

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING
June 4, 2013
MINUTES

A **Reorganization meeting** of the Hunterdon County Educational Services Commission Representative Assembly was held **June 4, 2013** in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, NJ

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised in the Hunterdon County Democrat, The Courier News, with the Executive County Superintendent and with the County Clerk, as required per 18A:10-4 and HCESC Policy

II. ROLL CALL

REPRESENTATIVE ASSEMBLY MEMBERS

Charles Miller (E AMWELL), President	Anthony Planer (KINGWOOD)
Joseph Somers (Alt) - (HOLLAND)	Dr. Michael Kozak (LAMBERTVILLE)
Linda Adams (ALEXANDRIA)	Jason Kornegay (LEBANON TWP)
Albert Purdy (BLOOMSBURY)	Teresa Kane (MILFORD)
Tom Bruhl (DELAWARE) - Interim VP	David Livingston (READINGTON)
William Martin (DEL-VAL REG)	Joanne Calabro (SO HUNTERDON REG)
Greg Nolan (FLEMINGTON RARITAN REG)	Lisa Marelli (TEWKSBURY)
Thomas Lewis (FRANKLIN-SOMERSET)	John Dupuis (W AMWELL)
Kim Metz (HUNTERDON POLYTECH)	

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)	Andrea Romano (SCHOOL DIRECTOR)
Marie Kisch (ASSISTANT SUPERINTENDENT)	Pam Mills (DIRECTOR OF SCHOOL SERVICES)
Corinne Steinmetz (SCHOOL BUS ADMIN)	

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.

At 4:16 pm Charles Miller called for a recess until quorum is met

At 4:21 pm Greg Nolan arrives - Quorum is met

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

AGENDA

Tom Bruhl moved, seconded by Linda Adams to adopt the agenda with revisions as highlighted.

MOTION PASSED UNANIMOUSLY

V APPROVAL OF MINUTES

A William Martin moved, seconded by Linda Adams to approve the following minutes, respectfully submitted by the Board Secretary:

1 May 7, 2013	Board of Directors - Regular Session
2 May 7, 2013	Board of Directors - Executive Session

MOTION PASSED, with John Dupuis, Michael Kozak, Albet Purdy, Anthony Planer and Joseph Somers abstaining

VI FINANCIAL REPORTS

Linda Adams moved, seconded by Tom Bruhl to:

- A approve the line item transfers and budget appropriations for the month of May 2013
- B approve the Secretary's Financial Report for the month ending May 2013

MOTIONS PASSED UNANIMOUSLY

At 4:24 pm Kim Metz and Teresa Kane arrive

VII LIST OF BILLS

- A Tom Bruhl moved, seconded by William Martin to approve the following list of bills:
 - 1 May 31, 2013 Hand checks
 - 2 May 15, 2013 Consultant Hand checks
 - 3 May 2013 Payroll
 - 4 June 4, 2013 Computer Generated

MOTION PASSED UNANIMOUSLY

VIII CORRESPONDENCE

Charles Miller announced Dennis Cox's retirement and thanked him for his time and commitment to the organization. Dennis thanked the Board for their support and a wonderful organization

- A Thank you letter from South Hunterdon High School for the EXCELLENT support of our HCESC Counselor, Tom Bill.
- B HCESC Graduation
 - ESC Academy at Tewksbury Thursday, June 20, 2013 at 1:00 pm
 - ESC School at West Amwell Thursday, June 20, 2013 at 7:00 pm

Discussion:

Charles Miller invited everyone to attend either or both our graduation programs. It is a major event for the families of many of our students. It is a wonderful experience and a nice opportunity to celebrate with our staff and students.

At 4:29 pm Pam Mills arrives

TEACHER OF THE YEAR: Sarah Chittenden

Charles Miller recognized Sara Chittenden as Teacher of the Year. Her consistency and approach with the students is greatly appreciated. Her leadership style is something both staff and students look up to.

- C Representative Assembly List
 - 1 Linda Adams moved, seconded by John Dupuis to accept Hackettstown Board of Education as a member to the Representative Assembly, effective July 1, 2013

MOTION PASSED UNANIMOUSLY

4:34 pm Sara Chittenden leaves

IX COMMITTEE MEETINGS

Next Board meeting June 27, 2013

- 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, presented by Tom Br
- F Finance, presented by Tom Bruh
- G Executive did not meet

X REORGANIZATION

Charles Miller explained the need to still do a reorganization for contractual matters and appointments. Election of officers is now done in February due to the new legislative changes

Tom Bruhl moved, seconded by Linda Adams to approve the following motions for July 1, 2013 through June 30, 2014, as recommended by the Superintendent:

A APPROVAL OF POLICIES

approve the HCESC Policy Manual, located on the internet at www.hcesc.com (copy available in board office).

B LEGAL COUNSEL

appoint:

- 1 Comegno Law Group as legal counsel for Real Estate at a rate of \$180.00 / hr.
- 2 Comegno Law Group, as legal solicitor; at a rate of \$180.00 / hr.
- 3 New Jersey School Board Insurance Group - Personnel Hotline, at no cost
- 4 New Jersey School Board Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

- 1 appoint TD Bank as the official depository of the Commission
- 2 approve checks to be signed by two of the following three - Board President, Vice President and/or Superintendent. Approve the use of electronic, facsimile and/or stamped signatures

D ADVERTISEMENT

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times and/or Star Ledger

E INSURANCE

- 1 appoint G.R. Murray, Inc. as the Commission's insurance broker for general liability, property and automobile insurance
- 2 appoint Brown and Brown as the Commission's insurance broker for health benefits
- 3 approve Marsh USA Co. as our bonding agent for school transportation contracts
- 4 approve NJ School Boards Insurance Group as legal counsel for personnel bonding

F AUDIT

- 1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$22,325.00 (increase of 1%)
- 2 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting and authorize all actions to close the books

G PETTY CASH

- 1 authorize petty cash funds for Hunterdon Transportation Office and the HCESC Business and Administrative Office, each to be monitored by the Business Office, each not to exceed \$100 per month for office incidentals
- 2 authorize cash funds for school breakfast / lunch program at ESC West Amwell Campus and ESC Academy at Tewksbury, each to be monitored by the Business Office, each not to exceed \$50.00

H CONSTRUCTION

- 1 appoint the following architects for building projects:
 - NKP Architects
 - USA Architects
- 2 appoint Studer and McEldowney as project engineers
- 3 appoint AHERA for Asbestos Management
- 4 appoint AGRA for Water Testing

I APPOINTMENTS

- 1 appoint Corinne Steinmetz as Board Secretary
- 2 appoint Corinne Steinmetz as Custodian of Records

- 3 appoint Andrea Romano, Kelly Eder and Louis Johnson as Affirmative Action Officers
- 4 appoint Andrea Romano as ADA Compliance Officer
- 5 appoint Andrea Romano as Public Agency Compliance Officer
- 6 appoint Larry Cochran as Integrated Pest Management Coordinator
- 7 appoint Larry Cochran as Hazardous Communications Coordinator
- 8 appoint Larry Cochran as AHERA Coordinator
- 9 appoint Larry Cochran as Indoor Air Quality Designee
- 10 appoint Heidi Gara as Safety & Health Designee
- 11 appoint Andrea Romano as Attendance Officer
- 12 appoint David Lutzky as Anti-Bullying Specialist
- 13 appoint Andrea Romano as Anti-Bullying Coordinator, as recommended by Superintendent
- 14 appoint John Stevens of Lambertville Water as T-3 Operator

J PURCHASING

- 1 appoint Corinne Steinmetz as Qualified Purchasing Agent
- 2 authorize award of contracts according to Public Contracting Law (NJSA 18A:18A-1), as follows:

Bid Threshold	\$ 36,000.00
Quote Threshold	\$ 5,400.00

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

Vendor	Contract #	Items	Up to Amount
Custom Bandag, Inc.	71689	Tires and Tubes	\$60,000.00
Atlantic Detroit Diesel	73773 / 73511	Parts / Repairs	\$20,000.00
Beyer Bros. Corp.	73697	Parts	\$20,000.00
Bus Parts Warehouse	73725	Parts	\$40,000.00
Dell	27160	Equipment	\$75,000.00
Grainger Inc.	72605	Equipment & Supplies	\$5,000.00
Jasper Engine & Trans	73735	Engines & Transmissions	\$5,000.00
Lawson Products	73736	Parts	\$5,000.00
Pitney Bowes	75237	Postage Machines	\$2,500.00
Verizon Wireless	64430	Cell Phones	\$12,000.00
Clinton Napa Auto Parts	73759	Parts	\$25,000.00
Craft Oil	70844	Vehicle Oil	\$10,000.00
HA Dehart & Sons Inc	73771	Parts	\$5,000.00
Rowe & Company	73723	Parts	\$20,000.00
Dover Brake & Clutch	73730	Parts	\$5,000.00
Pardos Truck Serv Cntr	73724	Parts	\$20,000.00
CDWG	74849	Equipment	\$8,000.00

- 4 purchase services and/or supplies at 10% below state contract pricing upon the request of three quotes for products or services equal to or better, as follows:

Vendor	Items	Up to Amount
MTC Kenworth	Parts & Supplies	\$40,000.00

- 5 waive bidding requirements for vehicle repair service from Summit Truck Body, an approved vendor, for claims filed through New Jersey School Boards Insurance Group.

6 PAY TO PLAY AUTHORIZATION

WHEREAS, the Hunterdon County Educational Services Commission has a need to acquire goods and/or services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the qualified purchasing agent has determined that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, the business entity submitted a proposal indicating they will provide the requested goods and/or services at the agreed price; and

WHEREAS, the business entity completed and submitted a Business Entity Disclosure Certification which certifies that the organization and or it's owners of 10% or more has not made any reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2); and,

WHEREAS, the Business Administrator certifies the Commission will have sufficient funds available to meet its financial obligations as required under N.J.A.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Representative Assembly of the Hunterdon County Educational Services Commission authorizes the Administration to enter into a contract under such circumstances, as required described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

K TRAVEL REIMBURSEMENT

approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of the employees current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines.

L HEALTH OFFICE

1 appoint Family Physicians of Hunterdon County to represent HCESC; at an annual stipend of \$800.00.

M SCHEDULE

approve board meetings to be held in HCESC Adult Literacy Building - Flemington, NJ at 4:15 pm on the following dates:

Board of Director's Meeting	Thursday, June 27, 2013	
Board of Director's Meeting	Tuesday, August 6, 2013	
Board of Director's Meeting	Tuesday, September 10, 2013*	(2nd Tuesday)
Board of Director's Meeting	Tuesday, October 1, 2013	
Board of Director's Meeting	Tuesday, November 12, 2013*	(2nd Tuesday)
Board of Director's Meeting	Tuesday, December 3, 2013	
Board of Director's Meeting	Tuesday, January 7, 2014	
Representative Assembly	Tuesday, February 4, 2014	Budget Approval
Board of Director's Meeting	Tuesday, March 4, 2014	
Board of Director's Meeting	Tuesday, April 1, 2014	
Board of Director's Meeting	Tuesday, May 6, 2014	
Representative Assembly	Tuesday, June 3, 2014	Reorganization
Board of Director's Meeting	Thursday, June 26, 2014	

N PARLIAMENTARY AUTHORITY

approve Robert's Rules of Order, Newly Revised, to govern the Board in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws

MOTIONS PASSED UNANIMOUSLY

XIV SUPERINTENDENT'S REPORT

Tom Bruhl moved, seconded by Linda Adams to approve action items XIV A to XIV D to:

A ADMINISTRATION

1 authorize HCESC Administration to renew Benefits for the 2013-14 school year, to be ratified at the next board meeting.

2 approve New Jersey School Boards Association Insurance Group (NJSBAIG) Bylaw changes
 WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on March 20, 2013 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and
 WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and
 WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:
 NOW THEREFORE, BE IT RESOLVED that the Hunterdon County ESC hereby approves the proposed amendments to the NJSBAIG Bylaws

B TRANSPORTATION

1 approve Special Education Transportation Routes for the 2012-13 school year, as

QUOTED ROUTES

<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Daily Rate</u>
1333T	Center School	Leh's Transp.	\$149.00

2 enter into Joint Agreement with Somerset County ESC for the 2013-14 School year

C SCHOOLS

1 approve Emergency purchase, per 18A:18A-7, from Industrial Valley to supply and install a fire pump control panel, at a cost not to exceed \$7,000.00, as soon as possible, for the health and safety of the students, staff and property

D DEPARTMENT OF SCHOOL SERVICES

- 1 provide Child Study Team, Chapter 192/193, Nursing, Textbooks, Technology, IDEA and Public/Charter School Services, as needed, to the attached list of districts, at the board approved rates; commencing September 1, 2013 through June 30, 2014
- 2 approve the Doctor's Standing Order, as written and approved by the Hunterdon County Education Services Commission school physician, Family Physicians of Hunterdon County
- 3 approve hiring Silvergate Prep/Obanta/GenPsych for inpatient and intensive outpatient programming for Home Instructional services for NonPublic school students meeting state requirements for services at the state approved adjusted rate of \$31.28 per hour, effective February 2013 through June 2013

Discussion: Silvergate needs to be paid retro due to services required according to IEP that the district arranged and needs to be paid through funding

MOTIONS PASSED UNANIMOUSLY

Linda Adams moved, seconded by Greg Nolan to approve action items XIV E, F(a) and F(b) to:

E TECHNOLOGY SERVICES

- 1 provide technology services to Greenwich Township Board of Education, at board approved rates, as needed, March 1, 2013 through June 30, 2013
- 2 provide technology services at the board approved rates, as needed, July 1, 2013 through June 30, 2014 to the following districts

Alexandria Board of Education	North Warren Regional High School
Allamuchy Township Board of Education	Ocean Gate School
Belvidere Board of Education	Oxford Central School
Bethlehem Board of Education	People's Prep Charter School
Clark Board of Education	Pohatcong Board of Education
Delaware Township Schools	Somerville Board of Education
East Amwell Elementary School	Somerset ESC
Franklin Township, Warren County	St. Ann's School

Green Hills Township Board of Education
Greenwich Township Board of Education
High Bridge Schools
Holy Innocents Catholic School
Lebanon Boro School
Milford Public School

St. Joseph's Catholic
St. Peter's School
Stillwater Township Board of Education
Union Township School
Warren County Votech

F(a) **ADULT BASIC EDUCATION**

1 extend the lease with Hunterdon Medical Center for the premises located at 215 Route 31, Flemington NJ (tin building) from July 31, 2013 to August 31, 2013, with terms and conditions to remain the same

F(b) **PURCHASING**

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

- # DISTRICT
197 City of Trenton
198 Swedesboro-Woolwich Board of Education
199 Old Bridge Board of Education
200 Scotch Plains Fanwood Board of Education
201 East Orange Board of Education
202 Sayreville Public School
203 Mine Hill Township Board of Education
204 Millville Public Charter School
205 Vineland Public Charter School

Discussion:

HCESC services are provided to districts and other ESCs in order to save dollars.

Bus Advertising services initiative is underway and being offered to member districts through cooperative efforts with EIRC

MOTIONS PASSED UNANIMOUSLY

G **PERSONNEL**

1 Tom Bruhl moved, seconded by Tom Lewis to approve employment contract for Marie B. Kisch, Superintendent, effective July 1, 2013 through June 30, 2014

Discussion: Charles Miller discussed Dennis Cox's retirement and the superintendency selection process taken to identify Marie Kisch as the selected candidate

MOTIONS PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by Tom Lewis to approve action items XIV-G2 through XIV-G4 to:

2 approved the following job descriptions:

- a Assistant to the School Business Administrator
- b Director of Department of School Services

3 approve the list of 2013-2014 Non-Certified Staff

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

West Orange

approve the written resignation of Gregory Walker, effective May 30, 2013

terminate Jose Arboleda, Part-Time School Bus Driver, effective May 24, 2013

approve the FMLA request of Patrick Joseph, Part-Time School Bus Driver, effective May 12, 2013

Glen Gardner

approve the written resignation of Melissa Hagerstrom, Part-Time School Bus Aide, effective June 18, 2013

change the status of Alex Philip, from Part-Time School Bus Driver to Substitute Bus Driver, no change in rate of pay, effective May 15, 2013

Schools

approve Caitlin Howley, Temporary Elementary Teacher, at a daily rate of \$224.04, for 20 days, effective May 24, 2013

approve Jennifer Fox, Temporary Part-Time Teacher Assistant, at a rate of \$15.55/hr., effective May 28, 2013

terminate Constance Wygera, Temporary Part-Time Teacher Assistant, effective June 3, 2013

approve staff for Remedial and Extended School Year Programs (ATTACHMENT - revised)

approve Charles Grisham, Temporary Part-Time Teacher Assistant, at a rate of \$17.73/hr., effective June 6, 2013

Department of School Services

accept the written resignation of Kristine Posselt, Part-Time Off Site Teacher Assistant, effective May 18, 2013

approve the Leave of Absence Request of Jennifer Skiba, Part-Time Off Site Teacher Assistant, effective May 24, 2013 through June 21, 2013

rescind offer of employment to Lynn Lepore, Part-Time Off Site Teacher Assistant for Flemington/Raritan ESY, approved at the May 7, 2013 Board of Directors Meeting

approve Nancy Parker, Part-Time Off Site Teacher Assistant for Flemington/Raritan ESY, at a rate of \$16/hr., effective July 1, 2013 - August 2, 2013, 8:15 AM - 12:45 PM

approve Roula Gebran, Part-Time Off Site Teacher Assistant for Flemington/Raritan ESY, at a rate of \$16/hr., effective July 1, 2013 - August 2, 2013, 8:15 AM - 12:45 PM

approve the intermittent FMLA request of Heather Lewis, Part-Time Off Site Teacher Assistant, May 13, 2013

approve increase in rate of pay for Jennifer Ring, Part-Time Off Site Teacher Assistant, from \$16.44/hr. to \$17.73/hr, due to issuance of NJ Teaching Certificate

MOTIONS PASSED UNANIMOUSLY

H PROFESSIONAL DEVELOPMENT

1 Jason Kornegay moved, seconded by Tom Lewis to approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
CST Supervisor	Autism & Other Neurodevelopment Disorders	5/13/13	\$199.00
Teacher	Orton - Gillingham Reading & Writing Workshop	5/28/13	\$50.00

MOTION PASSED UNANIMOUSLY

XV OLD BUSINESS

- A Tom Bruhl reported that the financial goal for 2012-13 surplus of \$250,000 is expected to be met. Dennis Cox congratulated Andrea Romano on the continued enrollment growth and strengthened relationships with districts
- B Andrea Romano discussed graduation and hopes everyone can attend

XVI NEW BUSINESS

XVII CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY

XVIII ADJOURNMENT

Tom Bruhl moved, seconded by Greg Nolan to adjourn the meeting. Since there was no further action to be taken, the meeting was adjourned at 5:06 pm

Respectfully submitted by:

Corinne Steinmetz
Board Secretary