

VA

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
October 7, 2014
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, October 7, 2014 at 4:15 pm

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

REPRESENTATIVE ASSEMBLY MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT

Linda Adams (ALEXANDRIA)

Dr. Edward Keegan (BETHLEHEM) @ 4:20 pm

William Martin (DEL-VAL REG)

Greg Nolan (FLEMINGTON RARITAN REG) @ 4:22 pm

William Moebus (HOLLAND)

Jason Komegay (LEBANON TWP)

Teresa Kane (MILFORD)

Cheryl Filler (READINGTON)

ADMINISTRATION PRESENT

Marie Kisch (SUPERINTENDENT)

Corinne Steinmetz (SBA/BOARD SECRETARY)

GUESTS

Jeffrey Caccase, Attorney

Salvatore Castandza (Union Representative for ESC West Orange Terminal)

Luckner Gustave

III. CALL TO ORDER

Opened, with recess until quorum is met

At 4:17 pm in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, Board President Charles Miller called the meeting to order

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

Ed Keegan arrived at 4:20 pm

Meeting reopened as quorum is met

Greg Nolan arrived at 4:22 pm

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

William Moebus moved, seconded by Greg Nolan to approve the agenda, as revised

V EXECUTIVE SESSION

At 4:24 pm Cheryl Filler moved, seconded by William Moebus 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 PERSONNEL AND LEGAL discussions related to grievance hearing 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

At 5:13 pm, the Board returned to public session

Sal Castandza and Luckner Gustave return for public session

Charles Miller thanked Mr. Castandza and Mr. Gustave for their attendance and speaking to the board during executive session and informed them that their commends have been discussed by the Board

William Moebus moved, seconded by Greg Nolan to deny grievance

MOTION PASSED via Role Call Vote

Charles Miller explained next steps/options available to Mr. Castandza and Mr. Gustave

Sal Castandza and Luckner Gustave leave at 5:15 pm

Marie explained to the board how wonderful an opening we had at West Orange. She gave all credit to Nancy Szymanski, Scott Cahill and Lorraine Kocsis and thanked them for their dedication and extra long days to make the open run smoothly

Jeff Caccase, Nancy Szymanski, Scott Cahill and Greg Nolan leave at 5:16 pm

Doreen Pirozzi arrived at 5:18 pm

VI APPROVAL OF MINUTES

William Moebus moved, seconded by William Martin to:

- A approve the minutes of the August 26, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary.
- C ratify approval at the August 26, 2014 Executive Committee meeting to increase the salary of Marie B. Kisch, Superintendent to \$130,000.00 for the 2014-15 year, effective July 1, 2014
- D ratify the minutes of the September 3, 2014 Executive Committee meeting, respectfully submitted by the Board Secretary.
- E ratify September 18, 2014 Executive Committee approval to submit 2014 Online School HIB Self-Assessment

MOTION PASSED with Cheryl Filler abstaining

VII FINANCIAL REPORTS

William Moebus moved, seconded by William Martin to:

- A approve the line item transfers and budget appropriations for the period of July 2014
- B approve the line item transfers and budget appropriations for the period of August 2014
- C approve the line item transfers and budget appropriations for the period of September 2014
- D approve the unaudited July 2014 Board Secretary Report
- E approve the unaudited August 2014 Board Secretary Report
- F approve the unaudited September 2014 Board Secretary Report
- G increase budget \$77,000.00 to create Lease Purchasing Budget
- H increase budget \$500,000 for Contracted Transportation Services

DISCUSSION: Corinne Steinmetz explained the need to increase the budget for unanticipated Lease Purchasing program and additional transportation contracts put out to bid

MOTION PASSED UNANIMOUSLY

VIII LIST OF BILLS

A William Moebus moved, seconded by Cheryl Filler to approve the following list of bills:

1 August 2014	\$424,005.38	Payroll
2 September 2014	\$809,901.29	Payroll
3 September 2014	\$1,887.50	Consultant
4 August 2014	\$68,690.92	Hand checks
5 September 2014	\$182,362.58	Hand checks
6 October 7, 2014	\$470,016.36	Computer Generated
7 October 7, 2014	\$8,314.53	Computer Generated
	<u>\$1,965,178.56</u>	

MOTION PASSED UNANIMOUSLY

IX CORRESPONDENCE

- A HCESC Co-op Newsletter - August

X COMMITTEE MEETINGS

	<u>Next Mtg. Date</u>	<u>Next Mtg. Time</u>	<u>Location</u>
A Building and Grounds, 9/30/14, Verbal	10/23/2014	3:00 PM	West Amwell
B Programs and Services, 9/23/14	10/22/2014	3:00 PM	Tewksbury
C Public Relations, did not meet	Meet as needed		
D Policy, 9/23/14	10/22/2014	4:30 PM	Tewksbury
E Personnel, 10/2/14	11/5/2014	3:00 PM	TBD
F Finance , 10/2/14	11/5/2014	4:00 PM	TBD
G Executive, 10/2/14 Verbal Report	11/5/2014	5:00 PM	TBD

DISCUSSION: Charles Miller informed the Board that employees will be asked to participate on committees

XI POLICY

A The following policies were presented for first reading:

- 1 Policy 5113 Student Attendance
- 2 Policy 5131.6 Drugs, Alcohol, Steroids, and Tobacco
- 3 Policy 6142.4 Physical Education and Health

XII SUPERINTENDENT'S REPORT

William Moebus moved, seconded by Cheryl Filler to approve consolidated agenda to:

A ADMINISTRATION

- 1 renew Certificate of Deposit with PNC Bank, valued at \$223,545.83, effective October 8, 2014 through October 7, 2015
- 2 reject all bids received for Facilities Assessment RFP, as per 18A:18A-22 c. the board decided to abandon the project for provision or performance of the goods or service
- 3 ratify contract with Creative Infrared Solutions as interim Facility Consultant, at a rate of \$270.00 per day, effective September 3, 2014, as needed until position is filled
- 4 accept 2014 Safety Grant of \$45,000.00 from New Jersey Schools Insurance Group for the facility renovations, as per award
- 5 accept \$250.00 donation from Hunterdon County Rug Hookers for the use of space at the ESC School at West Amwell

Charles Miller explained our ability to handle facility assessment in-house with the recent hire of a facility consultant

B TRANSPORTATION

- 1 approve contract with Stepping Stone School to service and inspect their school vehicles at a rate of \$75.00 per hour
- 2 approve 2014-15 Vehicle Rental Agreement to rent school vehicles to Sussex County Technical School at a rate of \$150.00 per day, per bus, as needed with a minimum charge of 10 days per month for any vehicles rented during the 2014-15 school year
- 3 approve 2014-15 Vehicle Rental Agreement to rent school vehicles to BelovED Community Charter School at a rate of \$150.00 per day, per bus, as needed any vehicles rented during the 2014-15 school year
- 4 approve 2014-15 Vehicle Rental Agreement to rent school vehicles to ESC of Morris County at an annual rate of \$1.00 for vehicles needed while we maintain/service repairs for ESC of Morris County vehicles, as agreed
- 5 approve Vehicle Sale Agreement to sell the below list of buses to Barker Bus company (5) 2008 Thomas Saf-T-Liner EF, 54 passenger, Transit Style buses, as negotiation, total amount of \$160,000.00, per 18A:18A-5c:

Unit #	LOCATION	VIN	AMOUNT
304	WEST ORANGE	1T88P4E2281297793	\$32,000.00
305	WEST ORANGE	1T88P4E2481297794	\$32,000.00
306	WEST ORANGE	1T88P4E2981297791	\$32,000.00
307	WEST ORANGE	1T88P4E2081297792	\$32,000.00
308	WEST ORANGE	1T88P4E2781297790	\$32,000.00

6 approve the purchase of transportation vehicles, as follows:

Qty	LOC	DESCRIPTION	VENDOR	PRICE	TOTAL	BID #
2	WO	2015 19 Passenger with 3 wheel- chair position van	H.A. DeHart Son Inc.	\$ 58,675.67	\$ 117,351.34	HCESC BID #TRANS 13-04

7 award Lease Purchase Agreement to U.S. Bancorp Government Leasing and Finance, Inc., the lowest responsible bidder, for lease purchasing financing, effective September 19, 2014 for (5) five years, as follows:

	TYPE	AMOUNT	US Bankcorp	JP Morgan Chase
Schedule 1:	New Lease	\$ 708,000.00	1.690%	1.771%
Schedule 2:	Refinance	\$ 340,717.70	1.320%	1.771%
Schedule 3:	Refinance	\$ 175,000.00	1.365%	1.771%
Purchase Option			103%	N/A

WHEREAS, the governing body desires to obtain certain equipment (the "Equipment") described in the Equipment Schedule to the Master Tax-Exempt Lease Purchase Agreement (collectively, the "Agreement") with U.S. Bancorp Government Leasing and Finance, Inc. ("Lessor"), the form of which has been available for review by the governing body of Lessee prior to this meeting; and

WHEREAS, the Equipment is essential for the Lessee to perform its governmental functions; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, Lessee proposes to enter into the Agreement with Lessor substantially in the forms presented to this meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

Section 1. It is hereby found and determined that the terms of the Agreement in the forms presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment

Section 2. The Agreement and the acquisition and financing of the Equipment under the terms and conditions as described in the Agreement are hereby approved. The Board Secretary of Lessee and any other officer of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officers who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The Board Secretary of the Lessee and any other officer of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same

Section 3. The proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement

Section 4. Pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code"), Lessee hereby specifically designates the Agreement as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code

8 approve 2014-15 Coordinated Transportation Services to the following districts:

- a Branchburg Twp.
- b Camden City Public
- c Ocean Twp.

9 approve Transportation routes as follows:

Glen Gardner Terminal

ADDENDUM

Route #	Destination	Contractor	Daily Rate	Increase	New Rate
1202R	East Amwell School	Snyder Bus	\$138.37	\$22.50	\$160.87
1019R	ESC Academy at Tewksbury	ESC	\$140.00		

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1511T	Yale School	DVR	\$ 325.00
1512T	For Keeps, St. Peters	Ralph Bus	\$ 237.00
1513T	High Bridge Middle	Joy Transport	\$ 265.00
1514T	Somerset Hills	Ralph Bus	\$ 224.00
1515T	Valley View	ESC	\$ 136.00
1516T	Somerset Votech	ESC	\$ 110.00
1517T	Somerset Votech	ESC	\$ 85.00
1518T	Voorhees to Sulton Rd.	ESC	\$ 55.00

West Orange Terminal

Morris ESC - New Contracts

Route #	Destination	Daily Rate	Aide
CS178	Windsor Learning Center	\$ 188.75	\$59.00
CS193	Kings Road School	\$ 189.50	\$59.25

West Orange BOE - Renewal Contract

Route #	Destination	Daily Rate	Aide
Rt. #	Monitor	Schools	Cost
122		HS RS STCL	\$78,904.58
301		HS ED RW	\$78,904.58
302		HS ED RW	\$78,904.58
303		HS RS	\$67,331.91
305		HS GR	\$67,331.91
307		HS RS	\$67,331.91
309		HS GR	\$78,904.58
310		HS LIB MTPL	\$78,904.58
311		HS LIB MTPL	\$78,904.58
312		HS ED	\$67,331.91
313		HS RS RW	\$78,904.58
314		HS PD	\$67,331.91
315		HS PD	\$67,331.91
316		HS PD	\$67,331.91
317		HS MTPL	\$67,331.91
318		HS LIB	\$67,331.91
320		HS ED	\$67,331.91
321		HS ED	\$67,331.91
322		HS ED	\$67,331.91
323		HS ED	\$67,331.91
324		HS GR	\$67,331.91
325		HS ED MTPL	\$78,904.58
326		HS MTPL	\$67,331.91
327		HS RS	\$67,331.91
330		HS LIB	\$67,331.91
331		HS LIB	\$67,331.91
332		HS LIB	\$67,331.91
333		HS MTPL	\$67,331.91
334		HS LIB	\$67,331.91
335		HS STCL	\$67,331.91
336		HS STCL	\$67,331.91

338		HS		STCL		\$67,331.91
339		HS	LIB			\$67,331.91
340		HS	RS			\$67,331.91
342		HS	ED			\$67,331.91
343		HS		RW		\$67,331.91
350		HS	RS	STCL		\$78,904.58
368		HS		MTPL		\$67,331.91
369		HS		GR		\$67,331.91
244	Monitor			PD	SPEC.ED.	\$61,755.99
452	Monitor			GR SPEC. ED.		\$61,755.99
466	Monitor			GR SPEC. ED.		\$61,755.99
469	Monitor			MTPL SPEC. ED.		\$61,755.99
477	Monitor			GR SPEC. ED.		\$61,755.99
Total						\$3,038,878.47

10 provide CDL Training to Moise Simeon for all endorsements and Class B License at a rate of \$800.00, effective October 7, 2014

C SCHOOLS

1 approve the following 2014-2015 field trips:

African American Museum (Newtonville)	NJ State House/Supreme Court (Trenton)
Battleship Museum and Memorial (Camden)	NJ State Museum/Planetarium (Trenton)
Branchburg Sports Complex	NJ State Police Museum (Trenton)
Bridgewater Sports Arena	Old Barracks Museum (Trenton)
Camden Aquarium	Outdoor adventure Activities Rope course
College of New Jersey (Ewing)	Phillipsburg Mall
Flemington Country Griddle	Raptor Trust (Millington)
Flemington Mall	Raritan Valley Community College (Branchburg)
Flemington ShopRite	Ride For Heart (Pittstown)
Flemington Stop & Shop	Rider University (Lawrenceville)
Frenchtown Roller Rink	Round Valley Recreation Area (Lebanon)
Goodwin Holocaust Museum (Cherry Hill)	Roxey Ballet (Lambertville)
Hacklebarney State Park (Long Valley)	Sarah Dill's Farm Park (Delaware Township)
International Sports Center in Cherry Hill	Spruce Run Recreation Area (Union Township)
Lakota Wolf Preserve (Columbia)	Terhune Orchards (Princeton)
Liberty Science Center (Jersey City)	Titusville Academy (Hopewell)
Mercer County Community College	Trenton Museum
Mercer County Special Services	Trenton Thunder Stadium
Morris Museum (Morristown)	West Hunterdon Lanes (Frenchtown)

2 accept 2014-15 REAP Grant award of \$20,000.00

D DEPARTMENT OF SCHOOL SERVICES

1 approve Cheryl Banks, School Psychologist Consultant, for nonpublic/public/charter school services, at board approved rates, effective September 22, 2014 pending successful completion of required documents

2 approve providing Supplemental Instruction Services at Immaculate Conception School, Clinton Township, in an after school program, paid through Clinton Township IDEA nonpublic funding, at board approved rates, effective October 8, 2014

3 approve the following Consultants, to provide services at Immaculate Conception School, Clinton Township, in an after school program, at a rate of \$60/hr., not to exceed 50 hours (2hr/week), effective October 8, 2014:

Robin Bloom, Teacher
Jackie Martoccia, Teacher

Theresa Craig, Teacher
Theresa Monthony, Teacher

Anastasia Jones, Teacher

E TECHNOLOGY SERVICES

- 1 approve Miscellaneous Professional Liability insurance with Axis Insurance Company for \$5,040.00, effective September 1, 2014 through August 31, 2015

G PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
274	Salem County Community College
275	Leap Academy Charter School
276	Moorestown Township Board of Education

- 2 rescind approval to contract McManimon, Scotland and Baumann (MS&B) as Legal Representation for our Cooperative Pricing Program, approved at our August 26, 2014 Board of Director meeting, due to conflict of interest
- 3 contract with Busch Law Group LLC for Legal Representation of our Cooperative Pricing Program, at a rate of \$165.00 per hour, effective August 26, 2014 as needed
- 4 contract with Rogut McCarthy, LLC for Legal Representation of our Lease Purchasing Services, at a rate of \$165.00 per hour, effective August 26, 2014 as needed
- 5 renew #TEC-05 RFP Assessment & Data Management System for Students & Teachers with LinkIt, effective November 1, 2014 through October 31, 2015, with no changes
- 6 extend the Technology Supplies & Accessories Bid #139-3 from November 7, 2014 to December 19, 2014 with ePlus Technologies
- 7 award the 2015 8 Passenger Full Size Van Bid #14/15-Trans-1 to DFFLM, LLC T/A Ditschman Flemington Ford Lincoln effective 10/13/14 through 10/12/15, as follows:

Base Bid Price	\$ 24,695.00	Additional options available	15% discount off dealer list price / MSRP
Required Options	\$ 2,724.00	Low Height Van (52.8")	\$ (600.00)
<u>Total Bid Price</u>	<u>\$ 27,419.00</u>		

- 8 award the Gasoline, Diesel & #2 Fuel Oil bid #14/15-02 effective October 8, 2014 through October 7, 2015, as follows:

<u>AWARD</u>	<u>COUNTIES</u>	<u>MARGIN (+)</u>
Allied Oil, LLC	Hunterdon, Somerset, Warren, Essex, Morris, Middlesex, Mercer, Union & Monmouth	
Gasoline (OPIS low posted price – regular/unbranded – Newark)		\$ 0.2497
Diesel - Summer Blend (OPIS low posted price – ULSD Dyed – Newark)		\$ 0.1497
Diesel - Winter Blend (OPIS low posted price – ULSD Dyed – Newark)		\$ 0.1696
 <u>AWARD</u>	 <u>COUNTIES</u>	 <u>MARGIN (+)</u>
Petroleum Traders Corporation	ALL	
#2 Fuel Oil – Heating – (OPIS low posted price - #2 Oil – Newark)		\$ 0.0802

H PERSONNEL

As recommended by the Superintendent:

1 Administration

approve Qualitative Merit Goal of 2.5% of salary (\$2,920.00) for Corinne Steinmetz to obtain Certified Administrator of School Finance and Operations (SFO) certification, as approved by the Interim Executive County Superintendent

2 Appointments

approve the following appointment(s):

Adult Basic Education:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Suzanne Baldanza	P/T Instructor	Flemington	\$26.85/hour	09/29/14

Transportation:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Abraham Issa	P/T School Bus Driver	Glen Gardner	\$17.45/hour	09/15/14
Abraham Issa	P/T School Bus Monitor	Glen Gardner	\$10.75/hour	09/15/14
Maria Chimbay	P/T School Bus Driver	West Orange	\$18.64/hour	09/02/14
Jean Francois	P/T School Bus Driver	West Orange	\$15.25/hour	09/04/14
Falony Lewis	P/T School Bus Driver	West Orange	\$15.25/hour	09/22/14
James Parker	P/T School Bus Driver	West Orange	\$15.25/hour	09/22/14
Jean Destine	P/T School Bus Driver	West Orange	\$15.25/hour	10/06/14
Kesha Rutledge	F/T Dispatcher (12 mo.)	West Orange	\$25,000 (pro-rated)	10/16/14

Paraprofessionals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Enea Brotzman	P/T Teacher Assistant	ESC West Amwell	\$15.55/hour	*TBD
Milann D'Angelo	P/T Teacher Assistant	F-R/RFIS	\$17.73/hour	09/12/14
Rebecca Dietz	P/T Teacher Assistant	F-R/RFIS	\$17.73/hour	09/15/14
Tricia Bertoldo	P/T Teacher Assistant	Holland Township	\$15.55/hour	10/06/14
Wendy VanDine	P/T Teacher Assistant	F-R/Copper Hill	\$15.55/hour	*TBD
Katherine Loh	P/T Teacher Assistant	HC Polytech	\$15.55/hour	*TBD
Lisa Conover	P/T Teacher Assistant	F-R/JP Case	\$17.73/hour	*TBD
Jean Lazauskas	P/T Teacher Assistant	F-R/Desmares	\$17.73/hour	*TBD
Nydia Peake	P/T Teacher Assistant	F-R/Desmares	\$17.73/hour	*TBD

*TBD pending criminal history approval

3 Leaves of Absence

approve the following leaves of absence:

Transportation:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Shurliana Haley	P/T School Bus Driver	West Orange	Personal	09/11/14 to 09/28/14

Department of School Services:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Kara Dunlap	Itinerant Teacher of the Deaf	School Services	FMLA	09/04/14 to 10/12/14
Elizabeth Knapp	Speech/Language Specialist	School Services	FMLA	09/02/14 to 10/31/14

Paraprofessionals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Jacqueline Larsen	P/T Teacher Assistant	F-R/RFIS	FMLA	09/12/14 to 10/24/14
Michael Santagata	P/T Teacher Assistant	F-R/RFIS	Professional	9/29/2014

4 Resignations / Retirements

Adult Basic Education:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Ingrid Gray	P/T Instructor	Flemington	Resignation	09/25/14

Transportation:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Jean Chery	P/T School Bus Driver	West Orange	Resignation	8/19/2014
Martin Newell	Dispatcher/Driver Trainer	West Orange	Resignation	8/28/2014
Juaquita Wilson	P/T School Bus Monitor	West Orange	Resignation / Failure to Report	9/24/2014

Paraprofessionals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Nadine Ciasulli	P/T Teacher Assistant	F-R/unassigned	Resignation	9/18/2014
Jennifer Truby	P/T Teacher Assistant	HC Polytech	Resignation	9/18/2014
Danielle Astarita	P/T Teacher Assistant	F-R/Desmares	Resignation	10/17/2014

5 Terminations

Paraprofessionals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Nathan VandeGiessen	P/T Teacher Assistant	F-R/JP Case	Ineligible	9/17/2014

6 approve increase in rate for Domenica Saunders, P/T Teacher Assistant assigned to F-R / Copper Hill, from \$16.42/hour to \$17.73/hour, effective October 16, 2014, for successful issuance of Certificate of Eligibility with Advanced Standing - Teacher of English as a Second Language

7 approve Laurie Browne, Part-Time School Bus Driver a stipend of \$7,667.35 less any days not worked, non pensionable, effective September 5, 2014

8 approve daily substitute teacher stipend of \$35.00 per day, for current teacher assistants assigned at ESC School West Amwell and ESC Academy, as needed

Discussion: Charles Miller explained the new personnel format, any comments should be addressed to administration

I PROFESSIONAL DEVELOPMENT

approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Director of Transportation	New Laws - CDL & MVC Updates	10/3/14	\$10.00
Coordinator of Transportation	New Laws - CDL & MVC Updates	10/3/14	\$10.00
Superintendent	NJ Smart Training	10/8/14	Free
Human Resource	NJ Smart Training	10/8/14	Free
(4) Off Site Teacher Assistant	Intro to Applied Behavior Analysis and Teaching Verbal Behavior in the Classroom	10/20 - 10/21	Free
Teacher	ATMNJ - Entering a New Century under Common Core Standards and PARCC Assessments	10/23 - 10/24	\$275.00
Director of Department of School Services	Standards-Based IEPs in the CCSS and PARCC Era	10/24/2014	Free

S.B.A./B.S. Superintendent	2014 NJSBA Conference	10/27 - 10/30	Reg \$200/ea. Hotel \$297
Teacher	Wilson Reading System Training	11/12 - 11/14	\$450.00
Director of Department of School Services	Is it an IEP, 504 Accommodation Plan or What?	11/24/2014	Free
School Nurse	23rd Annual NJAAP School Health Conference	10/22/2014	\$195.00
Coordinator of Special Education	HSPA Training	9/17/2014	Free
Coordinator of Special Education	Hunterdon Prevention Resources Annual Fall Conference	11/12/2014	\$25.00

MOTIONS PASSED UNANIMOUSLY

EXECUTIVE SESSION

William Moebus moved, seconded by William Martin to enter into Executive Session, after program presentations 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 PERSONNEL AND LEGAL discussions Facility and Financing 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

XV NEW BUSINESS

A PROGRAM PRESENTATIONS

Marie Kisch introduced Doreen Pirozzi, Co-op Purchasing Manager and Christina Greaves, ParaProfessional Manager

- 1 Cooperative Purchasing Program, presented by Doreen Pirozzi, Manager
Handout explaining the history of our cooperative purchasing program
Purchasing Software

ORDERING SIDE

Allows us to print out booklets

Ability to import vendor electronic catalogs

Order shows list price to calculate savings, bid items, savings - Report can be printed out and

With the ability to import vendor catalogs, we can produce savings reports to districts

VENDOR SIDE

Ability to post bids, addendums, register and download documents

Print reports who has bid when they downloaded

FRONT END

Review available bids / bid items

Users log in to create orders and print

MARKETING

Webpage - #1 marketing tool

Reach out to members on a daily basis -

products no longer available

pending bids

mandatory documents

Co-Op saved approx \$5 million last year

William Moebus explained the program has grown tremendously and offers members a huge benefit. It is different than other co-ops out there.

William Martin left at 5:39 pm

2 ParaProfessional Program, presented by Christina Greaves, Coordinator

Marie explained the program started 3 years ago and has grown. Christina was brought on board to focus on growth of the program and staff

Christina explained:

117 TA's / 7 Districts

Worked as TA last year after returning to ESC after being away overseas for a few years

RESPONSIVENESS - TA's and Districts

PROFESSIONAL DEVELOPMENT

Professional Development provided at Tewksbury gave all Teacher Assistants the opportunity to learn better who we are and meet each other

Professional Development - higher expectations

What kind of PD are you providing?

Safe Schools

November - Autism & Moral Training (preventing burnout) / CPI Training

Synergy - ongoing with Dept. of School Services to create their own PD Plan with Teacher input and on-site administrators

Prof Development for Teacher Assistants makes them feel important

CUSTOMER SERVICE- Feel connected / important you give a response quickly, even if it is not good news or you don't yet know the answer

Marie informed the Board that turnover/ retention rate is extremely low and we are happy that a number of them that have left obtained teacher jobs (some at the district they were assigned)

XIV OLD BUSINESS

XVI CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY

Doreen Pirozzi & Christina Greave left at 5:49 pm

At 5:50 pm the Board Enter into Executive Session

At 5:57 pm the Board returned to Public Session - No Action to be taken

XVII ADJOURNMENT

Cheryl Filler moved, seconded by Linda Adams to adjourn the meeting. Since there was no further action to be taken the meeting adjourned at 5:57 pm

Respectfully submitted by:

Corinne Steinmetz
SBA/Board Secretary

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
 EXECUTIVE COMMITTEE MEETING
 September 3, 2014

MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT
 Tom Bruhl (DELAWARE) - VICE PRESIDENT

Greg Nolan (FLEMINGTON RARITAN REG)
 Jason Komegay (LEBANON TWP)

ADMINISTRATION PRESENT

Marie Kisch, Superintendent

Corinne Steinmetz, SBA/Board Secretary

Committee recommends approval, with ratification at the October 7, 2014 Board of Directors meeting to:

ParaProfessionals

approve submission to the Executive County Superintendent the application for emergent hire and the

Grete Meiners	Part-Time Off Site Teacher Assistant	\$	15.55
Nathan VandeGiessen	Part-Time Off Site Teacher Assistant	\$	15.55
Janine Loh	Part-Time Off Site Teacher Assistant	\$	17.73

hire Katherine DeLong, Part-Time Offsite Teacher Assistant, at a rate of \$17.73 per hour, pending completion of

Schools

approve Allison Cornyn, Certified Non-Instructional School Nurse, at an annual salary of \$52,000 (pro-rated),

approve Allison Cornyn, Nurse, at a rate of \$235 per day, effective September 2, 2014

approve Charles Miles, Interim Facilities Consultant, at a rate of \$270.00 per day, effective September 3, 2014

West Orange

approve Bonny Walcott, Part-Time School Bus Driver, at an hourly rate of \$15.25, effective September 2, 2014

approve Doris Williams, Part-Time School Bus Monitor, at an hourly rate of \$9.50, effective September 2, 2014

Glen Gardner

approve Bianca Velasco, Part-Time School Bus Monitor, at an hourly rate of \$10.75, effective August 27, 2014

approve Bianca Velasco, Part-Time School Bus Driver, at an hourly rate of \$17.45, effective August 27, 2014

approve Leonard Spitzer, Part-Time School Bus Monitor, at an hourly rate of \$10.75, effective August 27, 2014

approve Leonard Spitzer, Part-Time School Bus Driver, at an hourly rate of \$17.45, effective August 27, 2014

MOTIONS APPROVED, pending ratification

Charles Miller	Yes
Tom Bruhl	Yes

Greg Nolan		Yes
Jason Komegay		Yes

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
August 26, 2014
EXECUTIVE COMMITTEE MINUTES

REPRESENTATIVE ASSEMBLY MEMBERS PRESENT

Charles Miller (E AMWELL) - PRESIDENT
Tom Bruhl (DELAWARE) - VICE PRESIDENT
Greg Nolan (FLEMINGTON RARITAN REG)

William Moebus (HOLLAND)
Dr. Kimberly Metz (HUNTERDON POLYTECH)
Teresa Kane (MILFORD)

ADMINISTRATION PRESENT

Corinne Steinmetz (SBA/BOARD SECRETARY)

Members reviewed 2013-14 Superintendent's Summative Evaluation, presented by Greg Nolan. It was agreed

William Moebus moved, seconded by Kim Metz to approve the Superintendent Evaluation, as presented

MOTION PASSED UNANIMOUSLY

Executive committee discussed and we have received approval from the Executive County Superintendent an
Greg Nolan moved, seconded by William Moebus to recommend an increase in salary for Marie Kisch,

Discussion: \$130,000 offers a 2% increase over 2013-14 superintendent salary, plus mentorship fee of \$2,500
Increase is also in line with Hunterdon County Superintendent's earning 1 - 1.3% of their district budget, With
Additional contract term and conditions will be reviewed with the next contract renewal

At 5:21 pm William Moebus moved, seconded by Greg Nolan to return to Public Session

Respectfully submitted by:

Corinne Steinmetz
Board Secretary