

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
January 13, 2015

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, January 13, 2015

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

Dr. Kimberly Metz (HUNTERDON POLYTECH)

William Martin (DEL-VAL REG)

Jason Kornegay (LEBANON TWP)

Greg Nolan (FLEMINGTON RARITAN REG)

Teresa Kane (MILFORD)

William Moebus (HOLLAND)

Cheryl Filler (READINGTON)

ADMINISTRATION/STAFF PRESENT

Marie Kisch (SUPERINTENDENT)

Nancy Szymanski, (TRANSPORTATION DIRECTOR)

Corinne Steinmetz (SBA/BOARD SECRETARY)

III. CALL TO ORDER

At **4:18 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, **Board President Charles Miller** called the meeting to order

ADOPTION OF THE AGENDA

William Moebus moved, seconded by Kim Metz to accept the agenda with revised items, as highlighted

MOTION PASSED UNANIMOUSLY

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by Kim Metz to approve the minutes of the December 9, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION PASSED with Cheryl Filler abstaining

VI. FINANCIAL REPORTS

A William Moebus moved, seconded by William Martin to approve the line item transfers and budget appropriations for the period of December 2014 (Adj #101-132)

MOTION PASSED UNANIMOUSLY

William Moebus moved, seconded by Jason Kornegay to approve action items VI B & VI C, to:

B approve the audited June 2014 Board Secretary Report

C approve the unaudited December 2014 Board Secretary Report

DISCUSSION: Corinne Steinmetz explained the need to approve June 2014 Board Secretary Report again is due to a slight cash adjustment upon completion of the audit.

MOTIONS PASSED UNANIMOUSLY

VII. LIST OF BILLS

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

1	December 2014	\$928,151.06	Payroll
2	December 2014	\$29,093.27	Consultant
3	December 2014	\$42,783.07	Hand checks
4	January 2015 LOB	\$438,742.03	Computer Generated
5	January 2015 ADDED	\$60,533.02	Computer Generated
6	January 2015	\$28,446.13	Consultant
		<u>\$1,527,748.58</u>	

MOTIONS PASSED UNANIMOUSLY

VIII **CORRESPONDENCE**

- A Cisco Flyer
- B Announcement of O’Gorman & Young, Inc., d/b/a GR Murray (Insurance Broker) joining Arthur J. Gallagher & Co.
- C Teacher Assistant Newsletter

DISCUSSIONS:

Marie Kisch informed the Board that the Teacher Assistant newsletter will be posted on website

Corinne Steinmetz informed the Board that the Insurance merger will not impact our insurance coverage or relationship with our current broker. However, she will monitor the situation and consider putting out an RFP in the future, if needed.

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
- G Executive

X **POLICY**

XI **SUPERINTENDENT’S REPORT, presented by Marie Kisch**

SCHOOLS

Enrollment intakes continuing.

Recent student incident required calling the police. Student will not be returning.

Artist -in-resident for multimedia and animation for 8 week program at each school.

Tuition, including transportation, proposal submitted to Trenton has generated some interest. A meeting is anticipated in the near future to discuss details.

Property purchase agreement and due diligence is underway

TRANSPORTATION

Many thanks to transportation management and staff for a job well done. West Orange Board of Education is pleased with the services and we anticipate a new 4-year contract

Some staffing issues with changes in contracts/policy to identify / clarify how to document behavior vs. corrective (performance) action plan

Arbitration meeting is scheduled for January 29, 2015

William Moebus moved, seconded by Greg Nolan to approve a consolidated agenda to:

A **ADMINISTRATION**

- 1 accept 2013-14 Comprehensive Audit Report and Management Report, as presented by Corinne Steinmetz
- 2 approve HCESC 2015-16 Rates, as presented by Marie Kisch (ATTACHMENT)
- 3 approve Pollution Liability coverage from AIG, for \$6,426.32, effective December 17, 2014 through July 1, 2015, as follows:

<u>Section</u>	<u>Coverage</u>	<u>Deductible</u>	<u>Each Limit</u>	<u>Aggregate Limit</u>
Coverage B	On-Site Clean-up of New conditions	\$ 10,000.00	\$ 1,000,000.00	\$1,000,000.00
Coverage D	Third Party Claims for Off Site Clean-up Resulting from new conditions	\$ 10,000.00	\$ 1,000,000.00	\$1,000,000.00
Coverage E	Third Party Claims for Bodily Injury and Property Damage	\$ 10,000.00	\$ 1,000,000.00	\$1,000,000.00
Coverage F	Emergency Response Costs	\$ 10,000.00	\$ 250,000.00	\$1,000,000.00
Coverage G	Third Party Claims for Non-Owned Locations	\$ 10,000.00	\$ 1,000,000.00	\$1,000,000.00
Coverage I	Third Party Claims Resulting from the Transportation of Cargo	\$ 10,000.00	\$ 1,000,000.00	\$1,000,000.00
IAQ	Indoor Air Quality	\$ 100,000.00		\$1,000,000.00
Policy Aggregate				\$1,000,000.00

- 4 renew Internet Policy Services and License Agreement from New Jersey School Boards Association for \$2,500.00, effective January 6, 2015 through January 5, 2016

B TRANSPORTATION

1 sell vehicles to highest respondent of quotes, as follows:

Unit #	YEAR	MAKE	VIN	SALE TO	AMOUNT
White Flatbed	1985	Ford F350	32FDKF37H8FCB02812	Scott Richter	\$750.00
470	2003	Girardin-16P	1GBHG31F721189671	Byram Bus Inc.	\$2,500.00

2 approve Transportation routes as follows:

Glen Gardner Terminal

CONTRACTED ROUTES

Route #	Sending District	Destination	Contractor	Daily Rate
4517	North Hunterdon	Lambert's Mill Academy	Ralph's Bus	\$218.00
4518	North Hunterdon	Cornerstone Day School	Ralph's Bus	\$218.00
1511	Flemington-Raritan	Yale School-Medford	Joy Transport	\$275.00
Pilot	North Hunterdon	North Hunterdon	ESC	\$92.00

3 authorize administration to award Lease Purchase financing to institution with the lowest responsible quote for financing digital bus radios at an amount \$70,939.00

C SCHOOLS

1 approve Artist-in-Residence 8-week program with James George Pruznick, Consultant at \$60.00 per hour, not to exceed 32 hours

D PURCHASING

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

#	DISTRICT
285	Black Horse Pike Regional BOE
286	Manchester Township BOE
287	Princeton Library
288	Manasquan BOE
289	Little Egg Harbor Township BOE

2 authorize the use of competitive contracting for the Technology Installation & Integration Services bid per 18A:18A-4.3

3 renew the Health/Sports Medicine Supply Bid #158, effective January 13, 2015 through January 12, 2016, with no changes, to Moore Medical and School Health

4 award the following bids, effective January 13, 2015 through January 12, 2017

<u>School/Office Furniture Bid #165</u>	Tanner North Jersey	\$166,476.56
	Commercial Interiors Direct	\$115,861.32

<u>Office Supplies</u>	Staples Business Advantage	\$17,603.74
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5 award the Copy/Duplicator Bid #164, effective January 13, 2015 through July 12, 2015 to the following vendors

Papermart	\$1,817.25
WB Mason	\$233,018.21

6 award the Custodial, Facility & Grounds Supplies & Equipment Bid #163, effective January 13, 2015 through January 12, 2017 to the following vendors

Staples Business Advantage	\$42,968.05
BioShine	\$45,653.66
WB Mason	\$16,569.46
Central Poly	\$7,043.96

7 authorize administration to negotiate award of Small Ticket Lease Purchase Program at lowest interest rate, as 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.

E FACILITIES

1 Motion ratify emergency purchase from Simplex Grinnell, as per 18A:18A-7 for repair of the fire alarm system at the ESC School at West Amwell, at an amount not to exceed \$8,500.00

F PERSONNEL

The following items are recommended by the Superintendent:

- 1 amend the following motion approved at December 9, 2014 Board of Directors meeting:

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.

to read:

approve a stipend of \$1400 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.

2 Appointments

approve the following appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
David Douglass	Part-Time Teacher Assistant	Flem/Rar - JP Case	\$15.55/hr.	12/16/2014
Nakkiyah Carney	Part-Time Bus Monitor	West Orange	\$9.50/hr.	1/5/2015
Daniel Battaglia	Part-Time Teacher Assistant	West Amwell	\$15.55/hr.	1/6/2015
Thomas Skorupski	Part-Time School Bus Driver	West Orange	\$15.25/hr.	1/12/2015
LaQuisha Jones	Part-Time School Bus Monitor	West Orange	\$9.50/hr.	1/13/2015
Larry Zanetti	Maintenance/Custodian	Tewksbury	\$30,000.00	1/16/2015
Jennifer Nejman	Part-Time Teacher Assist. (leave replacement)	Flem/Rar - JP Case	\$17.73/hr.	2/9/2015

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>
Kesha Rutledge	Dispatcher	West Orange	\$25,000.00 (prorated)	1/16/2015

3 Leaves of Absence (LOA)

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>
Kara Dunlap	Itinerant Teacher of the Deaf	Dept. of School Services	NJFLA - Intermittent	1/5/2015
Laurie Gregory	Part-Time Teacher Assistant	Clinton Public	Medical LOA	1/12/2015
Alana Fazio	Part-Time Teacher Assistant	West Amwell	Personal LOA	2/3 - 2/11/15
Brandi Bontempo	Part-Time Teacher Assistant	Flem/Rar - JP Case	Personal LOA	2/12 - 6/30/15

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>
Cassie Bundy	Part-Time Teacher Assistant	Franklin (H)	Resignation	12/31/2014
Lisa Lee	Part-Time Teacher Assistant	West Amwell	Resignation	1/16/2015
Berkeley Hutchinson	Part-Time Teacher Assistant	West Amwell	Resignation	1/16/2015
Cathleen Fay	Part-Time Teacher Assistant	Flem/Rar - Robert Hunter	Termination	1/19/2015
Jacqueline St. Pierre	Part-Time School Bus Driver	West Orange	Resignation	1/8/2015
Thomas Skorupski	Part-Time School Bus Driver	West Orange	Resignation	1/13/2015

- 5 increase hourly rate of Alison Gordon, Part-Time Teacher Assistant from \$15.94 to \$17.73, effective January 16, 2015, pending receipt of New Jersey Teacher Certification

- 6 approve revised job description for "A" Mechanic

MOTIONS PASSED UNANIMOUSLY

XIV OLD BUSINESS

XV NEW BUSINESS

Greg Nolan recommended producing an announcement to highlight all accomplishments to parents, communities and superintendents

Teresa Kane suggested Public Relations get together to discuss/review further
Administration will monitor impact of reduction in fuel costs

Hoffman Crossing Property

Goal to run good programming, invest in HCESC and share with districts

Reviewing short and long term plans for new location and announcement to Board and districts

Two open houses planned for spring: (1) staff (2) board members, school district representatives and ESC Program Administrators

Uncertain of market value of current property; financial equations did not consider any realized profit.

At 4:52 pm, Jason Kornegay and Greg Nolan leave - Quorum is lost

PROGRAM PRESENTATION - TRANSPORTATION, by Nancy Szymanski

Nancy Szymanski's 18th year; she started with the beginning of HCESC transportation in 1997 as a driver

HCESC currently has about 375 employees with 153 in Transportation (most drivers)

Drivers are most important (after students)

CDL

Responsibility to safely transport children ages 3 - 21

159 routes, 6 districts, 6750 students per day

HCESC is also a CTSA:

Coordinate routes for students (specs, bids, awards and renewals) - Buses not needed for these services

Resident districts utilize CTSA to transport special needs, nonpublic and special students

Joint agreements with 27 districts in Hunterdon, a few outside districts, and some state agencies

Numbers are currently down due to districts bringing students back to district, as required

56 special needs routes (HCESC does 27), 149 students to 40 destinations

Nonpublic routes (HCESC does 7)

Charters, field and athletic trips

West Orange since 1998 (WO, Parsippany, Morris ESC and Sussex Coop)

Also provides maintenance program for WOBOE, Morris ESC and BeLovEd Charter School. Responsible for vehicles to pass inspection

Currently use Transfinder for routing, as needed

Purchase of smaller vehicles enables lower run costs and, thus, more competitive bids.

Replacement schedule of vehicles is being implemented at both locations

Drivers are continually needed

Maintenance - new mechanic needed at West Orange terminal to allow for vehicles needing larger jobs not being sent out

NJSBA REMINDERS

NJSBA meeting in Hunterdon County next week - STEM/STEAM

NJSBA - Leadership conference w/ focus on strategic planning

NJSBA - New Board Orientation program in March

NJSBA - Governance 4 needed for renewed Board Members

XVI CITIZENS ADDRESS THE BOARD

XVII ADJOURNMENT

Cheryl Filler moved, seconded by William Martin to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 5:20 pm.

Respectfully submitted by:

Corinne Steinmetz
SBA/Board Secretary