate electrical panel	\$ 9,999.00

- 4 increase West Orange Transportation Budget \$11,000.00 for an additional month rent at Ashland Ave. in an effort to accommodate additional time needed by contractors to complete building and site improvements at Standish Ave.

- 5 add child to transportation services to Morris ESC route CS 166 at a rate of \$100.00 per diem for the 2011-12 school year.
- 6 approve 2011-12 Joint Transportation Agreement with Bethlehem Township in the amount of \$340,964.50
- 7 increase West Orange Transportation Budget to cover construction services required to meet code requirements, as follows:

Fine Wall Corp.	Change order approved September 2011 for electrical work needed to meet code requirements related to external lighting	\$	8,427.00
Clean Air Company, Inc.	Required exhaust system per township requirements	\$	14,827.40
- 8 add routes for the 2011-12 School Year, as follows:

Sussex County Cooperative	E655B	\$	230.00	per diem
Morris ESC	CS166	\$	100.00	per diem

MOTIONS APPROVED with Judy Burd abstaining

C COOPERATIVE PURCHASING

William Moebus moved, seconded by Thomas Lewis to:

- 1 reject all bid submissions for Technology Supplies and Accessories #139-2 for failure to comply with the specification.
- 2 authorize administration to proceed with Request for Proposals (RFP) for Assessment & Data Management System for Students and Teachers.
- 3 accept Allendale School District as the 150th member of the Cooperative Service Purchasing Cooperative.
- 4 accept West Windsor-Plainsboro School District as the 151st member of the Cooperative Service Purchasing Cooperative
- 5 transfer Bid Award #TEC-01, TEC-02 and TEC-03 from TransNet Corporation to Delta Computec, LLC - as per their acquisition agreement dated June 8, 2011

MOTIONS APPROVED UNANIMOUSLY

D PERSONNEL

- 1 William Moebus moved, seconded by Judy Burd to approve the following Personnel items, as

Administration

hire Cynthia Keller, Part Time Bookkeeper, at a rate of \$18/hr., up to 30 hrs./wk, effective September 26, 2011

Schools

approve the written resignation of Christine Delena, Teacher Assistant, effective September 1, 2011

approve the FMLA request of Gene Harrison, Teacher, effective September 1, 2011

approve the FMLA request of Phyllis Rohling, Administrative Assistant, effective September 8, 2011

ABE

increase 2011-2012 salary of Sandra Pettesch, ABE Teacher, to \$9525/yr., due to increase in teaching time of Alternatives Literacy classes

Glen Gardner

hire Steven Anderson, Bus Driver, at a rate of \$16.75/hr., effective September 6, 2011

hire Kim Wilkinson, Bus Driver, at a rate of \$16.75/hr., effective September 7, 2011

hire Pauline Tawil, Bus Aide, at a rate of \$10.55/hr., effective September 7, 2011

hire Harold Darst, Bus Driver, at a rate of \$16.75/hr., effective September 9, 2011

approve bonus program for Glen Gardner drivers for the 2011-12 School Year, as follows:

ATTENDANCE	Up to 5 hrs / day	Under 5 hrs /	
Per Quarter Bonus	\$150.00 / qtr	\$100.00 / qtr.	Allowable use of 2 personal days
Perfect Attendance	\$750.00 / yr.	\$500.00 / yr.	No days taken
LICENSE RENEWAL			\$100.00 every 4 years
REFERRAL OF NEW DRIVER			\$100.00 after on board for 6 months

hire Alex Philip, Bus Driver, at a rate of \$16.75/hr., effective September 26, 2011

approve the verbal resignation of Frank Ferraro, Bus Driver, effective August 30, 2011

approve the verbal resignation of Cheryl Gulics, Bus Driver, effective August 30, 2011

change the status of Jack Pierone, from Monitor to Substitute Monitor, no change in pay, effective September 1, 2011

change the status of Laurie Browne, from Bus Driver to Substitute Bus Driver, no change in pay, effective September 1, 2011

change the status of Kim Wilkinson, from Bus Driver to Substitute Bus Driver, no change in pay, effective September 23, 2011

terminate Harold Darst, Bus Driver, effective September 16, 2011

West Orange

approve the verbal resignation of Sharon Richardson, Bus Driver, effective August 29, 2011

hire April McMillan, Bus Driver, at a rate of \$15.25/hr., effective September 1, 2011

hire Mary Clarke, Monitor, at a rate of \$9.50/hr., effective September 16, 2011

increase Andrea Michelle Best, Part Time Administrative Assistant, from up to 25 hrs./week to up to 34 hrs./week, effective September 7, 2011

approve the written resignation of Jean Cesar, Driver, effective June 30, 2011

extend FMLA request of Shamekia White, Monitor, through November 1, 2011

hire Enith Zilat, Driver, at a rate of \$15.25/hr., effective September 26, 2011

approve FMLA request of Judith Abongo, Monitor, effective October 4, 2011

approve FMLA request of Charlotte Culver-Winckler, effective September 30, 2011

Morristown

approve the FMLA request of William Groff, Mechanic, effective September 26, 2011

increase rate of David Glover, Bus Driver, from \$15.00 to \$15.25/hr, as per the Morris Depot Contract, effective September 1, 2011

NP/Ext Services

hire Paul Otis, Part Time Off-Site Teacher Assistant, at a rate of \$17.73/hr., effective September 20, 2011

hire Anita Christman, Part Time Off-Site Teacher Assistant, at a rate of \$17.73/hr., effective September 19, 2011

terminate Annette M. Fodera, Part Time Off-Site Teacher Assistant, effective September 27, 2011

terminate Carol Clark, Part Time Off-Site Teacher Assistant, effective September 28, 2011

approve the written resignation of Robyn Bennett, Part Time Off-Site Teacher Assistant, effective October 4, 2011

hire Kathleen Herman, Part Time Off-Site Personal Assistant-Specialized, at a rate of \$17.73/hr., effective October 5, 2011

hire Chris Mitcheltree, Part Time Off-Site Teacher Assistant, at a rate of \$15.55/hr., effective October 5, 2011

Technology

approve the written resignation of Nicholas Catanacci, Network Engineer, effective October 7, 2011

approve the FMLA request of Robert Lancsak, Computer Specialist, effective September 27, 2011

Adult Education

hire the attached list of Adult Education Consultants, at attached rates, effective September 1, 2011 through June 30, 2012

MOTIONS APPROVED UNANIMOUSLY

E PROFESSIONAL DEVELOPMENT

1 William Moebus moved, seconded by Judy Burd to approve the following staff members for professional development workshops:

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
(2) Counselor	Hunterdon Prevention Resources Annual Fall	10/27/2011	free
Counselor	HSPA Training	9/14/2011	free
(2) Administrators	NJSBA	10/24-26/2011	\$150/ea plus travel
Counselor	Practical Strategies for Teaching Social Skills	10/01/11	Free
Facilities Mgr	Hazardous Communications Training	11/18/2011	\$20.00
School Administrator	Cyber Bully Training	10/19/11	Free
HIB Specialist	Cyber Bully Training	10/19/11	Free
Counselor	Current Drug Trend & Emergence of Drug Use	10/21/2011	Free

MOTION APPROVED UNANIMOUSLY

F POLICY

William Moebus moved, seconded by William Martin to adopt the following policies, as revised:

- 1 4138 - Jury Duty
- 2 4219.22 - Code of Conduct

MOTION APPROVED UNANIMOUSLY

William Moebus moved, seconded by Judy Burd to approve items XG, XH and XI to:

G ADULT BASIC EDUCATION (ABE)

1 submit a proposal requesting \$31,000 in response to Hunterdon County 2012 RFP #0039-2011

H DEPARTMENT OF SCHOOL SERVICES

1 provide Child Study Team Services to People's Preparatory Charter School, as needed, per Board approved rates, effective October 4, 2011 through June 30, 2012

I SCHOOLS

1 reduce service contract with Agra from 5 days per week to 4 days per week, per approval of Alan Dillion, NJ Bureau of Safe Drinking Water

2 apply for Teen Arts programs with the Hunterdon County Cultural and Heritage Commission, as follows:

Special projects Grant	\$ 10,000.00
Lap Block Grant	\$ 10,000.00
Outreach Initiative	\$ 2,000.00

- 3 apply for Young Explorers grant in the amount of \$1,000.00
- 4 approve verbal 2010-2011 Violence and Vandalism report as reported to the NJ Department of Education

MOTIONS APPROVED UNANIMOUSLY

J HARASSMENT INTIMIDATION & BULLYING

William Moebus moved, seconded by Judy Burd to affirm 6 incidents presented by Dennis Cox

NJ Anti-Bullying Bill of Rights Law		NJ Anti-Bullying Bill of Rights Law	
1 WA-1	NO	4 WA-4	NO
2 WA-2	NO	5 WA-5	NO
3 WA-3	YES	6 TW-1	NO

MOTIONS APPROVED UNANIMOUSLY

XI OLD BUSINESS

XII NEW BUSINESS

A Thomas Lewis moved, seconded by Don Shelton to approve the 2011-12 Superintendent Goals, as presented by Dennis Cox

MOTION APPROVED UNANIMOUSLY

B Judy Burd moved, seconded by William Moebus to acknowledge verbal report of 2010-11 Violence and Vandalism incidents reported to the NJ Department of Education

MOTION APPROVED UNANIMOUSLY

C Shared services among school districts in Hunterdon County. What can we do to "act" like K-12 districts?

D Polytech workshop to discuss HIB strategies

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIV ADJOURNMENT

William Moebus moved to adjourn the meeting. Since there was no further action to discuss, the meeting was adjourned at 5:22 pm.

Respectfully submitted by:

Corinne Steinmetz
School Business Administrator/Board Secretary