

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**BOARD OF DIRECTORS**  
January 7, 2014  
**MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission **Board of Directors** will be held in the Adult Literacy Building 200 Main Street, Flemington, New Jersey on **Tuesday, January 7, 2014 at 4:15 pm**

**I. OPEN PUBLIC MEETING STATEMENT**

The meeting was officially advertised in the Hunterdon County Democrat, with the Executive County Superintendent and with the County Clerk, as required per 18A:10-4 and HCESC Policy 9321.

**II. ROLL CALL**

**BOARD MEMBERS**

Charles Miller (E AMWELL), President

Kim Metz (HUNTERDON POLYTECH)

William Moebus - (HOLLAND), Vice President

Jason Kornegay (LEBANON TWP)

Tom Bruhl (DELAWARE)

Teresa Kane (MILFORD)

Linda Adams (ALEXANDRIA)

Cheryl Filler (READINGTON)

Greg Nolan (FLEMINGTON RARITAN REG)

John Dupuis (W AMWELL)

**ADMINISTRATION / STAFF PRESENT**

Marie Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

**III. CALL TO ORDER**

At **4:21 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

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

**DISCUSSION/ANNOUNCEMENTS**

A Marie Kisch, Superintendent and Charles Miller, Board President reported on an emergency situation at our ESC School at West Amwell. Heating units in 11 classrooms froze and burst due to the below average temperatures. Temporary heat has been installed and we are awaiting a proposal for new coils to be specially made and installed

B Mind Research Institute workshop is being held at Tewksbury next Wednesday

**ADOPT AGENDA**

William Moebus moved, seconded by Linda Adams to adopt the agenda with added items, as highlighted

**MOTION PASSED UNANIMOUSLY**

**V APPROVAL OF MINUTES**

A William Moebus moved, seconded by Cheryl Filler to approve the minutes of December 3, 2013 Board of Directors meeting, respectfully submitted by the Board Secretary

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

William Moebus moved, seconded by Linda Adams to:

A approve line item transfers and budget appropriations for December 2013

B approve Unaudited Board Secretary Report for December 31, 2013

C reduce Nonpublic Technology Budget as follows:

DISTRICT	ORIGINAL	ADJUSTMENT	REVISED BUDGET
Bedminster	\$ 8,243.00	\$ (5,260.00)	\$ 2,983.00
Clinton Township	\$ 25,734.00	\$ (16,633.00)	\$ 9,101.00
Franklin (H)	\$ 2,120.00	\$ (106.00)	\$ 2,014.00
Franklin (S)	\$ 82,048.00	\$ (52,313.00)	\$ 29,735.00
ADMIN FEE	\$ 6,855.00	\$ (4,548.00)	\$ 2,307.00
TOTAL	\$ 125,000.00	\$ (78,860.00)	\$ 46,140.00

**MOTION PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

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

1	January 7, 2014	\$ 352,707.11	Computer Generated
2	December 2013	\$ 901,012.65	Payroll
3	December 2013	\$ 16,999.17	Handchecks
4	January 2014 ADDED	\$ 10,145.95	Computer Generated
		<u>\$ 1,280,864.88</u>	

**MOTION PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE**

A Season's Greetings from Comegno Law Group

**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 SUPERINTENDENT'S REPORT**

William Moebus moved, seconded by Cheryl Filler to approve action items XA - XD to:

**A ADMINISTRATION**

- 1 approve 2014-2015 HCESC Rates
- 2 provide School Business Administrative services to Sussex County Educational Services Commission at a rate of \$500.00 per day, effective December 26, 2013 through January 31, 2014

**B SCHOOLS**

- 1 approve the following field trips:

<u>LOCATION</u>	<u>SCHOOL</u>	<u>COST</u>
Peddler's Village Gingerbread Display	HCESC School at West Amwell	\$0.00
Camden Aquarium	HCESC School at West Amwell	\$0.00
College of NJ - Nutcracker Performance	HCESC School at West Amwell	\$0.00

- 2 accept the 2013-14 REAP award and increase the 2013-14 Budget in the amount of \$20,000.00
- 3 authorize administration to contract time, materials and purchase supplies without advertising, as per 18A:18A-7 Emergency contracts: for the purpose of ensuring a safe and healthy environment for students and staff after an emergency situation at our West Amwell campus on January 6, 2014 related to frozen pipes within the heating system

**C DEPARTMENT OF SCHOOL SERVICES**

- 1 cancel contract with Montgomery Township Public School District to provide Part-Time Teacher Assistant Services, effective December 10, 2013

- 2 contract with Flemington Raritan Regional School District to provide teacher assistances at an hourly rate of \$31.40, effective July 1, 2014 through August 30, 2014 for the Extended School Year and September 1, 2014 through June 30, 2015 for the regular school year.
- 3 approve specialized assessment services that require additional testing beyond traditional evaluation requirements, at a rate of \$660.00 per evaluation, as needed, effective November 15, 2013

**D TRANSPORTATION**

- 1 ratify the award of Sale of Vehicles TRANS 13-10 as follows:

#	VIN #	Brand/Chassis, Style, Model	YEAR	# pass	AWARD TO	AMOUNT
<b>GLEN GARDNER</b>						
23	1BAKFCKH45F226603	BlueBird, Conventional, Vision	2005	54	TRANS ED	\$ 12,000.00
25	1BAKFCKH85F226619	BlueBird, Conventional, Vision	2005	54	TRANS ED	\$ 12,000.00
26	1BAKFCKHX5F226606	BlueBird, Conventional, Vision	2005	54	REJECT ALL	N/A
27	1BAKFCKHX5F226637	BlueBird, Conventional, Vision	2005	54	REJECT ALL	N/A
48	1BAKFCKH84F215165	BlueBird, Conventional, Vision	2004	54	TRANS ED	\$ 12,000.00
133	1BAKFCKH76F230971	BlueBird, Conventional, Vision	2006	54	MIKE LOORI	\$ 15,300.00
V-2	1GBHG31F011130301	Girardin/GM, Van, SRW, W/C	2001	13+WC	TRANS ED	\$ 1,100.00
V-28	1GBHG31F021106341	Girardin/GM, Van SRW	2002	16	LAYLA	\$ 2,050.00
<b>WEST ORANGE</b>						
206	1GBHG31F611131517	Girardin/GM, Van, SRW, W/C	2001	13+WC	LAYLA	\$ 575.00
223	1GBHG31F911145069	Girardin/GM, Van SRW	2001	16	REJECT ALL	N/A
239	1GBHG31F121191397	Girardin/GM, Van SRW	2003	16	LAYLA	\$ 3,740.00
478	1GBHG31F221202553	BlueBird/GM, DRW, Microbird	2004	16	LAYLA	\$ 3,930.00
TOTAL AWARDED						\$ 62,695.00

- 2 rescind School Bus Advertising of Paramount Waterproofing LLC, through HCESC's contract with EIRC for School Bus Advertising, for bus advertising, approved at the November 12, 2013 board meeting.
- 3 approve training to Charlotin Dimancha for Air Brake endorsement at a rate of \$300.00

**MOTION PASSED UNANIMOUSLY**

**E COOPERATIVE PURCHASING**

William Moebus moved, seconded by Linda Adams to:

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

#	DISTRICT
226	Princeton Board of Education
227	Hazlet Board of Education
228	Pompton Lakes Board of Education
229	Lacey Township Board of Education
230	Kittatinny Regional Board of Education
231	Kearny Board of Education
232	Carteret Board of Education
233	Tinton Falls Board of Education

- 2 change award of HCESC Office Supply Bid #143 to #151, effective January 13, 2014 through January 12, 2015

**MOTIONS PASSED UNANIMOUSLY**

**F TECHNOLOGY - NO ACTION ITEMS**

## G ADULT BASIC EDUCATION

William Moebus moved, seconded by Linda Adams to:

- 1 reduce Hunterdon County Department of Human Services grant for the 2013 calendar year from \$30,400 to \$27,360, a reduction of \$3,040 in the 2013-14 carryover budget reflecting a revised budget of \$13,680.
- 2 accept the Hunterdon County Department of Human Services funding award for \$26,000.00 for the contract term January 1, 2014 through December 31, 2014
- 3 accept the Hunterdon County Department of Human Services funding award for \$26,000.00 for the contract term January 1, 2015 through December 31, 2015
- 4 approve 2013-14 subcontract with New Jersey Department of Labor Work First for \$429,840 for the period of October 1, 2014 through June 30, 2014, funding is in addition to previous award of \$140,143 for the period of July 1, 2013 through September 30, 2013. Total 2013-14 award is \$569,983.00

## **MOTIONS PASSED UNANIMOUSLY**

## H PERSONNEL

William Moebus moved, seconded by Greg Nolan to approve the following personnel items, as recommended by the Superintendent:

### **West Orange**

terminate Essa Touray, Part-Time School Bus Driver, effective December 11, 2013

terminate Carla Shaw, Part-Time School Bus Driver, effective December 11, 2013

### **Glen Gardner**

approve Gary Gar Carr, Part-Time Charter Trip Bus Driver, at a rate of \$15.25/hr, not to exceed 10 days per month, effective January 8, 2014

### **Department of School Services**

accept the verbal resignation of Jeanne Miller, Consultant, effective November 26, 2013

approve the unpaid Leave of Absence request of Alexandria DeGraw, Part-Time Off Site Teacher Assistant, effective December 9, 2013

approve the unpaid Leave of Absence request of Allison Gordon, Part-Time Off Site Teacher Assistant, effective December 16, 2013

accept the written resignation of Edna Coe Bercaw, Part-Time Off Site Teacher Assistant, effective December 20, 2013

approve Darlene Anno, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective January 2, 2014

terminate Sharon Orlando, Part-Time Off Site Teacher Assistant, effective January 3, 2014

approve Kathleen Mikalsen, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective January 13, 2014

approve Consultant Mary Meyer, Elementary Teacher, for IDEA After School Program services at Immaculate Conception School, Clinton Township, at a rate of \$60/hr., not to exceed 40 sessions - 2 hr./week, as needed, as assigned, contingent on available funding, effective January 8, 2014

revise the rate of pay for Diane Ford, part-time Speech Language Pathologist from \$50.00 to \$55.00 per hour, effective January 2, 2014, pending receipt of required paperwork

approve FMLA request of Samantha DeCandia, Administrative Assistant, effective approximately February 13, 2014 through March 27, 2014

### **Schools**

approve the Intermittent FMLA request of Delores Duran, Teacher Assistant, effective December 16, 2013 through January 31, 2014

**Adult Basic Education**

approve additional 75 hours for Barbara Wiskowski, Instructor, effective January 2, 2014

approve FMLA request of Fran Leddy, Coordinator, effective January 9, 2014 through January 20, 2014, as needed

approve a stipend of \$2425.00 to Jennifer Block, Teacher, to be paid in 9 equal installments effective January 15, 2014 through May 31, 2014

**MOTIONS PASSED UNANIMOUSLY**

**I PROFESSIONAL DEVELOPMENT**

- 1 William Moebus moved, seconded by Cheryl Filler to approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Transportation Director	STS General Meeting	12/6/13	Free
Transportation Coord	STS General Meeting	12/6/13	Free
A.B.E. Teacher	Creating a Classroom Website	12/5/2013	\$89
Superintendent	TECHSPO 2014	1/30 - 1/31/14	\$385
S.B.A. / B.S.	TECHSPO 2014	1/30 - 1/31/14	\$385
Technology Director	TECHSPO 2014	1/30 - 1/31/14	\$385
Counselor	Reducing Anxiety & Problem Behaviors in Sensory, Autism & ADHF	2/4/2014	\$179
CST Director	Curriculum Coordinators Meeting	1/22/2014	Free
(2) CST Supervisors	Curriculum Coordinators Meeting	1/22/2014	Free
Counselor	Curriculum Coordinators Meeting	1/22/2014	Free

**MOTION PASSED UNANIMOUSLY**

**J HARASSMENT INTIMIDATION & BULLYING**

- 1 William Moebus moved, seconded by Cheryl Filler to affirm Harassment Intimidating & Bullying incidents presented by Marie Kisch:

<u>HIB #</u>	<u>NJ Anti-Bullying Bill of Rights Law</u>
WA 03-2014	YES

**MOTION PASSED UNANIMOUSLY**

**XI OLD BUSINESS**

**XII NEW BUSINESS**

- A February meeting will be held at our West Amwell Campus

**XIV ADJOURNMENT**

William Moebus moved, seconded by Linda Adams to adjourn the meeting. Since there was no further action to be taken the meeting was adjourned at 4:55 pm

Respectfully submitted by

Corinne Steinmetz  
Board Secretary