

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
**BOARD OF DIRECTORS MEETING**  
March 10, 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, March 10, 2015

**I. OPEN PUBLIC MEETING STATEMENT**

*This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and adequate notice was published. This notice is also posted in the Board Office and a copy has been sent to the county office*

**II. ROLL CALL**

**BOARD MEMBERS**

|                                       |  |
|---------------------------------------|--|
| Charles Miller (E AMWELL) - PRESIDENT | Dr. Kimberly Metz (HUNTERDON POLYTECH) |
| Tom Bruhl (DELAWARE) - VICE PRESIDENT | Donna Herbel (KINGWOOD)-NEW            |
| Dr. Edward Keegan (BETHLEHEM)         | Jason Komegay (LEBANON TWP)            |
| William Martin (DEL-VAL REG)          | Teresa Kane (MILFORD)                  |
| William Moebus (HOLLAND)              |  |

**ADMINISTRATION / STAFF PRESENT**

|                              |                                      |
|------------------------------|--------------------------------------|
| Marie Kisch (SUPERINTENDENT) | Corinne Steinmetz (SCHOOL BUS ADMIN) |
|------------------------------|--------------------------------------|

**III. CALL TO ORDER**

At **4:15 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, **Board President Charles Miller** called the meeting to order

Board recessed until quorum is met

4:18 PM - Teresa Kane arrived. Board reopened, as quorum was met

**IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS**

William Moebus moved, seconded by William Martin to approve agenda, with added items  
MOTION PASSED UNANIMOUSLY

**V. APPROVAL OF MINUTES**

William Moebus, moved by William Martin to:

- A approve the minutes of the February 3, 2015 Representative Assembly meeting, respectfully submitted by the Board Secretary
- B approve the Executive Session minutes of the February 3, 2015 Representative Assembly meeting, respectfully submitted by the Board Secretary

**DISCUSSION:** Charles Miller reminded the Board that executive session minutes are approved, but will not be made public until their is no longer a need for confidentiality

**MOTION PASSED, with Teresa Kane abstaining**

**VI. FINANCIAL REPORTS**

William Moebus, moved by William Martin to:

- A approve the line item transfers and budget appropriations for the period of February 2015 (Adj #144-174)
- B approve the unaudited February 2015 Board Secretary Report

**MOTIONS PASSED UNANIMOUSLY**

**VII. LIST OF BILLS**

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

|   |                |                       |                    |
|---|----------------|-----------------------|--------------------|
| 1 | March 2015     | \$947,333.75          | Payroll            |
| 2 | February 2015  | \$15,514.00           | Consultant         |
| 3 | March 2015     | \$8,874.80            | Hand checks        |
| 4 | March 2015 LOB | \$376,552.31          | Computer Generated |
| 5 | March 2015 LOB | \$69,265.24           | Computer Generated |
| 6 | March 2015     | \$27,488.50           | Consultant         |
|   |                | <u>\$1,445,028.60</u> |                    |

**MOTIONS PASSED UNANIMOUSLY**

**VIII. CORRESPONDENCE**

- A February 2015 Purchasing Newsletter
- B February 2015 TA Newsletter
- C Letter from Juan Torres approving Shared Services Agreement between HCESC and Hunterdon Polytech

**IX. COMMITTEE MEETINGS**

|                                       | <u>Next Mtg.</u> | <u>Date</u> | <u>Next Mtg. Time</u> | <u>Location</u> |
|---------------------------------------|------------------|-------------|-----------------------|-----------------|
| A Building and Grounds, did not meet  | TBD              | TBD         | TBD                   | Flemington      |
| B Programs and Services, did not meet | TBD              | TBD         | TBD                   | Flemington      |
| C Public Relations, did not meet      | TBD              | TBD         | TBD                   | Flemington      |
| D Policy, did not meet                | TBD              | TBD         | TBD                   | Flemington      |
| E Personnel, did not meet             | TBD              | TBD         | TBD                   | Flemington      |

F Finance, did not meet  
G Executive, 2/26/15

TBD  
TBD

TBD  
TBD

Flemington  
Flemington

X SUPERINTENDENT'S REPORT

Marie Kisch reported:

- Teacher and Professional of the Year
- Meeting with Lambertville local officials
- Revised Calendar
- Artist in Resident
- Unit Ventilators
- Offer on HCESC Sawmill Campus
- Hoffman Crossing property lease financing - on target for closing in April
  - Closing on target in April
  - USA Architects working on plans
  - Chuck Miles, Facility Manager working on Scope of Work
  - Adjusting time line and identifying needs to speed up move due to sale offer of existing facility

A ADMINISTRATION

William Moebus moved, seconded by Jason Kornegay to:

- 1 ratify approval of Executive Committee for list price for the sale of HCESC Tewksbury Academy property located at 51 Sawmill Road Lebanon, NJ at a price of \$895,000.00
- 2 ratify approval of Executive Committee of Letter of Intent to Purchase Real Estate for the sale of HCESC Tewksbury Academy, located at 51 Sawmill Road Lebanon, NJ
- 3 contract with Rullo & Juillet Associates, Inc., the lowest of responsible quotes, for Right To Know and PEOSH Hazard Communication Standard compliance services at a rate of \$2,130.00

| VENDOR                                   | PRICE       |
|--|-------------|
| Rullo & Juillet Associates, Inc.         | \$ 2,130.00 |
| RK Occupational & Environmental Analysis | \$ 3,390.00 |
| PARS Environmental Inc                   | \$ 4,295.00 |
| Westchester Environmental                | \$ 4,200.00 |

- 4 rescind motion approved at the February 3, 2015 Representative Assembly meeting to provide Business Administrative services to Hunterdon County Polytech at a rate of \$500.00 per day, as needed, effective January 1, 2015 through June 30, 2015
- 5 approve Interlocal Agreement with Hunterdon County Polytech to provide School Business Administrative Services at a rate of \$500.00 per day, effective February 1, 2015 through April 30, 2015, as attached

DISCUSSION: Marie Kisch explained the need to allow time to evaluate and potentially enter into a Shared Service Agreement, rather than an Interlocal Agreement

- 6 approve 60 month lease agreement with Pitney Bowes for two (2) digital postage meter systems at a rate of \$190.00 per month, effective March 1, 2015 through February 28, 2020
- 7 utilize Middlesex Regional Educational Services Commission (MRESC) for Internet Services at all HCESC locations, as needed:

Whereas the Middlesex Regional Educational Services Commission (MRESC) is acting as the lead agency for the Alliance for Competitive Telecommunications (ACT) AND;

Whereas the MRESC operates the State approved Cooperative Pricing System #65MCESCPCS for the provision of services to its members. And;

Whereas the MRESC has developed RFP specifications, for the New Jersey Digital Readiness Learning & Assessment Broadband Component, Wide Area Network & Internet Cooperative Purchasing Initiative (DRLAP) in accordance with E-Rate guidelines. And;

Whereas the MRESC, used a competitive contracting format as approved by the Division of Local Government Services. And;

Whereas the MRESC posted a 470 form listing all districts submitting a letter or intent to participate in DRLAP and those public school district members of the MRESC Cooperative Pricing System not submitting a letter of intent to participate. And;

Whereas the MRESC advertised this bid in accordance with 18A:18A-21 and publicly opened and read the DRLAP bid on September 17, 2014, So

Therefore be it resolved that the HCESC awards the DRLAP contract to Comcast

- 8 award lease purchase financing to for the purchase and renovations of Hoffman Crossing Campus to TD Bank for Lease Purchase Financing in the amount of \$2,500,000 or 100% of appraised value, whichever is less, at a rate of 2.363% for 13 years
- 9 approve the submission of grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST Subfund, in the amount of \$14,400, for the purpose of access control security system, for the period July 1, 2015 through June 30, 2016
- 10 purchase from NJ State Cooperative Purchasing Prog - Contract #M-8001 for building supplies and materials from Lowes and/or Home Depot, as needed, up to \$50,000

DISCUSSION: Marie Kisch explained the need to use NJ State Cooperative Purchasing Program for building supplies and materials is due to the increase of in-house maintenance

MOTIONS PASSED, with Kim Metz abstaining from item XA-5

William Moebus moved, seconded by Jason Kornegay to approve action items XB, XC and XD to:

B SCHOOLS

- 1 approve revised 2014-15 School Calendar

**C DEPARTMENT OF SCHOOL SERVICES**

- 1 provide Affirmative Action Officer services for Hunterdon County PolyTech at the Board approved rate for additional services of \$85.00 per hour

**D PURCHASING**

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

| #   | DISTRICT                                     |
|-----|--|
| 292 | Hamburg Board of Education                   |
| 293 | Bergen, County of                            |
| 294 | Morris Hills Regional Board of Education     |
| 295 | Franklin Borough Board of Education (Sussex) |
| 296 | Caldwell-West Caldwell Board of Education    |
| 297 | Netcong Board of Education                   |
| 298 | Bradley Beach Board of Education             |
| 299 | Township of Washington (Bergen)              |

- 2 ratify the award of the following bids, effective February 11, 2015 through February 10, 2016

| <u>Elementary PE Supplies Bid #167</u> |                                     |            |
|--|-------------------------------------|------------|
|  | Degler-Whiting                      | \$2,675.00 |
|  | The Prophet Corp. DBA Gopher Sports | \$1,901.77 |
|  | S&S Worldwide                       | \$3,585.33 |
|  | School Specialty (Sportime)         | \$4,059.64 |

| <u>JR/HS Athletic Supplies Bid #168</u> |                             |             |
|---|-----------------------------|-------------|
|   | Aluminum Athletic           | \$45,655.45 |
|   | Degler-Whiting              | \$21,575.15 |
|   | S&S Worldwide               | \$6,350.30  |
|   | School Specialty (Sportime) | \$9,934.58  |

| <u>Science Supplies Bid #169</u> |                                      |             |
|----------------------------------|--------------------------------------|-------------|
|                                  | Bio Corporation                      | \$14,724.54 |
|                                  | Carolina Biological                  | \$6,211.78  |
|                                  | Fisher Scientific                    | \$3,083.62  |
|                                  | Frey Scientific                      | \$16,906.74 |
|                                  | VWR International DBA Sergeant Welch | \$14,937.80 |

- 3 award the Technology Supplies & Accessories Bid #162, effective March 16, 2015 through March 15, 2016 to ePlus Technology, Inc. \$185,269.56

**MOTION PASSED w/ Kim Metz abstaining from XC-1**

**E LEASE PURCHASING**

**F TRANSPORTATION**

- 1 William Moebus moved, seconded by Kim Metz to approve Transportation Routes, as follows:

**Glen Gardner Terminal**

Joint Agreement with Clinton-Glen Gardner School District for the 2014-2015 School Year for the following Routes

| Route | Sending District     | Destination           | Per Annum   |
|-------|----------------------|-----------------------|-------------|
| GG1   | Clinton-Glen Gardner | Clinton Public School | \$36,112.22 |
| GG2   | Clinton-Glen Gardner | Clinton Public School | \$36,112.22 |
| GG3   | Clinton-Glen Gardner | Clinton Public School | \$36,112.22 |
| GG4   | Clinton-Glen Gardner | Clinton Public School | \$36,112.22 |

**ADDENDUM**

| Route | Sending District            | Destination        | Per Diem | Increase | Adj. Amt. |
|-------|-----------------------------|--------------------|----------|----------|-----------|
| 4518  | Delaware Valley Regional HS | Cornerstone School | \$218.00 | \$37.80  | \$255.80  |

2 authorize administration to award the sale of the following vehicles upon opening of bids on March 12, 2015

| Unit # | LOC | VIN #             | YEAR | # pass  | Brand/Chassis, Style, Model   |
|--------|-----|-------------------|------|---------|-------------------------------|
| 469    | WO  | 1GBHG31F421189658 | 2003 | 16      | Girardin/GM, SRW, Van         |
| V-26   | GG  | 1GBHG31R9X1139128 | 1999 | 14 & WC | Girardin/GM, Wheelchair Van   |
| 50     | GG  | 1BAKFCKH44F215163 | 2004 | 54      | BlueBird Vision, Conventional |
| 51     | GG  | 1BAKFCKH64F215164 | 2004 | 54      | BlueBird Vision, Conventional |
| 52     | GG  | 1BAKFCKH24F215162 | 2004 | 54      | BlueBird Vision, Conventional |
| 4      | GG  | 1BAKFCKH35F226608 | 2005 | 54      | BlueBird Vision, Conventional |
| 512    | GG  | 1BAKFCKH55F226612 | 2005 | 54      | BlueBird Vision, Conventional |

- 3 rescind Vehicle Sale Agreement, approved October 7, 2014 to sell Barker Bus company (5) 2008 Thomas Saf-T-Liner EF, 54 passenger, Transit Style buses, as negotiated for a total amount of \$160,000.00
- 4 approve Vehicle Sale Agreement to sell the below list of buses to Byram Bus, Inc. (5) 2008 Thomas Saf-T-Liner EF, 54 passenger, Transit Style buses, as negotiated, total amount of \$165,000.00, per 18A:18A-5c:

| Unit # | LOCATION    | VIN               | AMOUNT       |
|--------|-------------|-------------------|--------------|
| 304    | WEST ORANGE | 1T88P4E2281297793 | \$ 33,000.00 |
| 305    | WEST ORANGE | 1T88P4E2481297794 | \$ 33,000.00 |
| 306    | WEST ORANGE | 1T88P4E2981297791 | \$ 33,000.00 |
| 307    | WEST ORANGE | 1T88P4E2081297792 | \$ 33,000.00 |
| 308    | WEST ORANGE | 1T88P4E2781297790 | \$ 33,000.00 |

- 5 provide CDL Training for "S" endorsement and Class B License to Jean M. Grava at a rate of \$300.00, effective February 23, 2015
- 6 renew purchase of Lubricants and Fluids to PetroChoice (Craft Oil), the lowest responsible quote, effective February 20, 2015 through February 19, 2016, as follows:

| Product                      | PetroChoice (Craft Oil) | Qty        |
|------------------------------|-------------------------|------------|
| 15W40 Engine Oil             | \$7.29                  | per gallon |
| Auto Trans Fluid             | \$47.71                 | per case   |
| Rear Diff Lube               | \$171.90 (80/90)        | per drum   |
| Chassis HD Grease Lithium 12 | \$28.69                 | per pound  |
| Chassis HD Grease Lithium 12 | \$277.71 (110 lbs.)     | per drum   |
| Coolant Green 50/50          | \$249.61                | per drum   |
| Coolant Red EX Life 50/50    | \$496.37                | per drum   |
| Windshield Wash Concentrate  | \$167.00                | per drum   |
| Parts Wash Fluid             | \$362.55                | per drum   |

- 7 provide CDL Training for "S" endorsement and Class B License to Lloyd Parkes at a rate of \$300.00, effective March 9, 2015

**MOTIONS PASSED UNANIMOUSLY**

**G PERSONNEL**

William Martin moved, seconded by Edward Keegan to approve the following personnel items, as recommended by the Superintendent:

- 1 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits at the following rates:
- |                                  |      |                         |                 |
|----------------------------------|------|-------------------------|-----------------|
| January 1, 2015 - June 30, 2015  | 7.15 | per employee, per month | (No Increase)   |
| July 1, 2015 - December 31, 2015 | 7.85 | per employee, per month | (9.8% Increase) |

Maximum benefits as follows:

|   |  |
|---|--|
| Preventive & Diagnostic, Basic and Major Services | \$1,200 per covered person per calendar year |
| Orthodontia Services                              | \$1,200 per covered person for lifetime      |

2 Appointments

approve the following appointment(s):

| <u>Name</u>    | <u>Position</u>             | <u>Location</u>               | <u>Rate/Salary</u> | <u>Effective</u> |
|----------------|-----------------------------|-------------------------------|--------------------|------------------|
| Benny Smit     | Part-Time Bus Driver        | Glen Gardner                  | \$17.45/hr.        | 2/12/2015        |
| Nicole Sutton  | Part-Time Bus Monitor       | West Orange                   | \$9.50/hr.         | 3/2/2015         |
| Regina Dennis  | Substitute Nurse            | Department of School Services | \$33.00/hr.        | 3/4/2015*        |
| Jake Hughes    | Part-Time Teacher Assistant | West Amwell                   | \$15.55/hr.        | TBD*             |
| Antoinette May | Part-Time Bus Driver        | West Orange                   | \$15.25/hr.        | 3/10/2015        |
| Quiana Bowman  | Part-Time Bus Monitor       | West Orange                   | \$9.50/hr.         | 3/11/2015        |

\*pending completion of employment paperwork including fingerprinting

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> |
|---------------|-----------------|-------------------------------|---------------|------------------|
| Janice Cannon | Speech Teacher  | Department of School Services | Medical - LOA | 2/18/2015        |

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> |
|----------------|-----------------------|-----------------|---------------|------------------|
| Gene Stallings | Part-Time Bus Driver  | West Orange     | Resignation   | 3/31/2015        |
| Angela Health  | Part-Time Bus Monitor | West Orange     | Resignation   | 4/3/2015         |
| Warren McCroy  | Mechanic              | West Orange     | Retirement    | 6/30/2015        |
| Tara Williams  | Part-Time Bus Monitor | West Orange     | Termination   | 3/20/2015        |

5 amend the following motion approved at February 3, 2015 Board of Directors meeting:

|              |                                 |            |              |           |
|--------------|---------------------------------|------------|--------------|-----------|
| Shawn Mercer | Technician Level II             | Technology | \$30.00/hr.  | TBD*      |
| to read:     |                                 |            |              |           |
| Shawn Mercer | Technician Level II (Full-time) | Technology | \$ 48,750.00 | 2/23/2015 |

**MOTIONS PASSED UNANIMOUSLY**

H PROFESSIONAL DEVELOPMENT

1 William Moebus moved, seconded by Jason Kornegay to approve the following staff members for professional development workshops:

**MOTIONS PASSED UNANIMOUSLY**

I HARASSMENT INTIMIDATION & BULLYING

The Board affirmed Harassment Intimidating & Bullying incidents presented by Marie Kisch, as follows:

| <u>HIB #</u>   | <u>NJ Anti-Bullying Bill of Rights Law</u> |
|----------------|--|
| 1 TW 01 - 2015 | NO   |

XI **UNFINISHED BUSINESS**

XII **NEW BUSINESS**

School Business Administrative services  
 Need expanding among member districts  
 Services meet the mission of ESC  
 Recommend hiring an Asst. SBA to provide external services and in-house support, as needed  
 Potentially hire through June 30th

DISCUSSION: Fill position of Assistant SBA with intent of providing School Business Administrative services, as demonstrated by member district requests

XIII **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

A DEPARTMENT OF SCHOOLS SERVICES, presented by Pam Mills  
 Provides services to districts at whatever extent needed  
 Child Study (Psychologists, Learning Consultants, Social Worker)  
 Case Management  
 Administrative / consultant services  
 Speech & Language Services (effective Aug. 31 - Speech Language Specialist or Speech Language Pathologist required)  
 Professional Development  
 Nonpublic Services (CST, CompEd, Nursing, Technology & Textbooks)  
 Provides full-time services or as needed part-time/transitional services  
 HCESC is also required to follow Department of Education requirements  
 Approx. 35-38 Staff/Consultants  
 16 Nonpublic Schools (in 6 Districts), 15 Public Schools and 6 Charter Schools

XIV **ADJOURNMENT**

William Moebus moved, seconded by William Martin to adjourn the meeting. Since there was no further action items to discuss, the meeting adjourned at 4:55 pm.

Respectfully submitted by:

Corinne Steinmetz  
Board Secretary