

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**Board of Directors Meeting**  
**September 6, 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, September 6, 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

Linda Adams (ALEXANDRIA)

William Moebus (HOLLAND), Vice President

Greg Nolan (FLEMINGTON RARITAN REG)

Judy Burd (LEBANON TWP)

Thomas Lewis (FRANKLIN-SOMERSET)

William Martin (DEL-VAL REG)

Kim Metz (HUNTERDON POLYTECH)

Tom Bruhl (DELAWARE)

Mike Sroka (UNION)

David Livingston (READINGTON)

John Dupuis (W AMWELL)

Lou Pennucci (NO HUNTERDON/VOORHEES)

**ADMINISTRATION / STAFF PRESENT**

Dennis Cox (SUPERINTENDENT)

Andrea Romano (SCHOOL DIRECTOR)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

**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 - NONE**

**REVISED AGENDA**

William Moebus moved, seconded by Judy Burd to approve the agenda with added items, as highlighted

**MOTION PASSED UNANIMOUSLY**

**V. APPROVAL OF MINUTES**

A William Moebus moved, seconded by Judy Burd to approve the minutes of the **August 2, 2011** Board of Directors meeting, respectfully submitted by the Board Secretary.

**MOTION PASSED with Mike Sroka abstaining**

**VI. FINANCIAL REPORTS**

William Moebus moved, seconded by William Martin to:

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

B approve the following Board Secretary Reports

1 June 30, 2011

2 July 31, 2011

**MOTIONS PASSED UNANIMOUSLY**

## VII LIST OF BILLS

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

- 1 August 31, 2011 Handchecks
- 2 September 6, 2011 Computer Generated
- 3 September 6, 2011 Computer Generated

MOTION PASSED UNANIMOUSLY

4:17 Tom Bruhl arrives

## VIII CORRESPONDENCE

A Thank you letter from Hunterdon County Rug Artisans Guild for use of our West Amwell School facility.

William Moebus moved, seconded by Judy Burd to accept donation of **\$250.00** from the Hunterdon County Rug Artisans Guild

MOTION PASSED UNANIMOUSLY

B Back to School Night

- |                 |                           |
|-----------------|---------------------------|
| October 4, 2011 | ESC Academy at Tewksbury  |
| October 6, 2011 | ESC School at West Amwell |

C Letter from NJ Bureau of Safe Drinking Water authorizing the T-3 operator to service our ESC School at West Amwell 4 days per week, instead of 5

## IX COMMITTEE MEETINGS

A Building and Grounds Committee, 8/15/11 - presented by Greg Nolan

4:21 pm John Dupuis arrived

Dennis Cox gave an update on the construction project at West Orange Depot. Hopefully the weather will cooperate in hopes of meeting timeline.

Dennis Cox discussed the facility needs at West Amwell Campus:

- Parking lot repaved last year, crack that appeared is in process of being corrected
- Financing arrangement pending for replacement of the roof and septic

B Programs and Services Committee, 8/15/11

Dennis Cox gave an update on the technology issues being addressed by consultants related to Test Scoring and Magic Software customers.

C Public Relations Committee, did not meet

D Policy Committee, 8/23/11 - presented by William Mobus

E Personnel Committee, 8/30/11 - presented by Judy Burd

Andrea Roman informed the board that 100% of our Teacher Assistant position are filled.

4:45 Greg Nolan leaves

F Finance Committee, 8/30/11, presented by Tom Bruhl

Corinne Steinmetz and Dennis Cox explained further the projected loss for 2010-11 and initiatives being made to generate revenue streams for 2011-12

Recommended Programs and Services review the marketing plan and determine if a consultant is needed to market our services

G Executive Committee, 8/30/11 - presented by Charles Miller

X SUPERINTENDENT'S REPORT

A TRANSPORTATION

1 William Moebus moved, seconded by David Livingston to approve special education routes as follows:

RENEWALS

Route #	Destination	Contractor	Daily Rate	Aide
0130R	Clinton Public	ESC	\$101.43	
0201R	Valley View	ESC	\$200.16	
0210R	Clinton Public	ESC	\$165.42	
0235R	Spruce Run Ele	ESC	\$160.70	
0237R	Spruce Run Ele	ESC	\$160.70	
0235A	Spruce Run Ele	ESC	\$160.70	
0237A	Spruce Run Ele	ESC	\$161.66	
0631R	Eden Institute	ESC	\$226.00	
ESC 1	Union Twp.	ESC	\$172.00	
ESC2	Union Twp.	ESC	\$165.00	
0733R	Allegro	ESC	\$270.89	\$79.60
0802R	Midland	ESC	\$226.00	\$65.00
0805R	DLC, Union	ESC	\$216.33	\$63.79
0903R	Newgrange	ESC	\$214.44	
0910R	Valley View School	First Student	\$187.16	
0924R	Voorhees H.S.	ESC	\$135.99	\$55.00
0925R	High Bridge Ele.	ESC	\$183.06	
0938R	Montgomery Academy	ESC	\$227.34	
1005R	Matheny School	ESC	\$251.05	\$61.75
1019R	ESC Tewksbury Academy	ESC	\$191.32	
1027R	Center School	ESC	\$197.00	
1041R	Main St. to Bartles to Center	ESC	\$130.00	
1047R	Windor School	Kensington Bus	\$193.00	
1102R	Lakeview	Joy Transport	\$210.00	\$42.00
1106R	Mercer Elementary	Ralph Bus	\$166.02	\$55.67
1107R	Midland	Leh's Transp	\$155.89	
1109R	DLC, Warren	Ralph Bus	\$154.88	\$51.63
1110R	Newmark School	Ralph Bus	\$169.00	
1119R	HLC	First Student	\$202.25	
1122R	Mt. Lakes High School	Kensington	\$183.00	
1125R	New Roads School	Ralph Bus	\$172.09	\$57.00
1126R	CTMS	ESC	\$95.00	
1137R	CTMS	ESC	\$98.00	
11064	ICS	DVR	\$218.55	
11067	ICS	DVR	\$213.90	
11068	ICS	DVR	\$223.20	

**NEW CONTRACTS**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Daily Rate</b>	<b>Aide</b>
1200	Midland	ESC	\$186.00	\$60.00
1201	Celebrate the Children	Snyder Bus	\$186.66	
1202	East Amwell Ele.	Snyder Bus	\$133.56	
1203	High Bridge Ele.	Snyder Bus	\$104.65	
1205	Valley View	Leh's Transp	\$132.00	
1206	Hunterdon Learning Center	Kensington Bus	\$169.00	
1207	Douglas Developmental	Snyder Bus	\$156.56	\$70.00
1208	Allegro	Kensington Bus	\$189.00	\$58.00
1209	Katzenbach	George Dapper	\$110.20	
1210	New Roads School	Kensington Bus	\$187.00	
1211	Titusville Academy	George Dapper	\$189.20	
1212	East Mountain Day	Snyder Bus	\$169.36	
1213	Matheny	Barker Bus	\$256.00	(3) \$51.00
1214	Mercer Jr/Sr	George Dapper	\$195.20	\$47.40
1215	Montgomery Academy	Barker Bus	\$169.00	
1216	Somerset Votec	Kensington Bus	\$165.00	
1219	Stepping Stone	Snyder Bus	\$141.56	\$32.00
12008	Crossroads	First Student	\$140.00	

**QUOTED ROUTES**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Daily Rate</b>	<b>Aide</b>
1220T	Somerset Hills	Ralph Bus	\$139.00	

2 approve Joint Transportation Agreement with Clinton Township as follows:

Transportation Contract	\$ 1,251,071.67
Routing Services	\$ 23,679.56

3 contract with Bethlehem Township School District for a Shared Services agreement for Richard Smith, Driver, at a rate of \$16.75/hr., up to 5 hrs./day, as needed, for the 2011-2012 School Year

4 approve 2011-12 Transportation Rates as follows, unless otherwise noted in contract approvals:

Charter / Trips	\$ 70.00 per hour
Maintenance Labor	\$ 66.30 per hour

5 award Sale of Transportation Vehicles Bid #TRANS12-01 to highest responsive bidder, as highlighted below:

<b>Unit #</b>	<b>A Devino</b>	<b>Liberty Motors</b>	<b>Jersey 1 Auto</b>	<b>Ira Streeter</b>	<b>Byram bus</b>
V571	\$ -	\$ 414.99	\$ <b>488.00</b>		\$ 256.00
213	\$ -	\$ <b>216.99</b>	\$ 188.00		\$ 151.00
203	\$ -	\$ 217.99	\$ 212.00		\$ <b>506.00</b>
1	\$ -	\$ 1,323.99	\$ 1,313.00		\$ <b>2,556.00</b>
60	\$ -	\$ 414.99	\$ 480.00		\$ <b>502.00</b>
458	\$ -	\$ 416.99	\$ 707.00	\$ 500.00	\$ <b>2,556.00</b>
459	\$ -	\$ 418.99	\$ 708.00	\$ 500.00	\$ <b>2,556.00</b>
224	\$ -	\$ 414.99	\$ 505.00		\$ <b>2,557.00</b>
7	\$ -	\$ 1,323.99	\$ 1,366.00		\$ <b>4,511.00</b>
V10	\$ -	\$ 416.99	\$ 520.00	\$ 400.00	\$ <b>1,006.00</b>
11	\$ 1,158.00	\$ 1,515.99	\$ 2,120.00		\$ <b>9,501.00</b>
16	\$ 579.00	\$ 1,419.99	\$ 1,444.00		\$ <b>5,466.00</b>
36	\$ 1,158.00	\$ 1,515.99	\$ 2,110.00		\$ <b>9,511.00</b>
39	\$ 579.00	\$ 1,516.99	\$ 2,109.00		\$ <b>9,501.00</b>
43	\$ 1,158.00	\$ 1,419.99	\$ 1,380.00		\$ <b>3,751.00</b>

- 6 train Alex Philip, Bus Driver, waiving the training fee due to need for drivers, effective August 19, 2011
- 7 increase West Orange Transportation Budget to cover construction services as awarded, revenues to come from 2011-12 surplus and/or fund balance. Cost not covered under current year surplus is to be repaid to fund balance over 4 year period, beginning with the 2012-13 school year.

			AWARD	TOTAL
<u>Site Improvements</u>	Drill Construction	Base Bid	\$ 107,800.00	\$ 107,800.00
<u>Building Alterations</u>	Fine Wall Corp	Base Bid	\$ 64,140.00	
		Alt bid #1 (new windows)	\$ 4,660.00	
		Alt bid #2 (exterior paint)	\$ 3,800.00	\$ 72,600.00
<b>Total all projects</b>				<b>\$ 180,400.00</b>

- 8 approve change order for \$8,427.00 to Fine Wall Corp due to additional electrical work required per engineer.
- 9 increase West Orange Transportation Budget \$22,000.00 for 2 additional months rent at Ashland Ave.

**MOTIONS PASSED with Judy Burd abstaining**

**B SCHOOLS**

- 1 William Moebus moved seconded by Tom Bruhl to approve the following curriculum updates to be adopted by HCESC:
  - Mathematics Curriculum K-2
  - Science K-8
  - Biology
  - Physics
  - Environmental
  - Chemistry

**MOTION PASSED UNANIMOUSLY**

William Moebus moved, seconded by John Dupuis to approve items XC and XD to:

**C COOPERATIVE PURCHASING**

- 1 accept Roseville Community Charter School as the 149th member of the Cooperative Service Purchasing Cooperative.

**D DEPARTMENT OF SCHOOL SERVICES**

- 1 rescind contract with High Bridge Public School to provide Teacher Assistants for the 2011-2012 school year, as needed at a rate of \$23.40 per hour per teacher assistant
- 2 increase budget for SBA Consultant Services as follows:

Revenue	\$	85,000.00
Expense	\$	60,000.00

**MOTIONS PASSED UNANIMOUSLY**

**E PERSONNEL**

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

**ABE**

approve the following salaries for Part Time, 10 month teaching staff, effective September 1, 2011 through June 30, 2012:

Lois Bach	\$4,050.00	Carol Gaw Petrosino	\$36,080.00
Susan Brown	\$5,025.00	Victoria Szymanski	\$3,900.00
Sandra Pettech	\$8,587.50	Sandra Williamson	\$18,550.00

approve Rebecca Young, Part Time Instructional Aide, at an rate of \$18.75/hr. up to 20 hours per week, effective September 1, 2011 through June 30, 2012

approve Nisha Littlel, Part Time Teacher, at an rate of \$26.85/hr. up to 6 hours per week, effective September 1, 2011 through June 30, 2012

hire Joanne Hala, Part Time Instructor, an a rate of \$25/hr., up to 8 hours per week, effective September 8, 2011

approve Liesel Mesker, Part Time Instructional Aide, up to 12 additional days, as needed, at a rate if \$119/day, effective July 1, 2011 through June 30, 2012

### **Morristown**

approve the written resignation of Diana Arbelaez, Bus Driver, effective August 3, 2011

approve the Leave of Absence request of Leroy Debreaux, Bus Driver, effective September 5, 2011 through September 9, 2011

approve the Leave of Absence request of Ricardo Aristizabal, Bus Driver, effective August 19, 2011 through September 4, 2011

approve the FMLA request of Marilyn Cooke, Bus Driver, effective September 1, 2011 through November 1, 2011

approve the FMLA request of Rosario Veliz, Bus Driver, effective September 1, 2011 through November 1, 2011

approve the Leave of Absence request of Eustaquia Cruz, Bus Driver, effective September 1, 2011 through September 13, 2011

hire David Glover, Bus Driver, at an hourly rate of \$15, effective September 1, 2011

change status of John Brannagan to, Bus Driver, at an hourly rate of \$16.28, effective September 7, 2011 through June 30, 2012

### **West Orange**

hire Latanya Irving, Part Time Dispatcher, at an hourly rate of \$18.25, not to exceed 34 hours per week, effective September 1, 2011

accept the written resignation of Wilkens Saint Pierre, Bus Driver, effective August 28, 2011

hire Vladimir Etienne, Bus Driver, at a rate of \$16.18/hr., effective September 1, 2011 through November 30, 2011

hire Andrea Michelle Best, Administrative Assistant, at a rate of \$15.00/hr., up to 25 hrs./week, effective September 7, 2011

### **Glen Gardner**

hire Edith Agostinelli, Bus Driver, at a rate of \$16.75/hr. effective August 22, 2011

hire Susan Roth, Bus Driver, at a rate of \$16.75/hr., effective August 23, 2011

hire Deborah Rozmerski, Bus Aide, at a rate of \$10.55/hr., effective September 1, 2011

hire Maria Reese, Bus Aide, at a rate of \$10.55/hr., effective September 1, 2011

hire Donald Horne, Bus Driver, at a rate of \$16.75/hr., effective September 1, 2011

approve 2011-12 clothing allowance in lieu of uniforms for James Heater, Robert Em and Allen Osmun at \$250.00 each

### **NP/Ext Services**

accept the written resignation of Clare Polomski, Part Time Off Site Teacher Assistant, effective August 3, 2011

accept the verbal resignation of Clare Ramirez, Part Time Off Site Teacher Assistant, effective August 10, 2011

accept the written resignation of Stacey Kilgore, Part Time Off Site Teacher Assistant, effective August 18, 2011

accept the verbal resignation of Richard Kurtz, Part Time Off Site Teacher Assistant, effective August 19, 2011

accept the written resignation of Alison Bills, Part Time Off Site Teacher Assistant, effective August 22, 2011

accept the written resignation of Jean Manz, Part Time Off Site Teacher Assistant, effective August 25, 2011

accept the written resignation of Denise Cathro, Speech and Language Therapist, effective September 1, 2011

hire Helene Caliguari, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

hire Jenna Godwin, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Meghan Leone, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Joanna Turek, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

hire Rick Chance, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

hire Marge Meyer, School Psychologist Consultant, at Board approved rates, effective September 7, 2011

#### **Schools**

approve written resignation of Kathleen Caton, Part Time Teacher Assistant, effective August 31, 2011

#### **MOTIONS PASSED UNANIMOUSLY**

William Moebus moved, seconded by John Dupuis to approve items XF, XG and XH to:

#### **F PROFESSIONAL DEVELOPMENT**

1 approve the following staff members for professional development workshops:

<b><u>Name</u></b>	<b><u>Workshop</u></b>	<b><u>Date</u></b>	<b><u>Cost</u></b>
(2) School Nurses	CPR/AED Health Provider Renewal	10/7/2011	\$87/ea
(2) School Admins	Hot Topics in Special Education	9/23/2011	Free
(2) School Admins	Safer Schools for a Better Tomorrow	10/27/2011	Free
(1) HIB Coordinator	Required HIB Training at Morris Cty	9/21/2011	Free
(2) HIB Specialists	HIB Specialist Training	9/11	Free
(1) HIB Specialist	HIB Train the Trainer	9/11	Free

#### **G POLICY**

accept the following policies first reading:

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

#### **H TECHNOLOGY**

1 approve \$20,000.00 budget for Link-it training and support for the 2011-12 school year

Discussion: Trainings to districts will be completed by outside consultants and paid by revenues received from the district receiving services

#### **XI OLD BUSINESS**

A Technology update, presented by Dennis Cox

- 1 Magic Software - districts needing to be rolled from 2010-11 to 2011-12 has been completed. Ongoing services will be addressed as needed

- 2 Test Scoring - NJDOE Contract is being addressed by an outside consultant. Timelines are being met. Future test scoring services can be provided in the future if/when needed

B Charles Miller discussed

- 1 County Association Leadership meeting are underway. Look at website for schedule
- 2 Pre-registration is needed, NJASBA is looking closely at attendance to determine what trainings will actually run.
- 3 Mandatory training meetings will be handled at several county association meeting
- 4 NJSBA Conference is coming up in October
- 5 HCESC should consider doing a presentation at a county meetings to keep our name out there

**XII NEW BUSINESS**

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XIV ADJOURNMENT**

William Moebus moved, seconded by Linda Adams to adjourn the meeting. Since there was no further business to discuss we adjourned the meeting at 5:05 pm.

Respectfully submitted by:\

Corinne Steinmetz  
School Business Administrator / Board Secretary