

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
June 2, 2015

AGENDA

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the ESC Academy at Tewksbury, New Jersey on Tuesday, June 2, 2015 at 4:15 pm

I. OPEN PUBLIC MEETING STATEMENT

This meeting is being 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 is also posted in the Board Office and a copy has been sent to the county office

II. ROLL CALL

III. CALL TO ORDER

IV. BOARD OF DIRECTORS

- A Representative Assembly / Board of Directors
- B Committee Assignment
- C Committee Selection Form

V. ANNUAL REPORTS

- A Board Report
- B Administrative Report

VI. REORGANIZATION

Superintendent recommends approval of the following motions for July 1, 2015 through June 30, 2016:

A APPROVAL OF POLICIES

- A Motion to approve the HCESC Policy Manual, located online at www.hcesc.com (copy available in board office).

B LEGAL COUNSEL

Motion to 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 Busch Law Group LLC. as legal counsel for Cooperative Pricing Program, at a rate of \$165.00 per hour
- 4 McManimon, Scotland & Baumann, LLC. As legal counsel for acquisition and improvement of properities, at a rate of \$215.00 per hour
- 5 New Jersey School Board Insurance Group - Personnel Hotline, at no cost
- 6 New Jersey School Board Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

- 1 Motion to appoint TD Bank as the official depository of the Commission
- 2 Motion to 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

Motion to approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times and/or Star Ledger

E INSURANCE

- 1 Motion to appoint G.R. Murray, Inc/Richland-Knowles Agency, as the Commission's insurance broker for general liability, property and automobile insurance
- 2 Motion to appoint Brown and Brown as the Commission's insurance broker for health benefits
- 3 Motion to approve Marsh USA Co. as our bonding agent for school transportation contracts

F AUDIT

- 1 Motion to appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$22,975 (increase of \$300)

G PETTY CASH

- 1 Motion to 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 incidentals
- 2 Motion to authorize cash funds for school breakfast / lunch program at ESC West Amwell Campus and ESC Academy, each to be monitored by the Business Office, and each not to exceed \$50.00
- 3 Motion to authorize petty cash funds for Cooperative Purchasing, to be monitored by the Business Office, and each not to exceed \$100 per month for mailing of PRISE and Chapter 14 booklets

H CONSTRUCTION

- 1 Motion to appoint the following architects for building projects:
NKP Architects
USA Architects
- 2 Motion to appoint Studer and McEldowney as Project Engineers.
- 3 Motion to appoint AHERA for Asbestos Management

I APPOINTMENTS

- 1 Motion to appoint Corinne Steinmetz as Board Secretary
- 2 Motion to appoint Corinne Steinmetz as Custodian of Records
- 3 Motion to appoint Francine Leddy, Kelly Eder, David Lutzky and Louis Johnson as Affirmative Action Officers
- 4 Motion to appoint Pamela Cunning-Mills as ADA Compliance Officer
- 5 Motion to appoint Corinne Steinmetz as Public Agency Compliance Officer
- 6 Motion to appoint Charles Miles as Integrated Pest Management Coordinator
- 7 Motion to appoint Charles Miles as Hazardous Communications Coordinator
- 8 Motion to appoint Charles Miles as AHERA Coordinator
- 9 Motion to appoint Charles Miles as Indoor Air Quality Designee
- 10 Motion to appoint Heidi Gara as Safety & Health Designee
- 11 Motion to appoint Louis Johnson as Attendance Officer
- 12 Motion to appoint Kimberly Glucksman as Anti-Bullying Specialist for ESC School at West Amwell
- 13 Motion to appoint Gina Dawson as Anti-Bullying Specialist for ESC Academy at Tewksbury
- 14 Motion to appoint David Lutzky as District Anti-Bullying Coordinator, as recommended by Superintendent
- 15 Motion to appoint Sarah Chittenden as District Homeless Education Liasion
- 16 Motion to appoint Louis Johnson as District State Testing Coordinator

J PURCHASING

- 1 Motion to appoint Corinne Steinmetz as Qualified Purchasing Agent
- 2 Motion to 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 Motion to approve procurement of Goods & Services through State Agencies under State Contract, as follows:

<u>Vendor</u>	<u>Up to Amt</u>	<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 Motion to 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 Motion to 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.

K TRAVEL REIMBURSEMENT

Motion to 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

L HEALTH OFFICE

1 Motion to appoint **Premier Family Medicine** to represent HCESC at an annual fee of \$800.00.

M SCHOOLS

1 Motion to approve the evaluation models to be used in the 2015-2106 school year in accordance with
Danielson Model (Teachers)
Kim Marshall Model (Principals)

N SCHEDULE

Motion to approve 2015-16 Board Meeting Dates, to be held at 4:15 pm, as follows:

MEETING	DATE	LOCATION	
Board of Director's Meeting	Tuesday, August 25, 2015	Flemington	(Last Tuesday)
Board of Director's Meeting	Tuesday, October 6, 2015	Flemington	
Board of Director's Meeting	Tuesday, November 10, 2015*	Flemington	(2nd Tuesday)
Board of Director's Meeting	Tuesday, December 1, 2015	Flemington	
Board of Director's Meeting	Tuesday, January 5, 2016	Flemington	
Representative Assembly	Tuesday, February 2, 2016	Lebanon	Budget Approval
Board of Director's Meeting	Tuesday, March 1, 2016	Flemington	
Board of Director's Meeting	Tuesday, April 5, 2016	Flemington	
Board of Director's Meeting	Tuesday, May 3, 2016	Flemington	
Representative Assembly	Tuesday, June 7, 2016	Lebanon	Reorganization
Board of Director's Meeting	Tuesday, June 28, 2016	Flemington	

O PARLIAMENTARY AUTHORITY

Motion to 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.

VII **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

VIII **APPROVAL OF MINUTES**

- A Motion to approve the minutes of the **April 7, 2015** Board of Directors meeting, respectfully submitted by the Board Secretary (ATTACHMENT)
- B Motion to ratify the action items approved at the **May 5, 2015** Executive Committee meeting (ATTACHMENT)

IX **FINANCIAL REPORTS**

- A Motion to approve the line item transfers and budget appropriations for the period of April - May 2015 (ATTACHMENT)
(Adj #233 - 265)

B Motion to approve the unaudited Board Secretary Report for May 2015 (ATTACHMENT)

X LIST OF BILLS

A Motion to approve the following list of bills:

1	May 2015	\$1,143,546.81	Payroll	(ATTACHMENT)
2	May 2015	\$105,250.05	Hand checks	(ATTACHMENT)
3	June 2, 2015 LOB	\$296,047.84	Computer Generated	(ATTACHMENT)
4	May 2015 Consultants	\$19,005.75	Computer Generated	(ATTACHMENT)
		<u>\$1,563,850.45</u>		

XI CORRESPONDENCE/COMMUNICATION

- A 2014 - 2015 Superintendent's Summative Evaluation and Performance Report (ATTACHMENT)
- B Email from Marie Kisch, Superintendent regarding the Passing of William Moebus, Board Member (ATTACHMENT)
- C Letter from Sameer Sarfraz, New Jersey Schools Insurance Group (ATTACHMENT)
- D May 2015 Cooperative Purchasing Newsletter (ATTACHMENT)
- E Graduation

ESC Academy at Tewksbury	June 17, 2015	11:00 AM
ESC School at West Amwell	June 24, 2015	7:00 PM

XII COMMITTEE MEETINGS

	<u>Next Mtg. Date</u>	<u>Next Mtg. Time</u>	<u>Location</u>
A Building and Grounds,	6/15/2015	4:00 PM	Tewksbury
B Programs and Services, did not meet	TBD	TBD	
C Public Relations, did not meet	TBD	TBD	
D Policy, did not meet	TBD	TBD	
E Personnel, did not meet	6/18/2015	3:00 PM	Flemington
F Finance, did not meet	6/18/2015	4:00 PM	Flemington
G Executive	6/22/2015	4:00 PM	Tewksbury

XIII POLICY

- A Motion to approve the second reading of the following policies:
 - 1 Policy 4115 Supervision (Revision) (ATTACHMENT)
 - 2 Policy 4141.21 Administering Medication (New) (ATTACHMENT)
 - 3 Policy 6145.1/6145.2 Intramural Competition; Interscholastic Competition (Revision) (ATTACHMENT)

XIV SUPERINTENDENT'S REPORT

A ADMINISTRATION

1 Motion to approve resolution authorizing payment associated with a merit goal to Corinne Steinmetz, School Business Administrator for completion of Qualitative Merit Goal, pursuant to NJAC6A:23A-3.1 as follows: WHEREAS, on October 7, 2014, pursuant to New Jersey law (NJAC6A:23A-3.1) and its contract with the Business Administrator, the Board of Education established a qualitative criteria and associated merit award for the Business Administrator for the 2014-2015 school year, and WHEREAS, the Board has determined that Corinne Steinmetz, Business Administrator, has achieved the Merit Goal established in her employment contract for the 2014/2015 school year by obtaining her certification as Administrator for School Finance and Operations and is eligible to receive 2.50% of her annual salary as merit pay; and BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary shall forward a certified copy of this resolution to the Hunterdon County Interim Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1(e)(10)(iv); and BE IT FURTHER RESOLVED that, upon receipt of confirmation of satisfaction of the above goal from the Hunterdon County Interim Superintendent of Schools, the applicable Merit Bonus provision of the Business Administrator's contract shall be paid. (ATTACHMENT)

B SCHOOLS

- 1 Motion to purchase Toro Groundmaster 360 4WD, in the amount of \$34,256.80, out of the 2015-2016 Budget, through Middlesex Regional Educational Services Commission Cooperative Bid #MRESC14/15-04
- 2 Motion to authorize administration to advertise for Lease Purchase for Toro Groundmaster 360 4WD in the amount of \$34,256.80
- 3 Motion to approve School Bus Emergency Exit Drills completed at the ESC Academy at Tewksbury on May 22, 2015 at 8:30 AM for the following Bus Routes:

Joy Transportation - Q5222	HCESC - 1019R	Scott Transport - 1302
Snyder's Transportation - E943		First Student - 14013

C DEPARTMENT OF SCHOOL SERVICES

D PURCHASING

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

#	DISTRICT
308	Upper Freehold Regional Board of Education
309	Parsippany-Troy Hills Board of Education
310	Washington Township Board of Education (Morris County)

2 Motion to ratify the award the LED Lighting Supplies and Accessories Bid #172, effective April 20, 2015 through April 19, 2017, as follows:

Cooper Electric	Generations Electrical
Tri-State LED	IBA, LED (pending receipt of AA cert)

3 Motion to award the Toner & Ink Printer Cartridge Supplies & Accessories Bid #173, effective June 14, 2015 through June 13, 2016, as follows:

The Office Pal	Supply Saver
Office Needs	The Tree House

4 Motion to ratify the award of the Technology Installation & Integration Services Competitive Contract (RFP)# 15/16-Tech-01, effective May 13, 2015 through May 12, 2016 to ePlus Technology (ATTACHMENT)

5 Motion to award the Hoffman's Crossing Renovation Materials Bid#2015-1 to Fox Lumber & Building Materials, effective June 3, 2015, pending receipt of required paperwork

E LEASE PURCHASING

F TRANSPORTATION

1 Motion to approve Vehicle Sale Agreement to sell the below list of buses to Heavy Equipment Sales (2) 2004 BlueBird Vision, Conventional, 54 passenger, as negotiated, total amount of 9,000.00, per 18A:18A-5c:

UNIT #	LOCATION	VIN	AMOUNT
51	Glen Gardner	1BAKFCKH64F2215164	\$9,000.00

2 Motion to approve Interlocal Vehicle Sale Agreement with Newton Board of Education, effective May 12, 2015, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price.

G TECHNOLOGY

1 Motion to approve Follet - Destiny/TitlePeek licensing and hosting to the following districts, effective July 1, 2015 through June 30, 2016, at the annual rates indicated:

<u>District</u>	<u>Licensing</u>	<u>Hosting</u>	<u>Annual Update (optional)</u>
Clark Board of Education	\$2,200.00	\$1,700.00	\$750.00
Jersey City Board of Education	\$19,950.00	\$7,837.50	N/A
Oxford Central School District	\$403.33	\$425.00	N/A
Stillwater Board of Education	\$700.00	\$425.00	N/A
Union Township School Dsitric	\$1,100.00	\$850.00	\$750.00

H PERSONNEL

Motion to approve the following personnel items, as recommended by the Superintendent:

1 Appointments

approve the following appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Joseph Lawrence	Part-Time Bus Driver	Glen Garder	\$17.45/hour	5/15/2015
Ademar Garczareck	Part-Time Bus Driver	West Orange	\$15.25/hour	5/27/2015
Charles Huffman	Substitute Custodian	Schools	\$12.00/hour	TBD*
Zachary Traylor	Temporary Maintenance	Schools	\$12.00/hour	TBD*
Kenneth Wolf	Temporary Maintenance	Schools	\$12.00/hour	TBD*
Ryan Tucker	Temporary Maintenance	Schools	\$12.00/hour	TBD*
Morgan Stabler	Temporary Maintenance	Schools	\$12.00/hour	TBD*
Aaron Osgood	Temporary Maintenance	Schools	\$12.00/hour	TBD*
Adam Baladis	Temporary Maintenance	Schools	\$15.00/hour	TBD*
Brian Bussard	Temporary Maintenance	Schools	\$20.00/hour	TBD*
Mary Gaspari	Teacher, Extended School Year	ESC School	\$165/day	7/6/15 - 8/14/15
Laura Steiner	Teacher, Extended School Year	ESC School	\$165/day	7/6/15 - 8/14/15
Donna LaPira-Leach	Nurse, Extended School Year	ESC School	\$165/day	7/6/15 - 8/14/15
Amanda Kucowski	Counselor, Extended School Year	ESC School	\$165/day	7/6/15 - 8/14/15
Delores Duran	Personal Ass't, Extended School Year	ESC School	\$95/day	7/6/15 - 8/14/15

Michael Burgoyne	Teacher Ass't, Extended School Year	ESC School	\$95/day	7/6/15 - 8/14/15
Nancy Crimmel	Personal Ass't, Extended School Year	ESC School	\$95/day	7/6/15 - 8/14/15
Bresha Marvray	Personal Ass't, Extended School Year	Lebanon Twshp	\$17.00/hour	6/29/15-8/6/15 (Monday - Thursday)
Stephen Gibble	Teacher, Summer School (History)	NHHS	\$40.00/hour	6/22/15-7/23/15 (Monday-Thursday)
Patricia Guzman	Teacher, Summer School (Spanish)	NHHS	\$33.00/hour	6/22/15-7/23/15 (Monday-Thursday)
TBD	Teacher, Summer School (PE/Health)	NHHS	\$33.00/hour	6/22/15-7/23/15 (Monday-Thursday)
TBD	Teacher, Summer School (Science)	NHHS	\$33.00/hour	6/22/15-7/23/15 (Monday-Thursday)
TBD	Teacher, Summer School (Math)	NHHS	\$33.00/hour	6/22/15-7/23/15 (Monday-Thursday)

**pending completion of employment paperwork including fingerprinting*

3 Leaves of Absence (LOA)

Motion to 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>
Jennifer Ring	Teacher Assistant	F-R/JP Case	Medical LOA	5/18/15 - 5/26/15
Jean Racine	Part-Time Bus Driver	West Orange	LOA	5/22/15-6/5/15

4 Resignations / Retirements / Terminations

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Elmer Kollar	Part-Time Bus Driver	Glen Garder	Termination	5/26/2015
Kimberly Newberry	Teacher Assistant	F-R/JP Case	Resignation	6/19/2015

5 Motion to amend the following motion approved at May 5, 2015 Executive Committee meeting:

Maria Chimbay	Part-Time Bus Driver	West Orange	Termination	4/7/2014
to read:				
Maria Chimbay	Part-Time Bus Driver	West Orange	Resignation	4/7/2014

H PROFESSIONAL DEVELOPMENT

1 Motion to approve the following travel expenditures for staff members to attend professional development

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>	
School Business Administrator	NJASBO Spring Conference	6/3 - 6/5/15	\$150 registration not to exceed \$100	Hotel
Lease Purchasing / Financial Advisory Mgr	NJASBO Spring Conference	6/3 - 6/5/15	\$150 registration	
Assistant SBA	NJASBO Spring Conference	6/3 - 6/5/15	\$150 registration not to exceed \$100	Hotel

XV UNFINISHED BUSINESS

XVI NEW BUSINESS

XVII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XVIII ADJOURNMENT