

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
December 1, 2015

MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 200 Main Street, Flemington, New Jersey on Tuesday, December 1, 2015

I. OPEN PUBLIC MEETING STATEMENT

This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and adequate notice was published 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
Tom Bruhl, Vice President (DELAWARE)
William Martin (DEL-VAL REG)
Maryrose Caulfield (FLEMINGTON)

Dr. Kimberly Metz (HC POLYTECH)
Marlene Baldinger (LEBANON BORO)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD)
Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At 4:16 pm in the HCESC ABE building at 200 Main Street, Flemington, **Board President, Charles Miller** called the meeting to order

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS - NON

At 4:17 pm - Donna Herbel arrived

Cheryl Filler moved, seconded by William Martin to adopt the agenda, including additional items, as highlighted:

MOTION APPROVED UNANIMOUSLY

V. APPROVAL OF MINUTES

Cheryl Filler moved, seconded by William Martin to ratify the action items approved at the November 10, 2015 Executive Committee Meeting

Tom Bruhl moved, seconded by William Martin to table approval of second read of Policy 4212.8 Nepotism (Revision)

MOTION APPROVED

MOTION APPROVED UNANIMOUSLY

VI. FINANCIAL REPORTS

William Martin moved, seconded by Tom Bruhl to:

A approve the line item transfers and budget appropriations for the period of November 2015 (Adj #114 - 127)

B approve the unaudited November 2015 Board Secretary Report

MOTIONS APPROVED UNANIMOUSLY

VII. LIST OF BILLS

A Tom Bruhl moved, seconded by William Martin to approve the following list of bills:

1	November 2015	\$951,593.01	Payroll
2	November 2015 Consultants	\$12,474.50	Computer Generated
3	November 2015	\$21,895.59	Hand checks
4	December 1, 2015 List of Bills	\$317,035.99	Computer Generated
		<hr/>	
		\$1,302,999.09	

MOTION APPROVED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

A November 2015 Co-Op Newsletter

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, did not meet

X. SUPERINTENDENT'S REPORT

A **ADMINISTRATION**

(no action items)

B SCHOOLS

Cheryl Filler moved, seconded by Tom Bruhl to:

- 1 approve School Bus Emergency Exit Drills completed at ESC Academy on November 16, 2015 for the following bus routes:

ESC - 1019R	Cassidy - 1205B	Snyder - E943
Fr. Yostos - 16031	Nelvi - T66	First Student - 16006

- 2 approve School Bus Emergency Exit Drills completed at ESC School at West Amwell on November 25, 2015 for the following bus routes:

Rick Bus Co - 3	Rick Bus Co - 4	Rick Bus Co - 5
Rick Bus Co - 7	Rick Bus Co - 8	Rick Bus Co - 9
Delaware Valley High School	North Hunterdon High School	

- 3 extend contract with DGR Home Improvements to provide renovation services at a rate of \$25.00 per hour, effective January 1, 2016 through March 31, 2016, as needed

MOTIONS APPROVED UNANIMOUSLY

C TECHNOLOGY

(no action items)

D ADULT BASIC EDUCATION

(no action items)

Tom Bruhl moved, seconded by Cheryl Filler to approve action items XE, XG, XH & XI to:

E PARAPROFESSIONALS

- 1 increase 2015-2016 ParaProfessional budget from \$3,680,746.00 to \$3,735,746.00 (increase of \$55,000.00) based on a new contract with Bedminster Township Board of Education

F LEASE PURCHASING

(no action items)

G PURCHASING

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

#	DISTRICT
332	Lakewood Board of Education
333	Morris-Union Jointure Commission
334	Elizabeth Board of Education

- 2 renew the Copy Duplicator bid #174 with WB Mason and Paper Mart, with no changes, effective January 12, 2016 through July 12, 2016
- 3 renew the General School Supply bid #154 with Kurtz Bros. and School Specialty, with no changes, effective January 13, 2016 through January 12, 2017
- 4 terminate the Custodial, Facility & Grounds Supplies & Equipment bid #163, effective January 12, 2016, per the Annual Termination Option (A12.5), as noted in the bid specifications

DISCUSSION: Ms. Steinmetz explained that the Custodial, Facility & Grounds Supplies and Equipment Bid will be re-bid, separately with hopes of more respondents and increased member use

H DEPARTMENT OF SCHOOL SERVICES

- 1 increase 2015-2016 Non Public 193 budget from from \$133,815.00 to \$146,215.00 (increase of \$12,400.00) based on anticipated evaluations and services

I TRANSPORTATION

- 1 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 13, 2015 through November 12, 2016

MOTIONS APPROVED UNANIMOUSLY

J PERSONNEL

Cheryl Filler moved, seconded by Tom Bruhl to approve the following personnel items, as recommended by the Superintendent:

1 Rehire

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hourly Rate</u>	<u>Effective</u>
Amritha Bhat	PT Teacher Assistant	FRRSD - JP Case	\$15.75	12/2/15

2 Appointments

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hourly Rate</u>	<u>Effective</u>
Heather Lospinoso	PT Teacher Assistant	Bedminster	\$15.75	11/30/15
Michelle Kleinwaks	PT Teacher Assistant	FRRSD - Robert Hunter	\$15.75	11/30/15
Atina Erwin	PT Teacher Assistant	Bedminster	\$15.75	11/30/15
Demetrius Dickens	PT School Bus Driver	West Orange	\$15.50	12/4/15
Jazmine Green	PT School Bus Monitor	West Orange	\$9.75	12/1/15
Joyce Forsberg	Substitute Bus Driver	Glen Gardner	\$17.80	12/7/15

- 3 hire Mamie Simmons, PT School Bus Monitor as PT Fueler at an hourly rate of \$15.00, as needed, effective 12/08/2015

- 4 revise the following appointments approved November 10, 2015:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hourly Rate</u>	<u>Effective</u>
Dayna Egan	PT Teacher Assistant to read	HC Polytech	\$15.75	TBD
Dayna Egan	PT Teacher Assistant	HC Polytech	\$15.75	11/17/15
Anita Auriemma	Temporary PT Teacher Assistant to read	FRRSD - Desmares	\$15.75	TBD
Anita Auriemma	Temporary PT Teacher Assistant	FRRSD - Desmares	\$15.75	11/16/15
Lauren Riznik	PT Teacher Assistant to read	Franklin (H)	\$15.75	TBD
Lauren Riznik	PT Teacher Assistant	Franklin (H)	\$15.75	11/9/15
Berkeley Hutchinson	PT Teacher Assistant to read	ESC WA	\$15.75	TBD
Berkeley Hutchinson	PT Teacher Assistant	ESC WA	\$15.75	11/23/15
Nektaria Kousoulas	PT Teacher Assistant to read	FRRSD - JP Case	\$15.75	TBD
Nektaria Kousoulas	PT Teacher Assistant	FRRSD - JP Case	\$15.75	11/30/15
Kevin Borngesser	PT Network Administration and Systems Support Technician to read	ESC Technology Dept.	\$50.00	TBD*
Kevin Borngesser	PT Network Administration and Systems Support Technician	ESC Technology Dept.	\$50.00	12/4/2015

5 **Leaves of Absence (LOA)**

approve the following leaves of absence, pending receipt of required documentation:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Bernadette Neuhauser	PT Teacher Assistant	FRRSD-JP Case	FMLA	11/19-11/30/15 (paid)
Marcy Braco	PT Teacher Assistant	Franklin (H)	Medical Leave	12/18-1/15/16 (paid) 1/16-1/29/16 (unpaid)

6 **Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Chris Caruso	PT Teacher Assistant	FRRSD-RFIS	Termination	11/20/15
Elli Kuras	PT Teacher Assistant	FRRSD - Robert Hunter	Resignation	11/30/15
Marie Marcellus	PT Bus Monitor	West Orange	Resignation	11/30/15
Brandi Bontempo	PT Teacher Assistant	FRRSD-JP Case	Resignation	12/02/15
Jennifer Block	ABE Teacher	Adult Basic Education	Resignation	12/04/15
Jaclyn Manza	PT Teacher Assistant	FRRSD-RFIS	Resignation	12/07/15

DISCUSSION: Insurance claims & worker compensation trends are reviewed routinely with no common areas of concern. Overall improvement in insurance liability claims and workers compensation claims over the last five years

MOTIONS APPROVED UNANIMOUSLY

K **PROFESSIONAL DEVELOPMENT**

(no action items)

SUPERINTENDENT REPORT, Marie B. Kisch:

Thanksgiving Feast was held at both schools

All staff is moved out of Sawmill location and relocated to Hoffmans Crossing, some offices are temporary

Server will remain on site at Sawmill through end of January 2016, at no charge. HCESC will monitor the facility on a daily basis as long as the server remains at the location

New owners will begin renovations for private summer study abroad for High School students from China

XI **UNFINISHED BUSINESS**

XII **NEW BUSINESS**

Mr. Miller thanked Marie Kisch, Superintendent and the Board for use of space at Hoffmans Crossing for local photography group. He hopes to use the facility again in the future.

Ms. Kisch explained that there is a variety of groups, schools, organizations and townships interested in utilizing the facility. Procedures are in the process of being expanded for Hoffmans Crossing location.

Ms. Kisch discussed facility security. Keyless access systems and new interior/exterior cameras have been installed. Looking into installing cameras along driveway and around pond. Walk through with local police department occurred and all emergency services are familiar with property.

On-site caretaker is under consideration. In process of obtaining legal opinion.

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIV ADJOURNMENT

Since there was no further action items, the meeting adjourned at 4:47 p.m.

Respectfully submitted by:

Corinne Steinmetz
School Business Administrator/Board Secretary