

EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTORS MEETING  
June 25, 2015  
**MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the Adult Literacy Building, 200 Main Street, Flemington, New Jersey on Tuesday, June 25, 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**

**BOARD MEMBERS**

Charles Miller (E AMWELL) - PRESIDENT

Donna Herbel (KINGWOOD)

Tom Bruhl (DELAWARE) - VICE PRESIDENT

Teresa Kane (MILFORD) @ 4:32 pm

William Martin (DEL-VAL REG)

Cheryl Filler (READINGTON)

Greg Nolan (FLEMINGTON RARITAN REG)

Jeff Bender (UNION)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)

Dennis Balodis (LEASE PURCHASING MANAGER)

Corinne Steinmetz (SCHOOL BUS ADMIN)

Chuck Miles (FACILITY MANAGER)

**GUESTS**

Karl Klemm, R/E Attorney

**III. CALL TO ORDER**

At 4:18 pm in the HCESC ABE building at 200 Main Street, Flemington, **Board President Charles Miller** called the meeting to order.

4:18 pm, Board President Charles Miller recessed until quorum is obtained

4:25 pm, Board president Charles Miller reopened the meeting as an Executive Committee Meeting

Report of the Superintendent, Marie B. Kisch

Graduation

Sale of Tewksbury scheduled for 6/30

Plans on site for Hoffman Crossing Renovations

West Amwell Entry System, Door Replacements, Behavior Plan, LinkIt Training

Summer Transportation up and running

Picnic at Hoffman's tomorrow, June 26, 2015 at 1 pm

Facility Manager Update

Chuck Miles, Facility Manager gave a brief report on status of renovations at Hoffman Crossing property

4:32 pm Teresa Kane arrived, quorum is met, Charles Miller announced we are now meeting as Board of Directors

**IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE**

**V APPROVAL OF MINUTES**

A Jeff Bender moved, seconded by William Martin to approve the minutes of the June 2, 2015 Representative Assembly meeting, respectfully submitted by the Board Secretary

**MOTION PASSED, with Teresa Kane abstaining**

**VI FINANCIAL REPORTS**

A Greg Nolan moved, seconded by Cheryl Filler to approve the line item transfers and budget appropriations for the period of June 1, 2015 through June 23, 2015 (Adj #266 - 290)

**MOTION PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

A William Martin moved, seconded by Greg Nolan to approve the following list of bills:

1	June 2015	\$18,874.25	Hand checks
2	June 25, 2015 LOB	\$248,796.64	Computer Generated
3	June 15, 2015 Consultants	\$46,757.50	Computer Generated
		<u>\$314,428.39</u>	

**MOTION PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE/COMMUNICATION, presented by Charles Miller**

A Letter from Juan Torres, Interim Executive County Superintendent

B May/June 2015 Para Professional Newsletter

**IX COMMITTEE MEETINGS**

- A Building and Grounds, 6/15/15 VERBAL REPORT
- B Programs and Services, did not meet
- C Public Relations, did not meet
- D Policy, did not meet
- E Personnel, 6/18/15
- F Finance, 6/18/15
- G Executive, did not meet

**X EXECUTIVE SESSION**

**4:36pm Cheryl Filler moved, seconded by Greg Nolan to enter into Executive Session**

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 FINANCIAL/LEGAL discussions related to the sale of HCESC Tewksbury Campus until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

**MOTION PASSED UNANIMOUSLY**

4:44pm Returned to Public Session

Tom Bruhl moved, seconded by Cheryl Filler to

**A6 APPROVE RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION, IN THE COUNTY OF HUNTERDON, NEW JERSEY, AUTHORIZING THE SALE OF CERTAIN REAL PROPERTY, AUTHORIZING, REAUTHORIZING AND RATIFYING THE EXECUTION OF A PURCHASE AND SALE AGREEMENT, A USE AND OCCUPANCY AGREEMENT AND RELATED DOCUMENTS AND AGREEMENTS, AND AUTHORIZING OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION)**

WHEREAS, the Board of Directors (the "Board") of the Hunterdon County Educational Services Commission, in the County of Hunterdon, New Jersey (the "Commission") is created and charged by law with the responsibility of carrying on programs of educational research and development and providing to public school districts and nonpublic schools, educational and administrative services pursuant to N.J.S.A. 18A:6-51 *et seq.* and is authorized to sell, purchase, lease purchase or lease personal or real property and to enter into contracts and take the necessary steps to provide, maintain, improve and sell commission facilities and deliver services; and

WHEREAS, the Board and/or its Executive Board at prior meetings, including those on February 3, 2015 and March 10, 2015, have heretofore determined to market and sell the Commission's Tewksbury Academy located at 51 Sawmill Road, in Tewksbury, New Jersey designated as Block 27, Lot 65 on the Tewksbury Tax Map (the "Tewksbury Property") and engaged Weichert Realtors to serve as real estate broker/agent and McManimon, Scotland & Bauman, LLC to serve as Special Counsel in connection with the transaction; and

WHEREAS, the Commission through its Board President, Charles T. Miller has entered into a Purchase and Sale Agreement dated April 8, 2015 by and between Hunterdon County Educational Services Commission ("Seller") and Xiangyun Luo ("Buyer") (the "Contract"); and

WHEREAS, the Buyer will be substituting Zheng Yuan International Flagship School LLC in place of Xiangyun Luo as the Buyer and an Addendum to Contract of Sale was entered into on June 25, 2015 by the Commission through its Board President, Charles T. Miller (the "Addendum"); and

WHEREAS, the sales price for the Property of \$820,000.00 has been reduced by \$150,000.00 for a revised sale price of \$670,000.00 due to substantial items of repair needed to the Tewksbury Property as revealed by the Buyer's inspection company and the same has been reflected in the Addendum; and

WHEREAS, due to delays in obtaining building permits to renovate portions of the Commission's property in Lebanon Township for use as administrative offices, it will be necessary for the Commission to remain in the administrative wing of the Tewksbury Property and retain the use of a computer server room after the closing on the Tewksbury Property and a Use and Occupancy Agreement has been negotiated in this regard which will be executed at the closing on the Tewksbury Property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION, IN THE COUNTY OF HUNTERDON, NEW JERSEY as attached

**MOTION PASSED UNANIMOUSLY**

4:45 PM Karl Klemm, Charles Miles and Dennis Balodis leave

**X EXECUTIVE SESSION**

**4:46pm Donna Herbel moved, seconded by Cheryl Filler to enter into Executive Session**

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: (a) NEGOTIATION discussions related to HCESC West Orange Transpiration Terminal Drivers/Monitors International Union of Operations Engineers Local 68, 68A, 68B; (b) PERSONNEL discussions related to superintendent evaluation and contract of superintendent; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

4:59pm Returned to Public Session

**XI SUPERINTENDENT'S REPORT**

William Martin moved, seconded by Cheryl Filler to approve action items XI A through XI G to:

**A ADMINISTRATION**

- 1 amend the following motion approved at June 2, 2015 Representative Assembly meeting:  
 appoint G.R. Murray, Inc./Richland-Knowles Agency, as the Commission's insurance broker for general liability, property and automobile insurance  
 to read:  
 appoint Richland Knowles Agency, as the Commission's insurance broker for general liability, property and automobile insurance
- 2 change the October 2015 Board of Directors meeting from October 6, 2015 to October 13, 2015
- 3 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting and authorize all actions to close the books
- 4 contract with Zumu Software for Web Hosting, at a cost of \$2,400.00, for a one year period, effective July 1, 2015 through June 30, 2016
- 5 Pursuant to PL 2015, Chapter 47 the Hunterdon County ESC Board of Directors intends to renew, award or permit to expire the attached contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18:18A. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action
- 7 REQUESTING ENLARGMENT OF PURPOSE PURSUANT TO N.J.S.A. 18A:6-69 FOR THE HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

WHEREAS, pursuant to N.J.S.A. 18A:6-52, the State Board of Education approved the establishment of the Hunterdon County Educational Services Commission in or about December, 1979, a single purpose commission to provide adult and community education programming; and

WHEREAS, the State Board of Education in December 1989 approved the Hunterdon County Educational Services Commission enlargement of purposes to provide educational and administrative services and programs to school district boards of education including cooperative transportation; cooperative purchasing; special education services; disaffected youth programs; planning, evaluation, research and in-service for curriculum and instruction; special consultation services; audio-visual aids services; after school child care and enrichment; gifted and talented programs and services; support staff services; substitute teacher services; insurances pooling; and basic skills and migrant education; and

WHEREAS, since its inception, the Hunterdon County Educational Services Commission has provided a wide variety of education services to twenty-seven (27) school districts in Hunterdon County, as well as educational and business services to numerous school districts and municipalities throughout the State of New Jersey; and

WHEREAS, at the present time, the Hunterdon County Educational Services Commission is providing services to over three hundred fifty (350) school districts, colleges, county colleges, and municipalities in all twenty-one (21) counties throughout the State of New Jersey; and

WHEREAS, in light of the fact that the Hunterdon County Educational Services Commission is no longer only serving the needs of the greater Hunterdon County area, but also presently meeting the educational needs of over three hundred fifty (350) public entities in all twenty-one (21) counties throughout the State of New Jersey, the Hunterdon County Educational Services Commission believes it is appropriate to expand its areas of service beyond those identified in its original petition; and

WHEREAS, the Hunterdon County Educational Services Commission believes that an expansion in its areas of service and geographic area served would better identify and authorize the scope of services it now provides to its clientele; now therefore be it

RESOLVED that, pursuant to N.J.S.A. 18A:6-69, the State Board of Education grants approval to the Hunterdon County Educational Services Commission to enlarge its purpose beyond those identified in its original petition, and to accurately represent its areas of service and geographic areas served.

**DISCUSSION:** Marie Kisch explained the need to file the motion of expansion/explanation of purpose and informed the Board that all ESC's within the ESC Council will be passing a similar motion. Resolution allows us to move beyond the services we currently provide as well as provide additional support to eliminate some restrictions put on us by previous court case. HCESC is currently providing services within their charter, only restriction is the ability to have an interlocal agreement for transportation outside Hunterdon County.

- 8 purchase and lease the following items related to new Hoffmans Crossing property maintenance/renovations:
 

F250 4WD Truck with Plow	\$33,150.50	STATE CONTRACT A88727
John Deere XUV 625 Utility Vehicle	\$16,520.00	MRESC BID 14/15-04
HVAC Equipment	\$180,000.00	HCESC BID

9 award Lease Purchase #16-01, in the amount of \$1,053,000.00 to TD Equipment Finance, Inc. for the following approved items:

QTY	DESCRIPTION	AMOUNT	BOARD APPROVAL DATE
5	2016 Thomas 54 P Buses	\$467,496.05	February 3, 2015
2	2016 Thomas 54P Buses	\$176,343.18	April 7, 2015
3	2015 Thomas 16 Buses	\$150,936.51	April 7, 2015
1	Toro Groundsmaster 360 4WD	\$34,256.80	June 2, 2015
1	F-250 4WD Truck with Plow	\$33,150.50	June 25, 2015
1	John Deere XUV 625 Utility Vehicle	\$16,520.00	June 25, 2015
Multi	HVAC Equipment	\$174,296.96	June 25, 2015
<b>TOTAL LEASE PURCHASE AWARD</b>		<b>\$1,053,000.00</b>	

- 10 approve 2015-16 Business Services Subcontract Agreement with Union Township School District at a quarterly rate of \$18,750.00, as approved by the Interim Executive County Superintendent
- 11 approve 2015-16 Business Services Subcontract Agreement with Hunterdon County Vocational School District at an annual rate of \$48,000.00, as approved by the Interim Executive County Superintendent

**B SCHOOLS**

- 1 approve School Bus Emergency Exit Drills completed at the ESC School West Amwell Campus on May 28, 2015 at 8:30 AM for the following Bus Routes:
 

Rick Bus Co. - ESC1	Rick Bus Co. - ESC2	Rick Bus Co. - ESC3
Rick Bus Co. - ESC4	Rick Bus Co. - ESC5	Rick Bus Co. - ESC7
Rick Bus Co. - ESC8	Rick Bus Co. - ESC9	HCESC - ESC10
- 2 contract with DGR Home Improvements to provide renovation services at a rate of \$25.00 per hour, effective July 1, 2015 through December 31, 2015, as needed, pending completion of required paperwork
- 3 approve agreement with LinkIt for software licensing, content licensing and professional development/support for the 2015-2016 school year at a cost of \$391

**C TECHNOLOGY**

- 1 approve Proposal with NJ Department of Education to provide test scoring data analysis, training and reporting for \$34,500.00 effective July 1, 2015 through December 31, 2015

**D PURCHASING**

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

<u>#</u>	<u>DISTRICT</u>
314	Ho-Ho-Kus Board of Education
- 2 award the Copy/Duplicator Paper Bid #174, effective July 13, 2015 through January 12, 2016, as follows:
 

WB Mason	Paper Mart
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- 3 award the Chromebook Refurbishment Parts & Accessories Bid #15/16-Tech-02, effective July 1, 2015 through June 30, 2016, as per the attached breakdown, upon receipt of the required paperwork for the following vendors:
 

Asset Genie, Inc.	PC Parts Plus, LLC
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DISCUSSION: Bid awarded based on lowest price per item

**E DEPARTMENT OF SCHOOL SERVICES**

- 1 approve Consultant rates of pay, effective July 1, 2015 through June 30, 2016.
- 2 contract with the following consultants, at Board approved rates, effective July 1, 2015 through June 30, 2016:
 

<u>Psychologist</u>	<u>Special Education Teacher</u>
Carolyn Regan	Lori Candon
Laura Newman	Kerri Svec
Carol Funk	Irene Howard
<u>BCBA - Autism Specialist</u>	<u>Professional Development Instructor</u>
Lori Candon	Andrea Freeman
Kerri Svec	Kerri Svec
<u>Learning Disabilities Teacher Consultant</u>	<u>Social Worker</u>
Alicia Conklin	Marie McHugh
Daniel Dryzga	Beverly Asaro / Police Management
Lori Candon	Walter Howard
Kerri Svec	Rosemary Braniff
Linda Mackiewicz	<u>Administrative Support</u>
	Andrea Freeman

**F TRANSPORTATION**

- 1 approve Interlocal Vehicle Sale Agreement with Jefferson Township Board of Education, effective June 1, 2015, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price.
- 2 approve Interlocal Vehicle Sale Agreement with Township of Union Board of Education, effective June 1, 2015, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price.
- 3 authorize Nancy Szymanski, Transportation Director to sign transportation bid documents and/or bid bonds as needed, effective July 1, 2015 through June 30, 2016
- 4 approve Special Education Transportation Routes:

**GLEN GARDNER**

**CONTRACTED ROUTES**

**a SUMMER EXTENSIONS**

				<b>June 25, 2015 - September 3, 2015</b>		
Route #	Sending Districts	Destination	Contractor	Daily Rate	Aide	
0130R	Clinton Boro/Glen Gardner	Clinton Public	HCESC	\$168.55		
0733R	North Hunterdon	Allegro	HCESC	\$195.00	\$68.00	
0802R	Clinton Boro, Lebanon Twp. No. Hunterdon	Midland	HCESC	\$226.00	\$68.00	
0805R	Clinton Twp. North Hunterdon Union Twp.	DLC, Warren	HCESC	\$216.33	\$70.00	
0925R	High Bridge, Holland Twp.	High Bridge Ele.	HCESC	\$163.06		

0938R	Flem-Raritan, High Bridge, No. Hunterdon	Montgomery Academy	HCESC	\$227.34	
1005R	Clinton Twp. Readington	Matheny	HCESC	\$194.00	\$70.00
1109R	Hgh Bridge, North Hunterdon	DLC, Warren	Ralph Bus	\$164.68	\$54.88
1125R	Hunterdon Central	New Roads, Parlin	Ralph Bus	\$182.99	
1200R	Flem-Raritan, Hunterdon Central	Midland	HCESC	\$186.00	\$60.00
1202R	Franklin Twp.	East Amwell School	Snyder Bus	\$138.37	
1207R	Hunterdon Central, North Hunterdon	Douglas Developmental	Snyder Bus	\$163.33	\$72.52
1210R	Hunterdon Central, North Hunterdon	New Roads, Somerset	Kensington Bus	\$198.84	
1300	North Hunterdon, Union	Midland	Joy Transport	\$255.00	\$45.00
1400	Clinton Twp. Flem-Raritan	Newmark	Ralph Bus	\$199.31	
1404	DVR, Bethlehem, Flem-Raritan	Celebrate the Children	Barker Bus	\$246.00	\$61.00
1407	Readington	Lakeview School	Joy Transport	\$215.00	
1411	Hunterdon Central	Lakeview School	Joy Transport	\$250.00	\$45.00
1412	Hunterdon Central	Mercer Jr/Sr	Ralph Bus	\$200.32	\$48.81
1416	North Hunterdon, Union	Hunterdon Prep.	HCESC	\$192.19	
1417	Clinton Twp. Glen Gardner, Lebanon Twp.	Celebrate the Children	HCESC	\$192.19	
1500	Hunterdon Central	Calais School	DVR	\$259.00	
1501	Bethlehem, Readington, Branchburg	Center School	Joy Transport	\$260.00	
1504	Delaware Twp.	Lambertville School	Ralph Bus	\$168.00	
1507	Lambertville	Summit Speech School	DVR	\$209.00	
1508	Flem-Raritan	UMDNJ	DVR	\$229.50	\$61.00
1511	Flem-Raritan	Yale School-Medford	Joy Transport	\$275.00	
4518	DVR, Flem-Raritan	Cornerstone Day	Ralph Bus	\$218.00	

**b SUMMER QUOTES** **June 25, 2015 - September 3, 2015**

Route #	Sending Districts	Destination	Contractor	Daily Rate	Aide
S1600	Flem-Raritan, Hunterdon Central	Allegro	DVR	\$208.90	\$67.60
S1601	Union Twp.	Hi-Step-Hopewell Ele.	HCESC		
S1602	Delaware Twp. So Hunterdon, Flem-Rar.	Mercer Ele.			
S1603	Hunterdon Central, North Hunterdon	Spring Run School	Ralph Bus	\$172.00	
S1604	Flem-Rar, Franklin Twp, Hunt. Central	Stepping Stone School	DVR	\$206.90	
S1605	Bethlehem	Bridge Academy	HCESC	\$183.00	
S1609	South Hunterdon	Spring Run School	DVR	\$139.00	
S1610	Readington Twp.	Stepping Stone School			
S1611	South Hunterdon	Midland School			

**c Contract with North Hunterdon for Rt. S1502 to ESC West Amwell for \$138.00 per diem for ESY, effective July 6, 2015 to August 14, 2015**

**d Joint Agreement with Clinton Twp for the following route for ESY, effective June 29, 2015 to July 30, 2015**

Route #	Destination	Contractor	Daily Rate	Aide
CME1	CTMS/Spruce Run	HCESC	\$139.34	\$27.87
CME2	CTMS/Spruce Run	HCESC	\$139.34	\$27.87
CME3	CTMS/Spruce Run	HCESC	\$139.34	\$27.87
CME4	CTMS/Spruce Run	HCESC	\$103.87	\$27.87
CMEPK1	CTMS/Spruce Run	HCESC	\$103.87	\$27.87

**e Joint Agreement with Clinton - Glen Gardner for the 2015-2016 School Year, at the following annual rates:**

Route #	Destination	Contractor	Daily Rate	Aide
GG1	Clinton Public	HCESC	\$36,112.22	
GG2	Clinton Public	HCESC	\$36,112.22	
GG3	Clinton Public	HCESC	\$36,112.22	
GG4	Clinton Public	HCESC	\$36,112.22	

**f Joint Agreement with Clinton Twp. for the 2015-2016 School Year, at the following annual rates:**

Route #	Destination	Contractor	Daily Rate	Aide
L-3	Round Valley School	HCESC	\$35,934.37	
O-3	Round Valley School	HCESC	\$35,934.37	\$7,971.63
T-3	Round Valley School	HCESC	\$35,934.37	
A-4	Clinton Twp. MS	HCESC	\$35,934.37	
D-4	Clinton Twp. MS	HCESC	\$35,934.37	
E-4	Clinton Twp. MS	HCESC	\$35,934.37	
I-4	Clinton Twp. MS	HCESC	\$35,934.37	
CSPKA/CSPKM	Spruce Run School	HCESC	\$13,224.87	
U-3	Round Valley School	HCESC	\$35,934.37	

## WEST ORANGE

**g Summer Renewal Sussex County Regional Coop. June 25, 2015 - September 3, 2015**

Route#	Sending Districts	Destination	Contractor	Daily Rate	
SR-033	S.Orange, W. Orange	Lake Dr. School/Mt. Lakes	HCESC	\$119.98	
SR-034	Orange, W. Orange	Lake Dr. School/Mt. Lakes	HCESC	\$119.98	
SR-296	S.Orange, W. Orange	Horizon School/Livingston	HCESC	\$336.90	
SR-337	Caldwell, Verona, Fairfield	ECLC/Chatham	HCESC	\$336.90	
SR-346	West Orange	Phoenix Center/Nutley	HCESC	\$360.99	
SR-357	S. Orange	Sawtelle LC/Montclair	HCESC	\$336.90	
SR-372	W. Orange Livingston	Cornerstone Day Sc/Mountains	HCESC	\$320.89	
SQ0036	Nutley, Verona	Horizon High School	HCESC	\$125.00	\$25.00

**h SUMMER CONTRACT RENEWALS through West Orange BOE June 25, 2015 - September 3, 2015**

Route#	Sending Districts	Destination	Contractor	Daily Rate	Aide
335	West Orange	Write On Sports Camp	HCESC	\$152.00	
315	West Orange	Step Up Program	HCESC	\$177.35	
369	West Orange	Step Up Program	HCESC	\$177.35	
318	West Orange	ESL 2	HCESC	\$172.28	
308	West Orange	Liberty ESY 1	HCESC	\$163.13	
244	West Orange	Liberty ESY 3	HCESC	\$163.13	\$69.30
A.18	West Orange	Mt Carmel Guild Academy	HCESC	\$131.93	\$60.00

**i SUMMER CONTRACT RENEWALS through ESC of Morris County June 25, 2015 - September 3, 2015**

Route#	Destination	Contractor	Daily Rate	Aide
SR055	ECLC Chatham	HCESC	\$236.23	\$70.00
SR056	ECLC Chatham	HCESC	\$246.75	\$75.00
WSR057	ECLC Chatham	HCESC	\$154.01	\$55.00
SR201	DLC, Warren	HCESC	\$242.72	\$70.00

**G ADULT BASIC EDUCATION**

- approve the 2015 - 2016 ABE staff calendar

**MOTIONS PASSED UNANIMOUSLY**

**H PERSONNEL**

Greg Nolan moved, seconded by Tom Bruhl to approve action items IX H-1 & 1a to:

1a rescind contract with Marie B. Kisch, effective June 30, 2015 at 11:59pm.

- approve contract for Marie B. Kisch, Superintendent, with a base salary of \$145,000.00 effective July 1, 2015 though June 30, 2020, as approved by the Interim Executive County Superintendent

**MOTIONS PASSED UNANIMOUSLY**

Tom Bruhl moved, seconded by Cheryl Filler to action items IX H-2 & 3 to:

- approve contract for Corinne Steinmetz, School Business Administrator, with an annual salary of \$119,748.70 effective July 1, 2015 though June 30, 2016, as approved by the Interim Executive County Superintendent
- approve contract addendum for Corinne Steinmetz, School Business Administrator, at an annual amount of \$18,000.00 effective July 1, 2015 though June 30, 2016, as approved by the Interim Executive County Superintendent

**DISCUSSION:** Marie Kisch explained that addendum is contingent upon Business Administrative Agreement with Polytech Vocational School District

**MOTIONS PASSED UNANIMOUSLY**

- Cheryl Filler moved, seconded by Greg Nolan to authorize Superintendent to hire as needed, effective July 1, 2015 through August 24, 2015

**MOTION PASSED UNANIMOUSLY**

Cheryl Filler moved, seconded by Greg Nolan to approve action items XI H 5 and XI H 7-10 to:

**5 Renewals**

approve the renewals for 2015-2016

**7 Resignations / Retirements / Terminations**

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

Name	Position	Location	Reason	Effective
Jean Racine	Part Time School Bus Driver	West Orange	Resignation	06/08/15
Cathy Carr	Part Time Teacher Assistant	F-R/Robert Hunter	Resignation	06/30/15
Tara Huepenbecker	Part Time Teacher Assistant	F-R/JP Case	Resignation	06/30/15
Nydia Peake	Part Time Teacher Assistant	F-R/DeMares	Resignation	06/30/15
Justine Brancato	Part Time Teacher Assistant	Clinton Public	Resignation	06/30/15
Erin Barrett	Part Time Teacher Assistant	ESC West Awmell	Resignation	06/26/15
John Sappington	Part Time Teacher Assistant	F-R/RFIS	Resignation	06/30/15
Suzanne Baldanza	ABE Teacher	Hunterdon County Jail	Resignation	06/30/15

**DISCUSSION:** most resignations was Teacher Assistants who obtained teaching position

- 8 approve \$8,640.00 stipend to Maria Menendez, ABE Instructional Aide, for weekly cleaning services at Adult Basic Education building.
- 9 approve \$15,000.00 stipend to Charles Miles, Facilities Manager, for "Clerk of the Works" duties related to construction renovation project at ESC Hoffman Crossing property
- DISCUSSION: Charles Miles is taking on majority of the construction project in-house instead of bidding out services
- 10 approve additional payments for 2015-2016 to Robert Nusbaum, Bus Sales Coordinator when the following cumulative revenue, as calculated below, exceeds \$15,000:
- 6% of the sales of all used and interlocal agreement buses; and
  - 6% of the fees collected by the HCESC for sale of school vehicles through 34HUNCCP; and
  - 6% of the rental fees collected by the HCESC for rental of school vehicles.

**MOTIONS PASSED UNANIMOUSLY**

6 Appointments

Tom Bruhl moved, seconded by William Martin to approve the following 2014-2015 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Jacqueline Silliman	Part Time School Bus Monitor	Glen Gardner	\$10.50/hour	06/09/15
Harriett Brown-Cobb	Part Time School Bus Monitor	West Orange	\$9.50/hour	06/11/15
Nicole Sutton	Part Time School Bus Driver	West Orange	\$15.25/hour	06/17/15

approve the following 2015-2016 appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Stacey Gaskill	Personnel Coordinator (.6 FTE)	ADMIN	\$30,000	07/01/15
Nancy Parker	ABE Instructor	HC Jail	\$72/class	07/01/15
Nike Brandner	Substitute Nurse	ESC Schools	\$33.83/hour	07/01/15
James Disch	Substitute Custodian	ESC Schools	\$12.00/hour	07/01/15
Charles Hoffman	Substitute Custodian	ESC Schools	\$12.00/hour	07/01/15

approve the following 2015-2016 summer appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Jill Izzo	Teacher Summer School (PE/Health)	NHRHS	\$33.00/hour	06/22/15-07/23/15* (Monday-Thursday)
Nicole Heyl	Teacher Summer School (Math - Secondary)	NHRHS	\$33.00/hour	06/22/15-07/23/15* (Monday-Thursday)
Michele Beneducci	Teacher Summer School (Science - Secondary)	NHRHS	\$33.00/hour	06/22/15-07/23/15* (Monday-Thursday)
Jamie Quinn	Personal Ass't, Extended School Year	High Bridge	\$17.00/hour	07/1/15-08/6/15* (Monday-Thursday)
Christopher Wonsor	Personal Ass't, Extended School Year	East Amwell Township	\$17.00/hour	07/6/15-08/14/15
Samantha DeCandia	Administrative Assistant	Dept. of School Svc	\$190.00/day	up to 30 days
Corinne Harris	Supervisor of NP Programs/Speech & Language Services	Dept. of School Svc	\$305.00/day (6 hours)	up to 10 days
Kelly Eder	Supervisor of CST/School Social Worker	Dept. of School Svc	\$305.00/day (6 hours)	up to 30 days
Kara Dunlap	Teacher of the Deaf/Hard of Hearing	Dept. of School Svc	\$33.00/hour	up to 150 hours
Gerhart Meyer	Personal Ass't, Extended School Year	ESC West Amwell	\$95.00/day	07/6/15 - 08/14/15
Nisha Littlel	Teacher, Project-Based Curriculum Work	ESC Academy	\$145/day	up to 25 days
Laurie Browne	School Secretary	ESC Academy	\$130/day	up to 20 days
LeiLei Xu	Teacher, Curriculum Work PBS	ESC West Amwell	\$145/day	up to 12 days
Sarah Chittenden	Coordinator, Curriculum Work PBS	ESC Academy	\$145/day	up to 12 days
<b>Kristy Cherneski</b>	<b>Teacher, Curriculum Work PBS</b>	<b>ESC West Amwell</b>	<b>\$145/day</b>	<b>2 days</b>
Carol Petrosino	ABE Teacher	Somerville	\$34.15/hour	up to 150 hours
Rebecca Young	ABE Instructional Aide	Somerville	\$19.94/hour	up to 50 hours
	School Bus Drivers and Monitors, as attached			

DISCUSSION: Marie Kisch explained realignment of Business office and the benefit of having a new Personnel Coordinator

**MOTIONS PASSED 7:1:0**

XII **UNFINISHED BUSINESS**

- A Recognition of William Moebus, he will be deeply missed
- B Good luck and congratulations to Greg Nolan and his retirement

**XIII NEW BUSINESS**

Annualization - hourly staff based on rate x hours x days vs paying hourly by timesheet

**XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XV ADJOURNMENT**

Cheryl Filler moved, seconded by Greg Nolan to adjourn the meeting. Since there was no further action items to discuss, the meeting adjourned at 5:27 pm

Respectfully submitted by:

Corinne Steinmetz  
School Business Administrator / Board Secretary