

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION

**EXECUTIVE COMMITTEE MEETING**

September 4, 2012

**Minutes**

An executive committee 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 4, 2012.**

**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

Kim Metz (HUNTERDON POLYTECH)

William Moebus (HOLLAND), Vice President

Jason Kornegay (LEBANON TWP)

William Martin (DEL-VAL REG)

Teresa Kane (MILFORD)

Tom Bruhl (DELAWARE)

**GUESTS**

Barbara Pennucci

Gwen Thorton (NJSBA)

Gail LeBart

**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 **4:20 pm** in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

Quorum has not been met. Meeting will be conducted as an Executive Committee Meeting. Approved items will be approved pending ratification of the Board at the next meeting.

Charls Miller appointed Tom Bruhl, Jason Kornegay and Greg Nolan to Executive Committee.

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

- A Resolution of Appreciation presented by Charles Miller to Barbara Pennucci in honor of Louis Pennucci for his dedication and commitment to the Hunterdon County ESC. We celebrate his time with us. He will be missed.

Whereas, Lou Pennucci served on the North Hunterdon-Voorhees Regional High School Board of Education since 1996 with distinction; and

Whereas, the North Hunterdon-Voorhees Regional High School Board of Education elected Lou Pennucci as its representative to the Hunterdon County Educational Services Commission since 2001; and

Whereas, Lou Pennucci served the Commission on the Board of Directors; as President in 2005-2006, and on the Executive, Personnel, Buildings & Grounds and Programs & Services Committees since 2001, and

Whereas, Lou Pennucci gave unselfishly of his time, experience, and knowledge in the performance of these responsibilities, contributing to the governance of the Commission; now, therefore,

BE IT RESOLVED, that the Representative Assembly and the Board of Directors of the Hunterdon County Educational Services Commission hereby sincerely recognize Louis Pennucci for his participation in and contributions to the Commission; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be presented to Barbara Pennucci and the North Hunterdon Regional High School District and entered in the minutes of the September 4, 2012 Board of Directors meeting.

4:30 PM - Barbara Pennucci and Gail LaBart leave

- B Superintendent Search Presentation, by Gwen Thornton, NJSBA  
William Moebus moved, seconded by Charles Miller to approve NJSBA for Superintendent Search program in the amount of \$6,500.00.

**MOTION APPROVED, pending ratification of the Board**

**V. APPROVAL OF MINUTES - (TABLED)**

Motion moved by William Moebus, seconded by Tom Bruhl to approve items VI A and VII to:

**VI FINANCIAL REPORTS**

- A approve the line item transfers and budget appropriations for the month of August 2012

**VII LIST OF BILLS**

- A approve the following list of bills:

- |   |                   |                       |
|---|-------------------|-----------------------|
| 1 | July 1, 2012      | Handchecks            |
| 2 | September 4, 2012 | List of Bills         |
| 3 | August 15, 2012   | Consultant Pay        |
| 4 | August 2012       | Payroll               |
| 5 | August 2012       | Handchecks            |
| 6 | September 4, 2012 | List of Bills - ADDED |

**MOTION APPROVED, pending ratification of the Board**

**VIII CORRESPONDENCE, presented by Charles Miller**

- A Highway Safety Systems, Inc. letter - Affirmative Action requirement to recruit qualified minorities and females
- B Thank you letter to West Orange Board of Education for their assistance in obtaining fuel from Township of West Orange while our fuel tank was installed
- C E-mail from County Office regarding persistently dangerous school
- D Cooperative Newsletter - August 2012
- E Thank you letter to Mr. Donald Shelton for his years of services to the HCESC Board of Directors/Representative Assembly
- F Thank you letter from Hunterdon County Rug Artisans Guild for the use of our West Amwell School facility for their 16th annual rug hooking camp

**IX COMMITTEE MEETINGS**

	<u>Next Mtg.</u>	<u>Next Mtg.</u>	<u>Location</u>
	<u>Date</u>	<u>Time</u>	
A Building and Grounds Committee, did not meet	9/17/2012	3:30 PM	Tewksbury
B Programs and Services Committee, did not meet	9/17/2012	4:30 PM	Tewksbury
C Public Relations Committee, did not meet	9/18/2012	3:00 PM	Flemington
D Policy Committee, did not meet	<b>9/20/2012</b>	4:00 PM	Flemington
E Personnel Committee, 8/27/12	9/24/2012	10:00 AM	Tewksbury
F Finance Committee, did not meet	9/24/2012	11:00 AM	Tewksbury
G Executive Committee, 8/28/12	9/25/2012	4:00 PM	Tewksbury

**X SUPERINTENDENT'S REPORT**

William Moebus moved, seconded by Thomas Bruhl to approve XA, XB, XC, XD, XE, XF, XG and XH to:

**A ADMINISTRATION**

- 1 authorize administration to apply for Lighting Initiative and funding opportunities offered through New Jersey Clean Energy Program for replacement and/or retrofit of lighting fixtures

**B TECHNOLOGY**

- 1 approve insurance renewal with Axis Insurance Company for Miscellaneous Professional Liability in the amount of \$4,535.46 for the period of August 31, 2012 through August 31, 2013

**C TRANSPORTATION**

- 1 increase Glen Gardner Transportation Budget for Contracted Services in amount of \$150,000.00
- 2 approve Special Education Transportation Routes, as follows:

**NEW CONTRACTS**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Per Annum</b>	<b>Aide</b>
1300	Midland School	Joy Transport	\$255.00	\$45.00
1302	Lakeview School	Joy Transport	\$260.00	\$50.00
1303	Montgomery Academy	Leh's Transportation	\$157.00	
1306	Eden Institute	Leh's Transportation	\$189.00	
1307	Old Turnpike School	First Student	\$97.00	
1308	UMDNJ	Leh's Transportation	\$178.00	
1310	Princeton Child Developmental	Leh's Transportation	\$189.00	
1311	Newmark	Ralph Bus	\$199.00	
1312	Mercer Jr./Sr.	George Dapper, Inc.	\$189.10	\$45.90
1315	Titusville Academy	George Dapper, Inc.	\$195.00	
1316	HLC	DVR	\$211.65	
1317	Somerset VoTech	Kensington Bus	\$203.00	
1320	P.G. Chambers	ESC	\$196.50	\$60.00
ESC K	Union Twp. Ele	ESC	\$66.00	

**RENEWAL CONTRACTS**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Per Annum</b>	<b>Aide</b>
NP11077	Imm. Conception	ESC	\$37,980.00	
NP11078	Imm. Conception	ESC	\$37,980.00	
NP11079	Imm. Conception	ESC	\$34,020.00	

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Per Diem</b>	<b>Aide</b>
0130R	Clinton Public	ESC	\$168.55	
0201A	Valley View	ESC	\$105.00	
0631R	Eden Institute	ESC	\$226.00	
1019R	ESC Tewksbury Academy	ESC	\$194.93	

**RENEWAL CONTRACTS (continued)**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Per Diem</b>	<b>Aide</b>
1212R	East Mountain Day	Snyder Bus	\$172.56	
1220R	Somerset Hills	Ralph Bus	\$146.72	
1223R	Hampton School	ESC	\$96.75	
ESC 1	Union Twp. Ele	ESC	\$175.25	
ESC 2	Union Twp. Ele	ESC	\$168.11	

**QUOTED ROUTES**

<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Daily Rate</b>	<b>Aide</b>
1318T	Lakeview School	Joy Transport	\$200.00	
1319T	Union Twp. Ele.	ESC	\$165.00	

**ADJUSTMENT**

Route #	Destination	Contractor	Daily Rate	Adj	Adj Amt
0210R	Clinton Public	ESC	\$165.42	-\$61.92	\$103.50
0237R	Spruce Run Ele.	ESC	\$163.50	-\$163.50	\$0.00

- 3 reduce Transportation Contract with North Hunterdon-Voorhees Regional High School by (\$24,380.43) to reflect cancellation of routes G-1 and G-2. Adjusted 2012-13 contract is in the amount of \$163,186.45.
- 4 provide transportation services to Sussex Cooperative Transportation for route SR-248 in the amount of \$2,204.01.
- 5 train Wolden Auguste as a Bus Driver, at a fee of \$300, effective August 15, 2012
- 6 lease School Buses and Vans to the following, at a daily rate of \$120/per vehicle per day, effective July 1, 2012 through June 30, 2013:

Belleville BOE  
Byram Bus Line  
Bloomfield BOE

**D SCHOOLS**

- 1 adjust the adult lunch price to \$4.00 (increase of .25) to per meal to comply with Federal Nutrition Program Requirements.
- 2 contract with AHERA Consultants, Inc. in the amount of \$2,510.00 for an Asbestos Analysis Plan and an estimated cost for repair/removal for Tewksbury Academy.
- 3 accept \$250.00 donation from Hunterdon County Rug Artisans Guild for their use of our West Amwell facility during their 16th annual rug hooking camp
- 4 approve the following curriculum updates to be adopted by the HCESC:

Grades 3, 4 and 5 Mathematics  
Grades 1 - 12 Social Studies  
Algebra 1  
Grades PK - 12 PE/Health  
Grades K - 12 Technology  
Grades K - 12 Visual and Performing Arts  
Grades 9 - 12 Language Arts

**E COOPERATIVE PURCHASING**

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

<u>MEMBER #</u>	<u>DISTRICT</u>
175	100 Legacy Academy Charter School

- 2 renew the gasoline, diesel fuel & #2 heating oil bid # 1011R1 - effective October 7, 2012 through October 6, 2013 with Allied Oil. All margins are to remain the same.

Gasoline	0.0548	
Diesel Fuel	Summer Blend .0548	Winter Blend .0748
#2 Heating Oil	0.0874	

- 3 award Reconditioned Athletic Uniforms & Equipment #137 to Anaconda Sports, effective September 5, 2012 through September 4, 2013.
- 4 Technology Installation & Integration Services #TEC-07-RFP effective September 5, 2012 through September 4, 2014 to the following vendors:

<u>Computer Systems &amp; Methods</u>		<u>Heavy Water</u>	
Desktop Technician	\$95/hour	Desktop Technician	\$75/hour
System Administrator	\$125/hour	System Administrator	\$125/hour

Network Engineer \$145/hour  
 Network Evaluation \$155/hour

Network Engineer \$175/hour  
 Network Evaluation \$200/hour

**Dyntek**

Desktop Technician \$85/hour  
 System Administrator \$125/hour  
 Network Engineer \$150/hour  
 Network Evaluation \$175/hour

**Millennium**

Desktop Technician \$110/hour  
 System Administrator \$130/hour  
 Network Engineer \$155/hour  
 Network Evaluation \$115/hour

**NWN**

Desktop Technician \$90/hour  
 System Administrator \$150/hour  
 Network Engineer \$150/hour  
 Network Evaluation \$150/hour

**TransTec**

Desktop Technician \$50/hour  
 System Administrator \$85/hour  
 Network Engineer \$150/hour  
 Network Evaluation \$185/hour

**ePlus**

Desktop Technician \$50-\$75/hour  
 System Administrator \$110-\$125/hour  
 Network Engineer \$150-175/hour  
 Network Evaluation \$175-\$200/hour

NOTE: Price increase of 3% for second year of contract.

**F DEPARTMENT OF SCHOOL SERVICES**

1 approve Non-Public Textbook Budget as follows:

DISTRICT	FUNDING	ADMIN FEE	TOTAL
Bedminster	\$ 8,243.00	\$ 494.58	\$ 8,737.58
Clinton Township	\$ 25,734.00	\$ 1,544.04	\$ 27,278.04
Franklin (Somerset)	\$ 80,263.00	\$ 4,815.78	\$ 85,078.78
TOTAL	\$ 114,240.00	\$ 6,854.40	\$ 121,094.40

**G PERSONNEL**

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

**Schools**

hire Teacher Assistants, as needed upon increased student enrollment.

**West Orange**

accept the written resignation of Luz Giraldo, Part-Time School Bus Driver, effective May 4, 2012

accept the written resignation of Shamekia White, Part-Time Bus Monitor, effective July 23, 2012

accept the written resignation of Holly Law, Part-Time School Bus Driver, effective July 28, 2012

accept the written resignation of Ronald Law, Part-Time School Bus Driver, effective July 28, 2012

accept the written resignation of Yoslin Zelaya, Part-Time School Bus Driver, effective August 3, 2012

accept the verbal resignation of Carol Dugan, Part-Time School Bus Driver, effective August 8, 2012

approve the FMLA request of Nathan Kerr, Lead Mechanic, effective August 13, 2012

approve the following staff members, effective July 1, 2012 through August 31, 2012:

Anjell Broadie, Maintenance \$11/hr	Esperance Provillion, Maintenance \$11/hr
Anthony Moore, Maintenance \$11/hr	Patty Griffin, Maintenance \$11/hr
Juaquita Miles, Maintenance \$11/hr	Andrea Michelle Best, Admin. Assistant \$15.28/hr

approve leave of absence request from Carolyn Graves, Part-Time School Bus Driver, effective September 1, 2012 through September 1, 2013, with no promise of rate of pay upon return.

accept the written resignation of Devron Miller, Part Time School Bus Driver, effective August 30, 2012  
accept the written resignation of Oslange Amay, Part Time School Bus Driver, effective August 31, 2012

**Department of School Services**

rescind approval of Leave of Absence for Paul Otis, Off-Site Teacher Assistant, board approved August 7, 2012

rescind offer of employment to Dawna Spangler, Off-Site Teacher Assistant, board approved August 7, 2012

rescind offer of employment to Kristine Diliberto, Off-Site Teacher Assistant, board approved August 7, 2012

rescind offer of employment to Thomas Sharkey, Off-Site Teacher Assistant, board approved August 7, 2012

rescind offer of employment to Jamie Foy, Teacher of Deaf and Hard of Hearing, board approved August 7, 2012

increase Kristen Moronese, Part-Time Off Site Teacher Assistant, from \$15.55/hr. to \$17.73/hr., no change in hours or benefits, due to additional certification completion, effective September 1, 2012

approve Melissa Van Pelt, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve John Sappington, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Harmony Stryker, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Lisa Lee, Part-Time Off Site Teacher Assistant, at an hourly rate of \$18.17/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Kurt Goodfriend, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Kristen Sodano, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve the written resignation of Jennifer Larsen, Part-Time Off Site Teacher Assistant, effective September 1, 2012

approve Kerry Mastriano, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Kyle Searfoss, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Mercia Solomon, Part-Time Off Site Teacher Assistant, at an hourly rate of \$15.55/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

approve Theresa Scodari, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective September 1, 2012

pay Part-Time Off Site Teacher Assistants for required training in August 2012 at their 2012-13 board approved hourly rate

**Adult Basic Education**

approve the following staff/salaries, effective September 1, 2012 - June 30, 2013

EMPLOYEE	POSITION	2011-12 RATE	PROPOSED 2012-13	% INCREASE
CAROL PETROSINO	Teacher	36,080.00	36,621.20 / year	1.5%
SANDRA PETTESCH	Teacher	8,587.50	7,878.00 / year	-8.3%
SANDRA WILLIAMSON	Teacher	18,550.00	18,828.25 / year	1.5%
VICTORIA SZYMANSKI	Teacher	3,900.00	3,939.00 / year	1.0%
NISHA LITTLE	Teacher	26.85	27.25 / hour	1.5%
REBECCA YOUNG	Instr. Aide	18.75	19.00 / hour	1.3%
SUSAN ROOP	Instructor	n/a	25.00 / hour	n/a
BARBARA WISKOWSKI	Instructor	n/a	25.00 / hour	n/a
JOANNE HALA	Instructor	25.00	25.35 / hour	1.4%
LISA POLESKY	<del>Instr. Aide</del> Instructor*	21.00	25.00 / hour	19.0%

approve Susan Roop, ABE Instructor, at an hourly rate of \$25/hr., effective September 5, 2012.

approve Barbara Wiskowski , ABE Instructor, at an hourly rate of \$25/hr., effective September 5, 2012.

hire part-time ABE Teacher for 2012-13 openings as needed, bilingual preferred.

#### H PROFESSIONAL DEVELOPMENT

1 approve the following staff members for professional development workshops:

<u>POSITION</u>	<u>WORKSHOP</u>	<u>DATE</u>	<u>COST</u>
(2) Administrators	Tenure Reform Workshop	9/19/12	\$147/ea
(2) Administrators	504 Training Workshop	9/20/12	\$50/ea
CST Supervisor	504 Training Workshop	9/20/12	\$50
School Director	MOSS Training	10/19/12	Free
(2) Administrators	IEP Development & Implementation	9/28/12	Free
CST Supervisor	IEP Development & Implementation	9/28/12	Free
LDT-C	IEP Development & Implementation	9/28/12	Free
HIB Coordinator	Best Practices for the Practical Implementation of the Anti-Bullying Bill of Rights Act	9/21/12	Free
HIB Specialist	Best Practices for the Practical Implementation of the Anti-Bullying Bill of Rights Act	9/21/12	Free
SBA/BS	The Fundamentals of Procurement Cards & Local Public Contract Laws	12/3/12	\$55.00
Human Resource	Payroll Year End Training	12/10/12	Free
Payroll Administrator	Payroll Year End Training	12/10/12	Free
Payroll Administrator	Payroll Quarterly Reports Training	9/18/12	Free
(3) School Administrators	The Role of the Educator: Strengthening the Identification & Reporting of Suspected Child Abuse	10/2 or 10/17	Free
(3) Counselors	The Role of the Educator: Strengthening the Identification & Reporting of Suspected Child Abuse	10/2 or 10/18	Free

**MOTIONS APPROVED, with Kim Metz abstaining from XG - pending ratification of the Board**

5:10 pm Andrea Romano, William Martin and Kim Metz leave

**XI OLD BUSINESS**

**XII NEW BUSINESS**

A Discussed Superintendant Search process, application questions and qualifications of candidate

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XIV ADJOURNMENT**

William Moebus moved to adjourn the meeting. Since there was no further items to be addressed, the meeting was adjourned at 5:50 PM.

Respectfully submitted by:

Corinne Steinmetz  
SBA/Board Secretary