

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
December 9, 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 Tuesday, December 9, 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

BOARD OF DIRECTORS MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT

Tom Bruhl (DELAWARE) - VICE PRESIDENT

Linda Adams (ALEXANDRIA)

William Martin (DEL-VAL REG)

Greg Nolan (FLEMINGTON RARITAN REG)

William Moebus (HOLLAND)

Dr. Kimberly Metz (HUNTERDON POLYTECH)

Jason Kornegay (LEBANON TWP)

Teresa Kane (MILFORD)

John Melick (NO HUNTERDON/VOORHEES)

ADMINISTRATION/STAFF PRESENT

Marie Kisch (SUPERINTENDENT)

Corinne Steinmetz (SBA/BOARD SECRETARY)

GUEST

Dennis Cox

III. CALL TO ORDER

At **4:19 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, **Board President Charles Miller** called the meeting to order

The Board recessed until quorum was obtained

At 4:20 pm Kim Metz and John Melick arrived

At 4:23 pm Teresa Kane arrived

At 4:24 pm quorum has been met and the meeting reopened

ADOPTION OF THE AGENDA

William Moebus moved, seconded by Linda Adams to accept the agenda with revised items, as highlighted

MOTION APPROVED UNANIMOUSLY

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - None

Charles Miller thanked the Board for coming out in the bad weather and adjusting their calendars to attend the rescheduled meeting

V APPROVAL OF MINUTES

William Moebus moved, seconded by Linda Adams to:

A approve the minutes of the November 11, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary

B approve the minutes of the November 11, 2014 Board of Directors Executive Session meeting, respectfully submitted by the Board Secretary

MOTIONS APPROVED UNANIMOUSLY

VI FINANCIAL REPORTS

William Moebus moved, seconded by William Martin to:

A approve the line item transfers and budget appropriations for the period of July 2013, which were not previously approved as required.

B approve the line item transfers and budget appropriations for the period of November 2014.

C approve the unaudited November 2014 Board Secretary Report.

MOTIONS APPROVED UNANIMOUSLY

VII LIST OF BILLS

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

1	November 2014	\$938,081.29	Payroll	
2	November 2014	\$27,735.50	Consultant	
3	November 2014	\$155,688.75	Hand checks	
4	December 2, 2014	\$335,396.14	Computer Generated	REVISED
5	December 9, 2014	\$27,443.55	Computer Generated Added	
		<u>\$1,484,345.23</u>		

MOTIONS APPROVED UNANIMOUSLY

At 4:28 pm Dennis Cox arrived

VIII CORRESPONDENCE

- A HCESC TA Newsletter - November
- B HCESC Co-op Newsletter - November
- C HCESC Vehicle Bid / Lease Purchasing Newsletter
- D HCESC Lease Purchasing Description of Services

DISCUSSION:

Marie Kisch recognized Christina Greave's monthly TA Newsletter and appreciates her recognition of Paraprofessionals
Greg Nolan discussed Paraprofessional services with his Principals, 97% were rated A's & B's They are very happy with the service

Marie Kisch noted observations that are currently underway

Lease Purchasing announcement is a new service and rates are presented for consideration later in the agenda

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, November 25, 2014, presented by Charles Miller

X POLICY

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

- 1 Policy 4131.1 Tuition Reimbursement
- 2 Policy 4145/4245 Early Return to Work

DISCUSSION: William Moebus noted minor change in Tuition Reimbursement policy

MOTIONS APPROVED UNANIMOUSLY

XI SUPERINTENDENT'S REPORT

Enrollment at West Amwell is increasing by 17 (5 Sp Ed Students and 12 Alternative Students). We anticipate additional students will continue to come from Trenton throughout the year. Their decision was based on student needs and their financial analysis.

Chuck Miles and Dennis Balodis have been looking into funding options to offset costs of repair at West Amwell: roof, lighting and insulation. Energy audit would be required and costs covered in grant. Anticipate that the current utility expenses will cover the future costs of utility plus upgrades.

The cost of Hoffman Crossing property of \$1,850,000 (\$50,000 to be paid over the current year as rent) plus funding for renovations/upgrades is covered in the resolution presented authorizing the purchase and lease purchasing

Lease purchasing service rates are proposed in the agenda. We are excited about some great initiatives underway

A ADMINISTRATION

- 1 William Moebus moved, seconded by Linda Adams to approve resolution of the Board of Directors of the Hunterdon County Educational Services Commission, in the County of Hunterdon, New Jersey, determining to acquire, improve and finance certain real property by means of a lease purchase financing in an amount not exceeding \$2,500,000, authorizing the procurement and execution of the lease purchase agreement and the execution of a contract for the purchase of the property and related documents and agreements, and authorizing other actions necessary to complete the transaction.

DISCUSSION:

Lease purchasing program does not obligate any member districts for liability (pg. 4)

Board noted no obligation in excess of \$10,000,000 anticipated in the next two years

MOTION PASSED via Roll Call Vote 10:0:0

William Moebus moved, seconded by William Martin to approve action items XI A-2 through XI A-5 to:

- 2 approve budget increase of \$50,000 in the Administration Department Program for the 2014 - 2015 school year for interim costs, until time of closing, associated with the acquisition of property.
- 3 authorize administration to prepare and advertise a Request For Proposal from Pre-Qualified Energy Auditing Firms under the State of New Jersey, Department of the Treasury, Division of Purchase and Property, Award T-2545, for an energy audit of the ESC School at West Amwell for the purposes of application to the Local Government Energy Audit Program and to the suite of New Jersey's Clean Energy Program offerings.
- 4 approve Lease Purchasing Service Rates, as follows:

Essential Equipment Lease Purchase Transactions:

Transaction Amount	HCESC Fee
\$100,000 - \$500,000	\$ 500.00
\$501,000 – \$750,000	\$ 1,000.00
\$751,000 +	\$ 2,250.00
Ground Lease Purchase Bids	\$ 2,250.00

- 5 accept Risk Management Performance Award of \$1,000.00 from NJ School Insurance Group.

DISCUSSION: Marie Kisch noted that the \$50,000 will be refunded with proceeds from lease purchase

MOTIONS APPROVED UNANIMOUSLY

B TRANSPORTATION

William Moebus moved, seconded by Linda Adams to:

- 1 sell 2001 Girardin 16-Passenger van (VIN#1GBHG31F711213689) to Herrick Lodge for \$3,350.00, highest responsible quote.
- 2 approve Interlocal Vehicle Sale Agreement with West Orange Board of Education for HCESC to sell their vehicles, as needed, for an administrative fee of 10% of the sale price.
- 3 purchase fuel from the following local supplies at lowest price available, as needed per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisement, effective November 18, 2014 through November 18, 2015, as follows:

	<u>2014-15</u>	<u>2015-16</u>
Wex Bank (aka Fleet One)	up to \$ 105,000.00	\$ 55,000.00

- 4 purchase digital bus radios and repeaters for the West Orange Transportation Depot from M&W Communications, as per 18A:18A-5; exception to requirements for advertising, (e) the lowest responsible quote is at least 10% less than State Contract Pricing, at the following rates:

Description	QTY	M&W Communication		State Contract		% Savings
		Unit Price	Total Price	Unit Price	Total Price	
Repeater	1	\$ 8,279.00	\$ 8,279.00	\$ 8,948.60	\$ 8,948.60	
Radios	105	\$ 499.00	\$ 52,395.00	\$ 624.00	\$ 65,520.00	
Antenna	105	\$ 18.00	\$ 1,890.00	\$ 17.20	\$ 1,806.00	

Ignition Sense	105	\$ 30.00	\$ 3,150.00	\$ 108.00	\$ 11,340.00
Install	105	\$ 145.00	\$ 15,225.00	\$ 273.60	\$ 28,728.00
Trade-In	10	\$ (1,000.00)	\$ (10,000.00)	\$ (1,000.00)	\$ (10,000.00)
Programming	5	\$ -	\$ -	\$ 250.00	\$ 1,250.00
TOTAL			\$ 70,939.00		\$ 107,592.60
					-34.1%

- 5 authorize administration to receive quotes for lease purchase of digital bus radios at a purchase price of \$70,939.00 for a period not to exceed 36 months.
- 6 provide School Bus endorsement training, to Jacques Elane, at a rate of \$300, effective January 7, 2015.
- 7 approve Transportation routes as follows:

Glen Gardner Terminal

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1521T	Fox Farm to Voorhees	ESC	\$ 59.00

ADDENDUM

Route #	Destination	Contractor	Annum Rate	Decrease	Adjusted Amount
O-3	Round Valley School	ESC	\$ 8,416.80	(\$550.57)	\$ 7,866.23

- 8 sell 1985 Ford F350 Flatbed Truck (VIN#32FDKF37H8FCB02812) to Scott Richter, highest respondent of quotes for \$750.00.
- 9 contract with South Orange Disposal Co. for Trash Removal Service at our West Orange Transportation Terminal for 1-3 yards per week, at a rate of \$125 per month, effective December 2, 2014 through November 20, 2017.

MOTIONS APPROVED UNANIMOUSLY

William Moebus moved, seconded by Linda Adams to approve action items XI C through XI E to:

C DEPARTMENT OF SCHOOL SERVICES

- 1 approve Irene Howard, Teacher of the Handicapped Consultant, for during the school day services not to exceed 10 hours per week, as needed, at the Board approved rate of \$60/hour, effective December 2, 2014.
- 2 provide paraprofessional services to Oxford Township School District, as needed, at the Board approved rate of \$25.30 per hour effective November 20, 2014 through June 30, 2015.
- 3 approve Cindy Del Tufo, School Psychologist Consultant, for nonpublic/public/charter school services, at Board approved rates, effective December 9, 2014

D PURCHASING

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

#	DISTRICT
280	Rancocas Valley Regional Board of Education
281	Teaneck Board of Education
282	Middlesex County College
283	Egg Harbor Township Board of Education
284	The Secaucus Board of Education

- 2 extend the Technology Supplies & Accessories Bid #139-3 from December 19, 2014 to March 13, 2015 with ePlus Technologies.

E TECHNOLOGY

- 1 approve contract with NHVRSD to provide Level 1 Desktop Services at a rate of \$50/hour, as needed, through June 30, 2015.
- 2 donate obsolete electronic equipment to Computers for Kids.

MOTIONS APPROVED, John Melick abstaining from XI E-1

F **PERSONNEL**

William Moebus moved, seconded by Linda Adams to approve action items XI F-1, F-2, F-3, F-4, F-5, F-7 and F-8, as recommended by the Superintendent:

- 1 ratify December 3, 2014 Executive Committee approval of submission to the Executive County Superintendent application for emergent hires.

2 **Appointments**

approve the following appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Seth Jules Prophete	P/T School Bus Driver	West Orange Terminal	\$15.25/hr.	11/12/14
Jacqueline St. Pierre Rene	P/T School Bus Driver	West Orange Terminal	\$15.25/hr.	11/17/14
Tara Williams	P/T School Bus Driver	West Orange Terminal	\$9.50/hr.	11/17/14
Josephine Frank	Temporary Teacher Assistant	Hunterdon County Polytech	\$15.55/hr.	11/20/14
Yasmin, Findeis	P/T Teacher Assistant	Holland Township	\$15.55/hr.	12/01/14
Toni-Ann Pratt	P/T Teacher Assistant	Clinton Public School	\$15.55/hr.	12/08/14
Berkeley Hutchinson	P/T Teacher Assistant	ESC School West Amwell	\$15.55/hr.	12/08/14
Jacques Elane	P/T School Bus Driver	West Orange Terminal	\$15.25/hr.	01/22/15
NEW	P/T Teacher Assistant	ESC School West Amwell	\$15.55/hr.	TBD
NEW	P/T Personal Assistant	ESC School West Amwell	\$15.55/hr.	TBD
Alan Smarz	Teacher	ESC School West Amwell	\$41,000.00 (prorated)	12/17/14
Jodi Clark	Teacher	ESC School West Amwell	\$41,000.00 (prorated)	12/08/14
Michelle Bowman	P/T School Bus Driver	Glen Gardner Terminal	\$17.45/hr.	12/08/14

extend the following appointment(s) through June 30, 2015:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Charles Guebens	P/T School Bus Driver	West Orange Terminal	\$15.51/hr.	01/01/15
Bienfils Pierre	P/T School Bus Driver	West Orange Terminal	\$19.29/hr.	01/01/15
Angela Heath	P/T School Bus Monitor	West Orange Terminal	\$9.66/hr.	01/01/15
Pamela Kimbrough	P/T School Bus Monitor	West Orange Terminal	\$10.78/hr.	01/01/15

3 **Leaves of Absence**

approve the following leaves of absence, pending receipt of required documentation:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Robert Em	Mechanic	Glen Gardner Terminal	FMLA	11/5/2014
Nancy Parker	P/T Teacher Assistant	F/R - Copper Hill	NJFLA	11/17 - 11/26/14
Warren McCroy	Mechanic	West Orange Terminal	FMLA	12/1/2014
Lorraine Kocsis	Dispatcher/Office Manager	West Orange Terminal	FMLA	12/1 - 12/8/14
Geraldine Aikens	P/T School Bus Driver	West Orange Terminal	LOA	12/1 - 12/15/14

4 **Resignations / Retirements / Terminations**

approve the resignation(s), retirement(s) and termination(s) of the following staff according to the effective date and reason shown:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Jesus Pastuizaca	P/T School Bus Driver	West Orange Terminal	Resignation	11/17/2014
Bianca Velasco	P/T School Bus Driver	Glen Gardner Terminal	Resignation	11/25/2014

- 5 approve a stipend of \$1440 for Ronald DiSalvi, Custodian, for weekend monitoring of the heating system at the ESC School West Amwell for the period 10/1/2014 through March 30, 2015.

- 7 revise starting rates for Glen Gardner Terminal to include attendance at mandatory meetings at a rate of \$10.00 per hour for the 2014-2015 School Year.
- 8 approve submission to the Executive County Superintendent the application for emergent hire and attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et.seq., N.J.S.A. 18A:39-17 et. seq., N.J.S.A. 18A:39-17 et. seq., of N.J.S.A. 18A:6-4.13 as applicable, effective immediately upon Executive County Superintendent approval, for David Douglass

MOTIONS PASSED with William Moebus abstaining on the hiring of paraprofessional placed at Holland Township BOE

William Moebus moved, seconded by Jason Kornegay to approve action items IX F-2A and F-6 to:
2A approve appointment of Facility Manager, as follows:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Charles H. Miles, Jr.	Facility Manager	HCESC Facilities	\$70,000.00 (prorated)	12/16/14

- 6 appoint Charles H. Miles, Facility Manager, effective December 16, 2014 as the following:

- Right to Know Coordinator
- Integrated Pest Management Coordinator
- Hazardous Communications Coordinator
- AHERA Coordinator
- Indoor Air Quality Designee

DISCUSSION: Marie Kisch updated the Board on the recent grievance that will be going to arbitration.
Marie Kisch noted West Orange negotiated contract will begin negotiation sometime in January

MOTIONS PASSED with Charles Miller and Teresa Kane abstaining

G PROFESSIONAL DEVELOPMENT

- 1 William Moebus moved, seconded by Linda Adams to approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Technology Director	Techspo	1/29 - 1/30/15	\$395 Plus Lodging

MOTIONS APPROVED UNANIMOUSLY

XIV OLD BUSINESS

XV NEW BUSINESS

- A Superintendent Evaluation process is in its early stage
- B West Orange Driver Contract negotiations
- C West Orange transportation services are going well. Positive transition with new Business Administrator

XVI CITIZENS ADDRESS THE BOARD

Charles Miller thanked Dennis Cox for joining us and thanked him for leaving us at a state to address all the items that come our way

Dennis Cox was happy to attend the meeting and pleased to see the positive changes

Dennis thanked the Board for all their continued support

Marie Kisch discussed current discussions with Somerset County ESC regarding the potential of partnering Coordinated Transportation Services for Public and Nonpublic students

Marie Kisch thanked PolyTech for a wonderful Holiday buffet. Food was excellent and highly recommended

William Moebus thanked Marie for her letter to the Representative Assembly regarding the property acquisition of Hoffman's Crossing. Marie has had discussions with some of the representative assembly members and informed them that we will be having open house activities and look forward to seeing them in February for the Representative Assembly Meeting

Marie mentioned Monmouth-Ocean's recovery service program is similar to what the Hunterdon County ESC is interested in implementing in Hunterdon County

Announcement of the sale of Tewksbury will be publicly announced once the purchase sale agreement is signed, however, we have already informed the realtor to share the availability with potential buyers

Current owner of Hoffman's property is in agreement to stay on the property for a period of time to assist with transition

The Board thanked Linda Adams for her continued support and wish her all the best in her retirement

XVII ADJOURNMENT

William Moebus moved, seconded by Greg Nolan to adjourn the meeting. Since there was no further action to be taken, the Board adjourned at 5:11 pm

Respectfully submitted by

Corinne Steinmetz
Board Secretary