

BOARD OF DIRECTORS MEETING

December 6, 2016

Minutes

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, December 6, 2016

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 that adequate notice has been published in The Hunterdon County Democrat and The Courier-News. This notice was 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

Jennifer Giordano (BEDMINSTER)

Seth Cohen (CLINTON BORO/GLEN GARDNER)

Joseph Somers (HOLLAND)

Donna Herbel (KINGWOOD)

Teresa Kane (MILFORD)

Tom Bruhl, Vice President (DELAWARE)

Dr. Greg Farley (BETHLEHEM)

William Martin (DEL-VAL REG)

Kevin Gillman (HUNTERDON POLYTECH)

Jason Komegay (LEBANON TWP)

Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At 4:20 pm at the ESC Adult Basic Education 8 Bartles Corner Road (Suite 205) Flemington, Board President Charles Miller called the meeting to order

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

Marie Kisch, Superintendent shared a video from Lebanon Township students thanking the district for their fun field trip to Hoffmans Crossing

V. APPROVAL OF MINUTES

A Tom Bruhl moved, seconded by William Martin to approve the November 1, 2016 Board of Directors Meeting minutes, respectfully submitted by the Board Secretary

MOTION PASSED with Teresa Kane abstaining

VI. FINANCIAL REPORTS

Tom Bruhl moved, seconded by Jason Komegay to:

A approve the line item transfers and budget appropriations for the period of November 2016 (Adj #109-125)

B approve the unaudited November 2016 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII. LIST OF BILLS

A Tom Bruhl moved, second by Cheryl Filler to approve the following list of bills:

1	November 2016 Payroll	\$1,001,925.77	Payroll
2	November 2016	\$15,942.79	Hand checks
3	November 15, 2016 Consultant Payroll	\$9,383.57	Payroll
4	December 6, 2016 List of Bills	\$462,859.87	Computer Generated
	MOTION PASSED UNANIMOUSLY	<u>\$1,490,112.00</u>	

VIII. CORRESPONDENCE/COMMUNICATION

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, December 5, 2016

X. EXECUTIVE SESSION

Tom Bruhl moved, seconded by William Martin to enter into Executive Session at 4:30 pm

WHEREAS, section 8 of the Open Public Meetings Act, Chapter 213, P.O. 1975, permits the exclusion of the public from a meeting in certain circumstances;

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission Board of Directors that the public shall be excluded from discussions of NEGOTIATIONS; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

Board returned to Public Session at 4:37 pm

Mr. Charles Miller, President took a few minutes for introductions of board members since there were a few new representatives.

BOARD OF DIRECTORS MEETING

December 6, 2016

Minutes

XI A ADMINISTRATION

- 1 Tom Bruhl moved, seconded by Cheryl Filler to approve Letter of Agreement with the International Union of Operating Engineers Local 68-A-68B, AFL-CIO

MOTION PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by William Martin to approve action items XI B & XI C to:

B SCHOOLS

- 1 approve School Bus Emergency Exit Drills completed at ESC School at West Amwell on October 28, 2016, as per N.J.A.C. 6A:27-11.2, for the following bus routes:

Fr. Yostos - Q1736	Rick - ES11	Rick - ES12	Joy - ES10	Angels - T58	KYS - CE585	Del Val
	Cassidy - 1205B		Snyder - E493			

C Hoffmans Crossing, presented by Marie Kisch

- 1 authorize administration to conduct and accept Request for Proposals for contracted summer camp programming at Hoffmans Crossing Campus, to be ratified at a future meeting
- 2 authorize administration to draft a Shared Services Agreement with the Board of Education of the City of Newark, NJ (Newark Public Schools) for joint program with the Newark Public Schools, Newark Leadership Academy, to be ratified at a future meeting
- 3 authorize administration to develop, organize, and contract, as needed, the hosting of the first "Beautiful Beast" half marathon trail run along with Family Fishing Day, and campus wide festival, the second Saturday of June 2017

DISCUSSION: Marie Kisch, Superintendent gave the Board an overview of program initiatives at Hoffmans campus.

MOTIONS PASSED UNANIMOUSLY

D TECHNOLOGY (no action items)

E ADULT BASIC EDUCATION (no action items)

F PARAPROFESSIONALS (no action items)

G LEASE PURCHASING (no action items)

H PURCHASING

Tom Bruhl moved, seconded by William Martin to

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

#	DISTRICT
411	Kinnelon Board of Education
412	Somerset County Library System of NJ
413	Oaklyn Board of Education
414	North Arlington Board of Education
415	Collingswood Board of Education

- 2 reject the following bid submissions for substantially exceeding the cost estimates:
 - a Bid #SER-10C - Voros Plumbing & Heating - \$250/Hour + 20% Parts Mark-up - Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties
 - b Bid #SER-10CR - Voros Plumbing & Heating - \$185/Hour/Man + 20% Parts Mark-up - Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties
- 3 authorize administration to award the Type B&C School Vehicles Bid #HCESC-Trans-17-01, effective January 4, 2017 through January 3, 2018, to be ratified at the January 10, 2017 Board meeting
- 4 extend the Office Supply Bid #166 with Staples Business Advantage, effective January 12, 2017 through March 12, 2017
- 5 renew the Copy/Duplicator Bid #180 with WB Mason, effective January 13, 2017 through July 12, 2017 with no changes
- 6 authorize administration to award the School & Office Furniture & Accessories Bid #183, effective January 13, 2017 through January 12, 2018, to be ratified at the January 10, 2017 Board meeting
- 7 authorize administration to award the Health Supplies & Accessories Bid #179, effective January 13, 2017 through January 12, 2018, to be ratified at the January 10, 2017 Board meeting
- 8 award the General School Supplies & Accessories Bid #175, effective January 13, 2017 through January 12, 2017, to the following vendors:

Kurtz Bros	School Specialty	Nasco
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DISCUSSION: Ms. Steinmetz gave the Board an overview of HCESC Cooperative Purchasing program.

MOTIONS PASSED UNANIMOUSLY

Tom Bruhl moved, seconded by Jason Kornegay to approve actions items XI I & XI J to:

I DEPARTMENT OF SCHOOL SERVICES

- 1 increase 2016-2017 Nonpublic Technology budget from \$12,688.00 to \$15,860.00 (increase of \$3,172.00) based on receipt of additional entitlements
- 2 increase 2016-2017 Nonpublic Nursing budget from \$56,007.00 to \$58,320.00 (increase of \$2,313.00) based on receipt of additional entitlements

BOARD OF DIRECTORS MEETING

December 6, 2016

Minutes

J TRANSPORTATION

- 1 approve Vehicle Sale Agreement to sell (1) 2000 GM/Girardin, 16 Passenger, to Brian Foley, as negotiated, per N.J.S.A. 18A:18A-5c:

UNIT #	LOCATION	VIN	AMOUNT
V12	Glen Gardner	1GBHG31F5Y1183943	\$600.00

- 2 approve Vehicle Sale Agreement to sell (1) 1999 Bluebird, 16 Passenger Wheelchair, to Damon Jenkins, as negotiated, per N.J.S.A. 18A:18A-5c:

UNIT #	LOCATION	VIN	AMOUNT
V26	Glen Gardner	1GBHG31R9X1139128	\$250.00

- 3 purchase fuel from the following local supplier, Wex/FleetOne, 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 advertisements, effective November 29, 2016 through November 28, 2017
- 4 provide Etzer Saint Louis training for Class B CDL License with Passenger and "S" and Air Brake restriction, for a fee of \$800.00, effective November 17, 2016
- 5 provide charter transportation services to Spectrum 360 at a rate of \$75.00 per hour plus tolls, effective November 3, 2016

- 6 rescind Special Education Transportation Routes, approved at the August 23, 2016 Board of Directors Meeting, as listed:

Contracted Routes - Sussex CoOp			September 1, 2016 - June 30, 2017	
Route#	Destination	Sending District	Contractor	Route Per Diem
E-0223	Shepard HS	W. Orange/Livingston	HCESC	\$195.11

- 7 rescind Special Education Transportation Routes, approved at the August 23, 2016 Board of Directors Meeting, as listed:

Contract Bid Routes						September 1, 2016 - June 30, 2017
Route#	Destination	Sending District(s)	Contractor	Route Per Diem	Aide Per Diem	
1702	Joseph Cappella	Delaware Township	Joy Transport	\$345.00	\$55.00	
1712	ARC Kohler	Readington	Joy Transport	\$265.00	\$55.00	
1720	Somerset Academy	Hunterdon Central	Joy Transport	\$215.60	N/A	

- 8 revise Special Education Transportation Routes, approved at the August 23, 2016 Board of Directors Meeting, as listed:

Contracted Bid Routes						September 1, 2016 - June 30, 2017
Route#	Destination	Sending District(s)	Contractor	Route Per Diem	REVISED Route Per Diem	
1719	Shepherd	Hunterdon Central	Joy Transport	\$242.55	\$275.00	

- 9 approve Addendum to Special Education Transportation Routes, as listed:

Contracted Routes - Sussex CoOp					September 1, 2016 - June 30, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Added
E-0222	Modell/Frankie	W.Orange/Livingston	HCESC	\$115.00	
E-0149	New Beginnings	Orange, W. Orange	HCESC	\$263.49	\$66.00

- 10 approve Addendum to Special Education Transportation Routes, as listed:

Contracted Routes - Morris ESC					September 1, 2016 - June 30, 2017
Route#	Destination	Sending District	Contractor	Route Per Diem	Mileage Increase
CS-358	ECLC, Chatham	Parsippany, Lake Hiawathia	HCESC	\$253.51	\$11.40

- 11 approve Non Public Transportation Routes, as listed:

Contracted Routes					September 1, 2016 - June 30, 2017
Route#	Destination	Sending District	Contractor	Route Per Annum	
NP17095	ICS, Annandale	Alexandria, Franklin, Union	HCESC	\$31,728.60	
NP17097	ICS, Annandale	Union, Clinton Boro	HCESC	\$35,069.40	
NP17098	ICS, Annandale	Flem. Rar,	HCESC	\$32,565.60	
NP17099	ICS, Annandale	Clinton Twp, HB	HCESC	\$38,410.20	
NP17100	ICS, Annandale	Bethlehem, Glen Gardner	DVR	\$39,699.00	
NP17102	Immaculata HS	Hunterdon Central, Flem Rar	DVR	\$41,499.00	

- 12 approve Joint Transportation Agreement for the 2016-17 School Year with the following districts:

Black Horse Pike Regional School District Summit Public School Dumont Public Schools

- 13 approve Transportation Routes, as listed:

Quoted Route - Sussex CoOp					November 24, 2016 - November 27, 2016
Route#	Destination	Sending District	Contractor	Route Per Diem	
Q-209	North 13th Street Votech	Orange	HCESC	\$175.00	

MOTIONS APPROVED UNANIMOUSLY

BOARD OF DIRECTORS MEETING

December 6, 2016

Minutes

K PERSONNEL

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

1 Appointments

approve the following 2016-2017 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Rena Francois	PT Bus Monitor	West Orange	\$9.90	11/03/2016
Saint Therese Belony	PT Bus Monitor	West Orange	\$9.90	11/07/2016
Raguele Noellovaincy	PT Bus Driver	West Orange	\$15.73	11/07/2016
Susan Eberle	PT Teaching Assistant	Lebanon Twp	\$16.00	11/14/2016
Anastasia Jones	PT Teaching Assistant	Lebanon Twp	\$16.00	11/28/2016
Elijah Reid Williams	PT Bus Driver	West Orange	\$15.73	11/22/2016
Stacey Start	PT Bus Driver	Glen Gardner	\$21.00	11/28/2016
Jesus Pastuizaca	PT Bus Driver	West Orange	\$15.73	11/30/2016
Moraima Ortiz	Admin Ass't (12 month)	Admin	\$35,000.00	12/01/2016
Deborah Campbell	PT Teaching Assistant	Bedminster	\$15.75	12/05/2016
Enith Zilat	PT Bus Driver	West Orange	\$15.73	12/05/2016

2 amend the following 2016-17 appointments approved at October 4, 2016 Board of Directors meeting:

Joanne Zellman	PT Teaching Assistant	Lebanon Twp	\$15.75	10/04/2016
to:				
Joanne Zellman	PT Teaching Assistant	Lebanon Twp	\$18.00	10/04/2016
Lisa Shields	PT Teaching Assistant	Lebanon Twp	\$15.75	10/04/2016
to:				
Lisa Shields	PT Teaching Assistant	Lebanon Twp	\$16.50	10/04/2016

3 amend the following 2016-17 appointments approved at November 1, 2016 Board of Directors meeting:

Karen Giffen	PT Teaching Assistant	FRSD - Hunter	\$15.75	TBD*
to:				
Karen Giffen	PT Teaching Assistant	FRSD - Hunter	\$15.75	11/15/2016
Emily Schipper	PT Teaching Assistant	Clinton	\$15.75	TBD*
to:				
Emily Schipper	PT Teaching Assistant	Clinton	\$15.75	11/14/2016

4 rescind the following 2016-17 appointment approved at October 4, 2016 Board of Directors meeting:

Susan Adair	PT Teaching Assistant	Bedminster	\$15.75	TBD*
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5 approve revised rates effective December 1, 2016 for p/t school bus drivers and p/t school bus monitors at the West Orange terminal as per approved Letter of Agreement

6 approve salary increase for Laurie Browne, Admin Ass't/Teacher Assistant from \$27,287.55 to \$33,000.00 for increased hours

7 Leaves of Absence (LOA)

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Maria Duran	Teaching Assistant	ESC WA	FMLA	12/21/16-3/21/2017 (intermittent)
Lisa Visco	ABE Instructor	ABE	NJFLA	TBD*

8 amend the following leave of absence approved at November 1, 2016 Board of Directors Meeting:

Shawn Mercer	Technician Level II	Technology	FMLA	TBD*
to				
Shawn Mercer	Technician Level II	Technology	FMLA	11/14/16 - 11/29/2016

9 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Leroy Debreaux	PT Bus Driver	West Orange	Resignation	11/3/2016
Louis Lugardo	PT Bus Driver	West Orange	Resignation	11/3/2016
Arios Charles	PT Bus Driver	West Orange	Resignation	11/18/2016
Jaime Quinn	PT Teaching Assistant	F-R/RFIS	Resignation	12/16/2016

DISCUSSION: 144 TA expanding services into Somerset County

MOTIONS PASSED UNANIMOUSLY

BOARD OF DIRECTORS MEETING

December 6, 2016

Minutes

Cheryl Filler moved, seconded by Tom Bruhl to approve action items XI L & XI M to:

L PROFESSIONAL DEVELOPMENT

- 1 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 are 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>
ESC School Nurse	HPR Safe Communities Fall Conference	11/17/2016	\$35.00

DISCUSSION: Ms. Kisch discussed her attendance at the National Association of ESC conference. She found it to be very useful and informative. Over 600 in attendance from agencies across the country. Geared toward Educational Service Agencies. Great networking opportunities

M BENEFITS

- 1 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits at \$7.85 per employee, per month, effective January 1, 2017 through December 31, 2018
 - a Maximum benefits as follows:

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

MOTIONS PASSED UNANIMOUSLY

XII A POLICY

- 1 Following policies are presented for first read:
 - a Policy 4112.4/4212.4 Employee Health (M) (Revision)
 - b Policy 5141.8 Sports Related Concussion and Head Injury (M) (Revised)

XIII UNFINISHED BUSINESS

Ms. Kisch updated the Board on the ESC Council - focus is on working together to bring better opportunities to our member districts. Organization is becoming stronger.

XIV NEW BUSINESS

Septic System at West Amwell Campus - Evaluation of system and options in process

Retirement of Board Members Bill Martin and Tom Bruhl. Thank you for all your time, commitment and support to HCESC. Your service is greatly appreciated.

New Vice President and New Board of Directors need to be elected. Policy and Executive committee seats needed.

XV CITIZENS ADDRESS THE BOARD OF DIRECTORS

XVI ADJOURNMENT

At 5:05 pm, Tom Bruhl moved, seconded by William Martin to adjourn the meeting. Since there was no further action to be taken the meeting was adjourned

Respectfully submitted by:

Corinne Steinmetz
Board Secretary

BOARD OF DIRECTORS MEETING
December 6, 2016
Minutes

BOARD OF DIRECTORS MEETING
December 6, 2016
Minutes