

HUNTERDON COUNTY
 EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING
 June 26, 2014
MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 200 Main Street, Flemington, New Jersey on Thursday, June 26, 2014

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 9321.

II. ROLL CALL

At **4:20 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, **Board President Charles Miller** called the meeting to order.

III. CALL TO ORDER

REPRESENTATIVE ASSEMBLY MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT	Dr. Gregory Hobaugh (HIGH BRIDGE)
Tom Bruhl (DELAWARE) - VICE PRESIDENT	William Moebus (HOLLAND)
Dr. Edward Keegan (BETHLEHEM)	Lance Riggio (KINGWOOD)
Dr. James Gamble (CALIFON)	Jason Komegay (LEBANON TWP)
Judy Burd (CLINTON BORO/GLEN GARDNER)	Teresa Kane (MILFORD)
William Martin (DEL-VAL REG)	John Melick (NO HUNTERDON/VOORHEES)
Dr. Carol Fredericks (FRANKLIN-HUNTERDON)	Cheryl Filler (READINGTON)
Teresa Pearson (FRENCHTOWN)	Diane Walker-Torkelson (STOCKTON)

ADMINISTRATION PRESENT

Marie Kisch (SUPERINTENDENT)	Corinne Steinmetz (SBA/BOARD SECRETARY)
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IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

A SBA Hearing, presented by President Charles Miller - No public comments or questions
 William Moebus moved, seconded by Cheryl Filler to adopt the agenda and the additional highlighted items

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

William Moebus moved, seconded by Tom Bruhl to:
 A approve the minutes of the May 6, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary
 B ratify the items approved by Executive Committee on June 10, 2014

MOTIONS PASSED, with abstentions from Dr. Edward Keegan, Dr. James Gamble, Judy Burd, Teresa Kane, William Martin, Dr. Carol Fredericks, Teresa Pearson, Dr. Gregory Hobaugh, Lance Riggio, and Diane Walker-Torkelson

VI. FINANCIAL REPORTS

William Moebus moved, seconded by Tom Bruhl to:
 A approve the line item transfers and budget appropriations for the month of June 2014
 B approve the unaudited May 2014 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII. LIST OF BILLS

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

1	June 26, 2014	\$253,522.08	Computer Generated
2	June 2014	\$11,296.13	Hand checks
3	June 2014	\$976,527.99	Payroll
4	June 26, 2014	\$24,107.50	Consultant Hand checks
		<u>\$1,265,453.70</u>	

MOTION PASSED UNANIMOUSLY

VIII **CORRESPONDENCE**

- A HCESC Cooperative Purchasing Newsletter May 2014
- B Thank you letter from Gerald Vernotica, Interim Executive County Superintendent for our in-kind financial support to the Governor's Teacher/Educational Services Professional Recognition Luncheon

IX **COMMITTEE MEETINGS**

- A Building and Grounds, did not meet
- B Programs and Services - 6/10/14
- C Public Relations, did not meet
- D Policy
 - Discussion:
 - Moebus noted grammar changes made in policies presented in agenda for approval.
 - Moebus informed the Board that the Bylaws identify committee responsibilities. Please review to see if there are any committees you can participate in and if you have any additional changes/comment regarding the policy
 - Charles Miller requested additional members sit on our committees, there is no requirement that you need to be on the Board of Directors
- E Personnel 6/23/14 via phone conference, presented by Jason Kornegay
 - Jason Kornegay informed the Board that the conference call format worked very well. The committee reviewed personnel agenda items
- F Finance, did not meet
- G Executive 6/23/14 via phone conference
 - Charles Miller informed the Board that the committee reviewed agenda items for today's meeting

X **POLICY**

- A William Moebus moved, seconded by William Martin to approve the following policies for second reading:

1 POLICY 4116	Evaluation of Teaching Staff Members
2 POLICY 4151.2/4251.2	Family and Medical Leave
3 POLICY 4220	Evaluation of Support Staff Members
4 POLICY 2130	Principal Evaluation
5 POLICY 4119.26/4219.26	Electronic Communication by School Staff
6 POLICY 5141	Health
7 BYLAW 9130	Committees

MOTION PASSED UNANIMOUSLY

SUPERINTENDENT REPORT

Marie Kisch thanked everyone for their attendance and discussed how important their role on the Representative Assembly is to our ability to function appropriately

GRADUATION

ESC Tewksbury Academy held their graduation for 10 graduates on June 18, 2014. Thank you Tom Bruhl for speaking at graduation on behalf of the HCESC Board.

ESC School at West Amwell held their graduation for 4 High School graduates and 8th grade graduates on June 19, 2014. Thank you Linda Adams for speaking at graduation on behalf of the HCESC Board.

We will be spending the summer months closing out one year and gearing up for 2014-15 school year.

Discussion:

Facility Asbestos removal project is scheduled to take place starting mid July and ending by the end of August.

Facility Assessment RFP is advertised and will open on August 21, 2014. We hope to identify a firm that can assist us in identifying and prioritizing needs.

XI **REORGANIZATION**

Charles Miller explained the importance of everyone's attendance today and the requirement for us to have two Representative Assembly meeting with reorganizational being presented both meeting

Superintendent recommends approval of the following motions for July 1, 2014 through June 30, 2015:

William Moebus moved, seconded by Cheryl Filler to approve action items XI A, B, C, D, E, F, G, H, I and J

A APPROVAL OF POLICIES

approve the HCESC Policy Manual, located online 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/hour
- 2 Comegno Law Group, as legal solicitor; at a rate of \$180.00/hour
- 3 McManimon & Scotland as legal counsel for Public Purchasing and Financial Advisory Services, at a rate TBD

Discussion: Charles Miller informed the Board that additional legal counsel will be needed in connection to the new financial services program that will be offered to our member districts

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 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 \$22,675 (increase of 1.5%)
- 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, and each not to exceed \$100 per month for office
- 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, and 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

I APPOINTMENTS

- 1 appoint Corinne Steinmetz as Board Secretary
- 2 appoint Corinne Steinmetz as Custodian of Records
- 3 appoint Francine Leddy, Kelly Eder and Louis Johnson as Affirmative Action Officers
- 4 appoint Pamela Cuning-Mills as ADA Compliance Officer
- 5 appoint Corinne Steinmetz 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 Louis Johnson as Attendance Officer
- 12 appoint Kimberly Glucksman as Anti-Bullying Specialist for ESC School at West Amwell
- 13 appoint Gina Dawson as Anti-Bullying Specialist for ESC Academy at Tewksbury
- 14 appoint David Lutsky as District Anti-Bullying Coordinator, as recommended by Superintendent
- 15 appoint Agra Environmental, Inc. 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:

<u>Vendor</u>	Up to Amount	<u>Contract #</u>	<u>Items</u>
Custom Bandag, Inc.	\$60,000.00	71689	Tires and Tubes
Beyer Bros. Corp.	\$30,000.00	73697	Parts
Bus Parts Warehouse	\$40,000.00	73725	Parts
Dell	\$50,000.00	27160	Equipment
Lawson Products	\$5,000.00	73736	Parts
Pitney Bowes	\$2,500.00	75237	Postage Machines
Verizon Wireless	\$10,000.00	64430	Cell Phones
Clinton Napa Auto Parts	\$20,000.00	73759	Parts
HA Dehart & Sons Inc.	\$5,000.00	73771	Parts
Pardos Truck Serv Cntr	\$5,000.00	73724	Parts

- 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:

<u>Vendor</u>	<u>Items</u>	<u>Maximum Amount</u>
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.

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by Jason Kornegay to approve action items XI K, L, M, N and O to:

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 Premier Family Medicine to represent HCESC at an annual amount of \$800.00.
- 2 approve the Doctor's Standing Order, as written and approved by the Hunterdon County Education Services Commission school physician, Premier Family Medicine

M SCHOOLS

- 1 approve the evaluation models to be used in the 2014-2015 school year in accordance with AchieveNJ as
 Danielson Model (Teachers)
 Kim Marshall (Administrators)

N 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 26, 2014	
Board of Director's Meeting	Tuesday, August 26, 2014	(Last Tuesday)
Board of Director's Meeting	Tuesday, October 7, 2014	
Board of Director's Meeting	Tuesday, November 11, 2014*	(2nd Tuesday)
Board of Director's Meeting	Tuesday, December 2, 2014	
Board of Director's Meeting	Tuesday, January 6, 2015	
Representative Assembly	Tuesday, February 3, 2015	Budget Approval
Board of Director's Meeting	Tuesday, March 3, 2015	
Board of Director's Meeting	Tuesday, April 7, 2015	
Board of Director's Meeting	Tuesday, May 5, 2015	
Representative Assembly	Tuesday, June 2, 2015	Reorganization
Board of Director's Meeting	Thursday, June 25, 2015	

Charles Miller informed the Board regarding the change in meeting schedule with a late August meeting and no meeting in September

O 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

XII SUPERINTENDENT'S REPORT

A ADMINISTRATION

William Martin moved, seconded by Jason Kornegay to:

- 1 approve insurance renewal with New Jersey School Boards Association Insurance Group for 2014-15 school year at an annual amount of \$464,434.00, a decrease of \$23,807 (5.13%) compared to 2013-2014. Rate will be adjusted accordingly with additions and deletions to the policy coverage.
- 2 approve resolution to join the Educational Risk Insurance Consortium-WEST (A FUND WITHIN THE NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP), as follows:
 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 Board of Education of the Hunterdon County Education Services desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

WHEREAS, the Board of Education of the Hunterdon County Education Services 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; and

WHEREAS, the New Jersey School Boards Association Insurance Group and its bylaws provide a basis for securing this protection for member districts;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE HUNTERDON COUNTY EDUCATION SERVICES:

THAT the Board of Education of Hunterdon County Education Services joins with other school districts in organizing and becoming members of the Sub fund of the New Jersey School Boards Association Insurance Group (Educational Risk Insurance Consortium); and

THAT, by adoption and signing of this resolution, the Board of Education is hereby joining the Sub fund of the New Jersey School Boards Association Insurance Group (Educational Risk Insurance Consortium) effective the date indicted below, and for the duration of three consecutive years.

Adopted by the Board of Education of the Hunterdon County Education Services, Flemington, New Jersey, for a membership term which began July 1, 2014 until July 1, 2017.

- 3 authorize administration to apply for a separate Mold Insurance Policy for the 2014-15 school year.

MOTIONS PASSED UNANIMOUSLY

B TRANSPORTATION

Tom Bruhl moved, seconded by William Moebus to:

- 1 increase procurement of Goods & Services for the 2013-14 School Year, through State Agencies under State Contract, as follows:

<u>Vendor</u>	<u>Contract #</u>	<u>From</u>	<u>To</u>	<u>Increase</u>	<u>Items</u>
Beyer Bros. Corp.	73697	\$20,000.00	\$ 30,000.00	\$ 10,000.00	Parts

- 2 reject Sale of School Transportation Vehicles Bid #TRANS 14-01, opened May 28, 2014, as follows:

<u>Unit #</u>	<u>DECRPTION</u>	<u>VIN</u>	<u>L&L Transp.</u>	<u>Jersey One</u>	<u>Trans-Ed</u>	<u>Soliman</u>
223	2001 Chevy 16P	1GBHG31F911145069	NO BID	\$833.00	NO BID	\$1,350.00
479	2004 Chevy 16P	1GBHG31F221203301	NO BID	\$2,333.00	NO BID	\$4,550.00
402	2006 Bluebird 39P	1BABDCKA26F230952	\$ 750.00	\$4,633.00	NO BID	NO BID
413	2005 Bluebird 39P	1BABDCKA75F227835	\$ 750.00	\$4,333.00	NO BID	NO BID

- 3 approve Lease Agreement with Davara Industrial Center, LLC for HCESC Glen Gardner Transportation Terminal, effective July 1, 2014 through June 30, 2015, with four (4) one year renewals, at the following rates:

<u>TERM</u>	<u>MONTHLY \$</u>	<u>INCREASE</u>
July 1, 2014 - June 30, 2015	\$ 7,022.84	2.0%
July 1, 2015 - June 30, 2016	\$ 7,163.30	2.0%
July 1, 2016 - June 30, 2017	\$ 7,306.57	2.0%
July 1, 2017 - June 30, 2018	\$ 7,452.70	2.0%
July 1, 2018 - June 30, 2019	\$ 7,601.75	2.0%

- 4 approve Interlocal Vehicle Sale Agreement with Berkeley Heights Public Schools to sell school vehicles for an administrative fee 10% of sale price

- 5 approve Special Education Transportation Routes, as follows:

CONTRACT EXTENSIONS

<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Daily Rate</u>	<u>Aide</u>
0130A	Clinton Public	ESC	\$136.00	\$50.00
0130R	Clinton Public	ESC	\$168.55	
0201	Valley View	ESC	\$53.00	
0201A	Valley View	ESC	\$105.00	
0201R	Valley View	ESC	\$200.16	
0733R	Allegro	ESC	\$210.00	\$79.60
0802R	Midland	ESC	\$226.00	\$65.00
0805R	DLC, Warren	ESC	\$216.33	\$63.79
0924R	Voorhees	ESC	\$135.99	
0925R	High Bridge Ele.	ESC	\$163.06	

0938R	Montgomery Academy	ESC	\$227.34	
1005R	Matheny School	ESC	\$194.00	\$70.00
1106R	Mercer Elementary	Ralph Bus	\$173.59	\$56.72
1109R	DLC, Warren	Ralph Bus	\$161.95	\$53.97
1125R	New Roads School	Ralph Bus	\$179.95	
1200R	Midland	ESC	\$186.00	\$60.00
1202R	East Amwell School	Snyder Bus	\$136.08	
1207R	Douglas Developmental	Snyder Bus	\$160.62	\$71.32
1210R	New Roads School	Kensington Bus	\$195.54	
1233R	ESC West Amwell	ESC	\$191.00	
1300	Midland School	Joy Transport	\$255.00	\$45.00
ESC1	Union Twp.	ESC	\$175.25	
ESC 2	Union Twp.	ESC	\$168.11	
1400	Newmark High	Ralph Bus	\$196.00	
1401	Newmark	Ralph Bus	\$196.00	
1404	Celebrate the Children	Barker Bus	\$246.00	\$61.00
1407	Lakeview School	Joy Transport	\$215.00	
1411	Lakeview School	Joy Transport	\$250.00	\$45.00
1412	Mercer Jr/Sr	Ralph Bus	\$197.00	\$48.00
1417T	Celebrate the Children	ESC	\$189.00	

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate	Aide
S1500	Calais School	Snyder Bus	\$200.50	\$50.00
S1501	Center School	Snyder Bus	\$156.00	
S1502	Child Ther. (UMDNJ)	DVR	\$206.50	\$64.00
S1505	Somerset Hills	DVR	\$189.50	
S1508	Hi-Step, Somerset	DVR	\$179.00	
S1509	Hi-Step, Pennington	DVR	\$181.00	
S1510	HLC	Ralph Bus	\$210.00	

- 6 provide Summer Quoted Routes for Clinton Twp to CTMS & SR: Rt. CME1 for \$137.50, Rt. CME2 for \$137.50, Rt. CME3 for \$137.50, Rt. CME4* for \$75.00/ Aide \$27.50, Rt. CSEPK1* for \$75.00/Aide \$27.50, Rt. CSEPK2 for \$75.00 all on a per diem basis.
- 7 provide Summer Quoted Routes for North/Voorhees Regional H.S. District to Voorhees H.S.: S1405 for \$137.00 per diem, S1406 for \$137.00 per diem, S1408 for \$137.00 per diem
- 8 provide Summer Trips for Flemington Clockwork, Polytech, Goddard Schools, Acorn Montessori, and the YMCA at a rate of \$54.00/hr,.
- 9 renew the following routes:

SUMMER CONTRACT RENEWALS through Sussex CoOP

Route #	Destination	Per Diem Rate	Aide
SR-033	Lake Drive School/Mt. Lakes	\$118.39	N/A
SR-034	Lake Drive School/Mt. Lakes	\$118.39	N/A
SR-296	Horizon School/Livingston	\$259.40	\$73.05
SR-337	ECLC/Chatham	\$259.40	\$73.05
SR-346	Phoenix Center/Nutley	\$278.46	\$71.84
SR-357	Sawtelle LC/Monclair	\$259.40	\$73.05
SR-372	Cornerstone Day Sc/Mountains	\$243.59	\$73.05
SQ-007	Horizon School/Livingston	\$262.00	\$72.00

SUMMER CONTRACT RENEWALS through West Orange BOE

Route #	Destination	Per Diem Rate
TBD	Write on Sports Camp	\$150.00
TBD	Step Up Program	\$175.00
TBD	Step Up Program	\$175.00
TBD	ESL 1	\$153.00
TBD	ESL 2	\$170.00
TBD	Liberty ESY 1	\$160.97
TBD	Pleasantdale ESY 2	\$160.97
TBD	Liberty ESY 3	\$160.97

SUMMER CONTRACT RENEWALS through ESC of Morris County

Route #	Destination	Per Diem Rate	Aide
SR055	ECLC-Chatham	\$232.19	\$70.00
SR056	ECLC-Chatham	\$242.50	\$75.00
SR057	ECLC-Chatham	\$153.80	\$55.92
SR134	Regional Day	\$243.83	\$70.00
SR201	DLC-Warren	\$238.59	\$70.00

CONTRACT RENEWALS 14-15 through Sussex CoOP

Route #	Destination	Per Diem Rate	Aide	Per Annum
E-0491A	New Beginnings/Fairfield	\$185.07	\$66.09	N/A
E-0643	Children's Institute/Verona	\$250.76	\$62.61	N/A
E-0655	Millburn Regional/Millburn	\$290.42	\$78.27	N/A
E-0656	Windsor School/ Pompton Lakes	\$281.34	\$70.75	N/A
E-0663	Essex Vo-Tech/West Caldwell	\$230.40	N/A	N/A
E-0667	Sawtelle Learning Cntr/Montclair	\$297.47	\$62.61	N/A
R-70	Montclair Kimberley/Lower 25 students	\$119.82	N/A	\$21,568.44
R-72	Montclair Kimberley-Upper	\$185.02	N/A	\$33,305.30

CONTRACT RENEWALS 14-15 through Parsippany Troy Hills School District

Route #	Destination	Per Diem Rate	Aide	Per Annum
230C	Central Middle School	\$162.00	N/A	\$29,160.00
364N	Northvail ES	\$162.00	N/A	\$29,160.00

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by Tom Bruhl to approve action items XII C, D, E and F to:

C SCHOOLS

- 1 approve School Bus Emergency Exit Drills completed at ESC Academy at Tewksbury on May 20, 2014:

Snyder Bus - Route E943 First Student - Route 14013 Cassidy Trans - Route 1205
 Kensington Bus - Route 11027 HCESC - Route 1019R

- 2 approve School Bus Emergency Exit Drills completed at ESC School West Amwell Campus on May 9, 2014:

Rick Bus Co - Route ESC1 Rick Bus Co - Route ESC2 Rick Bus Co - Route ESC3
 Rick Bus Co - Route ESC4 Rick Bus Co - Route ESC7 Rick Bus Co - Route ESC8
 Rick Bus Co - Route ESC9 Rick Bus Co - Route ES10 Rick Bus Co - Route ES19

- 3 contract with AHERA Consultants for Asbestos Monitoring Services for the asbestos non-friable floor tile activities at Tewksbury Academy in rooms 15, 17, 19, 21 and administrative hallway, at a rate of \$5,800.00

- 4 award Asbestos Abatement removal of non-friable floor tile to B&G Restoration Inc, lowest respondent of quotes, at a rate of \$28,896.00 as follows:

Asbestos Removal	B&G Restoration	Nick Restoration	Four Strong Builders	Four Strong Builders (2)
Room 15 (700 Sq Ft)	\$ 4,200.00	\$ 4,375.00	\$ 4,550.00	\$ 4,990.00
Room 17 (650 Sq Ft)	\$ 3,900.00	\$ 4,100.00	\$ 4,300.00	\$ 4,590.00
Room 19 (1053 Sq Ft)	\$ 6,318.00	\$ 6,580.00	\$ 6,950.00	\$ 7,790.00
Room 21 (1053 Sq Ft)	\$ 6,318.00	\$ 6,580.00	\$ 6,950.00	\$ 7,790.00
Hallway (1360 Sq Ft)	\$ 8,160.00	\$ 8,430.00	\$ 8,750.00	\$ 9,995.00
TOTAL	\$28,896.00	\$ 30,065.00	\$ 31,500.00	\$ 35,155.00

- 5 utilize carryover safety grant funds of \$21,151.02 for oversight and removal of asbestos non-friable floor tiles at the Tewksbury Academy.

- 6 authorize Superintendent to utilize Commercial Floor Covering & Installation Bid #160 for the purchase and/or installation of floor tile and supplies required to replace floors at Tewksbury Academy in rooms 15, 17, 19, 21 and administrative hallway.

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, 2014 through June 30, 2015
- 2 provide Nursing Services (RN) to Montgomery Township for their Extended School Year (ESY) program July 7 - August 8, 2014, up to 5.5 hours per day, at a rate of \$38.00 per hour
- 3 provide Teacher Assistant services to school districts, as needed, at Board approved rates, effective September 1, 2014 through June 30, 2015 to the following districts:

Flemington-Raritan Regional School District	Milford School
Holland Township School District	Clinton-Glen Gardner School District
Hunterdon County Polytech	Franklin Township School, Hunterdon County

Discussion: Marie discussed with the Board that Franklin (Somerset) will not be renewing their Nonpublic contracts with us for the 2014-15 school year. The Budget will be adjusted due to the loss of the major contract and although it is not a significant loss in revenue (surplus), we will lose good/loyal staff. It is suspected that the new provider will hire most of the individuals previously placed by us at the nonpublic schools.

E TECHNOLOGY SERVICES

- 1 provide technology services at the board approved rates, as needed, July 1, 2014 through June 30, 2015 to the following districts:

Alexandria Board of Education	Milford Public School
Allamuchy Township Board of Education	North Warren Regional High School
Belvidere Board of Education	Ocean Gate School
Bethlehem Board of Education	Oxford Central School
Clark Board of Education	People's Prep Charter School
Delaware Township Schools	Pohatcong Board of Education
East Amwell Elementary School	Somerville Board of Education
Franklin Township, Warren County	Somerset ESC
Green Hills Township Board of Education	St. Ann's School
Greenwich Township Board of Education	St. Joseph's Catholic
High Bridge Schools	St. Peter's School
Holy Innocents Catholic School	Stillwater Township Board of Education
Lambertville Public School	Union Township School
Lebanon Boro School	Warren County Rotech
	West Amwell Elementary School

F ADULT BASIC EDUCATION

- 1 The Hunterdon County Educational Services Commission Board of Directors hereby certifies that permission has been granted to apply for the Continuation Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of \$294,900.00, starting on July 1, 2014 and ending on June 30, 2015
- 2 approve 2014-15 Adult Basic Education (ABE) Calendar

MOTIONS APPROVED, with William Moebus abstaining from XII D-3 Holland Township School and Teresa Kane abstaining from XII D-3 Milford School

William Moebus moved, seconded by Carol Fredericks to:

G PURCHASING

- 1 accept the withdrawal of Borough of Peapack and Gladstone from the HCESC Purchasing Cooperative
- 2 accept the following districts as members of the HCESC Purchasing Cooperative:

#	DISTRICT
266	Springfield Board of Education
267	Barneget Board of Education

- 3 renew the following bids;

#SER-07B - Electrical Services – effective 7/1/14 through 6/30/15

Oak Ridge Electric	\$93/hour	10% Parts Markup	Warren, Sussex, Morris & Hunterdon Counties
A&K Contracting	\$101/hour	10% Parts Markup	Somerset County (Bucket Truck \$75/hour 3 hr. min - All service calls 3 hr. min.)

#SER-07E Painting Services — effective 7/1/14 through 6/30/15

KBD \$45/hour 15% Parts Markup All Counties

#SER-07F General Construction Repairs & Carpentry Services — effective 7/1/14 through 6/30/15

KBD \$60/hour 10% Parts Markup All Counties

#TRANS 13-04 - 2014 Type B School Vehicles – effective 5/7/14 through 5/6/15

H.A. DeHart – increase not to exceed current price index

#TRANS 13-06 – 2014 Type C 54 Passenger Buses – effective 8/1/14 through 7/31/15

H.A. DeHart – increase not to exceed current price index

- 4 disqualify Gillespie Group from Commercial Floor Covering & Installation Bid #160 due to failure to comply with bid specification "A28. Document Signatures - Original; Blue Ink"
- 5 award the Commercial Floor Covering & Installation Bid #160, effective July 1, 2014 through June 30, 2015 to Commercial Interiors Direct, Inc. for a variety of brands and styles of floor products, as submitted
- 6 renew TEC-06 Manufacturer of Converged Networking Equipment bid with Cisco, effective August 16, 2014 through August 15, 2016 with no changes
- 7 award the following bids effective July 1, 2014 through November 1, 2015:

HVAC Services - SER-08A

Core Mechanical	\$82/hour	18% Parts Markup	Warren, Sussex, Somerset, Hunterdon, Mercer, Middlesex, Ocean, Burlington, Camden, Monmouth, Gloucester, Salem, Cumberland, Cape May, Atlantic & Salem Counties
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MBT Contracting	\$80/hour	10% Parts Markup	Bergen, Essex, Hudson, Passaic, Union & Morris Counties
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Electrical Services – SER-08B

Facility Solutions Group	\$99/hour	9% Parts Markup	Bergen, Essex, Hudson, Passaic, Union, Mercer, Middlesex, Burlington, Ocean & Monmouth Counties
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Plumbing Services – SER-08C

Dumont Mechanical	\$144/hour	18% Parts Markup	Warren County
	\$168/hour	18% Parts Markup	Essex, Passaic & Sussex Counties
Robert Griggs Plumbing	\$92.50/hour	22% Parts Markup	Mercer, Union, Morris, Somerset, Hunterdon & Middlesex Counties

Boiler Inspection-Cleaning & Repair – SER-08D

Manhattan Welding	\$84/hour	25% Parts Markup	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon & Middlesex Counties
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MPA	\$87/hour	25% Parts Markup	Mercer, Burlington, Ocean & Monmouth Counties
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Pest Control Services – SER-08G

Alliance Commercial Pest Control	\$45/hour	5% Parts Markup	All Counties
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Locksmith Services & Related Products– SER-08J

Huber Locksmiths	\$105/hour	15% Off List	Atlantic, Cape May, Cumberland & Gloucester Counties
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3 Hr. min. weekends, holidays & service calls initiated after hours (8-4)

Fire Alarm Systems, Fire Suppression & Sprinkler Systems Maintenance, Service & Repair – SER-08H

Fire Alarm Systems

Allied Fire & Safety \$91.80/hour 18.5% Parts Markup All Counties

Fire Sprinkler Systems

Allied Fire & Safety \$91.80/hour 18.5% Parts Markup All Counties

Dry Chemical/Kitchen Suppression Systems

Allied Fire & Safety \$91.80/hour 18.5% Parts Markup All Counties

Halon Fire Suppression Systems

Allied Fire & Safety	\$91.80/hour	18.5% Parts Markup	Bergen, Essex, Hudson, Passaic, Union, Sussex, Burlington, Ocean, Camden, Monmouth, Gloucester, Cumberland, Cape May & Atlantic & Salem Counties
Fire & Security Technologies	\$77/hour	10% Parts Markup	Warren, Morris, Somerset, Hunterdon, Mercer & Middlesex Counties

Portable Fire Extinguisher Inspection & Servicing – SER-08I

Campbell Fire Protection			Somerset, Mercer, Middlesex, Warren, Sussex, Morris, Hunterdon, Bergen, Essex, Hudson, Passaic & Union Counties
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Annual Service & Inspection	\$3.00/unit	Halon	\$6.00/pound
Refill Charge – ABC/Dry – 2.5lb.	\$5.00/unit	Hydrostatic Testing-High Pressure	\$14.00/unit
Refill Charge – ABC/Dry-5 lb.	\$9.00/unit	Hydrostatic Testing-Low Pressure	\$10.00/unit
Refill Charge - ABC/Dry-10 lb.	\$15.00/unit	6 Year Maintenance	No Charge
Refill Charge – ABC/Dry 20 lb.	\$16.00/unit	Replacement Units	30% off List
Refill Charge – CO2 5 lb.	\$5.00/unit	Replacement Parts	30% off List
Refill Charge – CO2 10 lb.	\$6.00/unit		
Refill Charge – CO2 15 lb.	\$7.00/unit		
Refill Charge – CO2 20 lb.	\$8.00/unit		

Fire & Security Technology

Monmouth County

Annual Service & Inspection	\$2.50/unit	Halon	\$22.00/pound
Refill Charge – ABC/Dry – 2.5lb.	\$7.00/unit	Hydrostatic Testing-High Pressure	\$12.00/unit
Refill Charge – ABC/Dry-5 lb.	\$9.00/unit	Hydrostatic Testing-Low Pressure	\$12.00/unit
Refill Charge - ABC/Dry-10 lb.	\$15.00/unit	6 Year Maintenance	\$8.00/unit
Refill Charge – ABC/Dry 20 lb.	\$15.00/unit	Replacement Units	20% off List
Refill Charge – CO2 5 lb.	\$5.00/unit	Replacement Parts	20% off List
Refill Charge – CO2 10 lb.	\$10.00/unit		
Refill Charge – CO2 15 lb.	\$12.00/unit		
Refill Charge – CO2 20 lb.	\$15.00/unit		

Discussion: Marie Kisch indicated that our cooperative purchasing is continuing to grow. Please share with your districts the variety of bids we have to offer and let us know if there are other areas of bidding interest

MOTIONS APPROVED UNANIMOUSLY

H PERSONNEL

William Moebus moved, seconded by Tom Bruhl to:

- 1 authorize Superintendent to hire as needed, effective July 1, 2014 through August 25, 2014
- 2 approve the Revised Cooperative Purchasing Administrative Assistant job description
- 3 approve the Financial Advisory Manager job description.

Marie Kisch explained that this new position will allow us to provide a service to districts by assisting them in their financial needs related to lease purchase and administrative services. This is a growing need among our districts and it will supports co-op purchasing initiatives by giving districts a stronger purchasing power

The program will be marketed and the position will be advertised this month with the hope of having a recommendation at the next meeting.

- 4 approve 2014-2015 Non-Certified Staff
- 5 approve 2014-15 Part Time Off Site Teacher Assistants at the attached hourly rate, to be annualized (hourly rate x hours per day x # of days)
- 6 approve West Orange Summer Transportation
- 7 approve Glen Gardner Summer Transportation
- 8 approve the following personnel items, as recommended by the Superintendent:

Administration

approve Corinne Steinmetz, SBA/BS, at a rate of \$116,828.00, effective July 1, 2014 to June 30, 2015

Charles miller indicated there is also a qualitative merit goal of 2.5% that will be presented for recommendation at August meeting

Schools

approve 2014-15 School staff assignments

Marie Kisch discussed the need to realign our school staff to support the 2014-15 student population. The program offerings are and will continue to be developed in collaboration with the school administrators

approve Dennis Schiller, Principal, at an annual salary of \$102,500 for the period July 1, 2014 to June 30, 2015.

approve Sarah Chittendon, School Program/Special Education Coordinator, at an annual salary of \$65,000 for the period September 1, 2014 to June 30, 2015.

approve James Disch, Part-Time Substitute Custodian, at a rate of \$18.40/hr., effective June 16, 2014 - June 30, 2014

approve the following Summer School Math Teachers, at a rate of \$40/hr., not to exceed 6.5 hrs./day, effective June 25, 2014 - July 29, 2014:

Stephen Halldorson

Tammie Race

rescind offer of employment to Suanne Fetherolf, Summer School English Teacher, approved at the May 6, 2014 Board of Directors Meeting

approve Michael Ciardi, Summer School English Teacher, at a rate of \$33.00/hr., not to exceed 6.25 hr./day, effective July 7, 2014 - August 1, 2014

Glen Gardner

approve the resignation of Ralph Santonastaso, Part-Time School Bus Driver, effective June 9, 2014

approve Leave of Absence request of Barbara DeMott, Part-Time School bus Driver, effective June 9, 2014 through June 30, 2014

West Orange

rescind offer of employment to Kesha Rutledge, Part-Time School Bus Monitor, effective September 1, 2014 - June 30, 2015, approved at the June 10, 2014 Executive Committee Meeting

approve Kesha Rutledge, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective September 1, 2014 - June 30, 2015

approve Rochenel Etienne, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective September 1, 2014 - June 30, 2015

approve Lorraine Kocsis, Dispatcher, \$100.00 per diem, for additional duties as required, as needed, as determined by Director and/or Superintendent, effective July 1, 2014

approve Robert Nusbaum, Transportation Vehicle Sales at 6% Commission based on monthly vehicle sales rental and purchases from HCESC vehicle bids

Department of School Services

rescind offer of employment to Deborah Szwarc, Part-Time Teacher, approved at the May 6, 2014 Board of Directors Meeting

rescind offer of employment to Michelle Capano-Morley, Part-Time Teacher, approved at the May 6, 2014 Board of Directors Meeting

approve Ana Flynn, Part-Time Nurse, to provide nursing services at Montgomery Township Schools ESY program, at a rate of \$34.85/hr., not to exceed 5.5 hr/day, effective July 7, 2014 - August 8, 2014

approve Samantha DeCandia, Administrative Assistant, at a daily rate of \$185.51, for up to 30 days from July 1, 2014 through August 31, 2014

Paraprofessionals

approve Christina Greaves, Part-Time Off-Site Paraprofessional Coordinator, at a daily rate of \$270.00, for up to 20 days from July 1, 2014 through August 31, 2014

approve the written resignation of Christine Carr, Part-Time Off Site Teacher Assistant, effective June 30, 2014

approve the written resignation of Shannon Murphy, Part-Time Off Site Teacher Assistant, effective June 30, 2014

approve the written resignation of Jillian Andresen, Part-Time Off Site Teacher Assistant, effective June 30, 2014

approve the verbal resignation of Kathleen Talarico, Part-Time Off Site Teacher Assistant, effective June 30, 2014

approve the verbal resignation of Andrea Lynott, Part-Time Off Site Teacher Assistant, effective June 30, 2014

approve Bresha Marvray, Part-Time Off Site Teacher Assistant, for the 2014 Extended School Year Program for Franklin Township (Hunterdon County), at a rate of \$17.00/hr, not to exceed 6 hr/day, as needed, effective June 27, 2014 through August 30, 2014

Adult Basic Education

approve, with regret, the resignation for purposes of retirement of Sandra Williamson, Teacher, effective June 30, 2014

MOTIONS PASSED UNANIMOUSLY

XIII **OLD BUSINESS - NONOE**

XIV **NEW BUSINESS - NONE**

XV **CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY - NONE**

XVI **ADJOURNMENT**

William Moebus moved to adjourn the meeting. Since there was no further business to attend to, the meeting was adjourned at 5:10 pm

Respectfully submitted by:

Corinne Steinmetz
SBA / Board Secretary