

VA

BOARD OF DIRECTORS MEETING
October 4, 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, October 4, 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 was sent to the county office

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President
William Martin (DEL-VAL REG)
Dr. Kimberly Metz (Hunt. Vocational)
Teresa Kane (Milford)

Jennifer Giordano (Bedminster)
Dr. Maryrose Caulfield (Flemington/Raritan)
Jason Kornegay (Lebanon Twp)
Cheryl Filler (Readington)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At 4:17 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 - NONE

Cheryl Filler moved, seconded by Dr. Kimberly Metz to adopt the agenda

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

A William Martin moved, seconded by Jason Kornegay to approve the August 23, 2016 Board of Directors Meeting minutes, respectfully submit by the Board Secretary

MOTION PASSED WITH JENNIFER GIORDANO ABSTAINING

VI. FINANCIAL REPORTS

Jason Kornegay moved, seconded by William Martin to:

- A approve the line item transfers and budget appropriations for the period of August 2016 (Adj #46 - 66)
- B approve the line item transfers and budget appropriations for the period of September 2016 (Adj #67-85)
- C approve the unaudited July 2016 Board Secretary Report
- D approve the unaudited August 2016 Board Secretary Report
- E approve the unaudited September 2016 Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII. LIST OF BILLS

A Jason Kornegay moved, seconded by Cheryl Filler to approve the following list of bills:

1 August 2016 Payroll	\$417,843.86	Payroll
2 August 2016	\$211,500.68	Hand checks
3 August 15, 2016 Consultant Payroll (add)	\$2,020.00	Payroll
4 September 2016 Payroll	\$907,713.36	Payroll
5 September 2016	\$246,183.02	Hand checks
6 September 15, 2016 Consultant Payroll	\$4,350.00	Payroll
7 October 4, 2016 List of Bills	\$867,628.50	Computer Generated
8 September 2016 Added	\$110,555.16	Hand checks
	<u>\$2,767,794.58</u>	

MOTION PASSED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

- A Thank You letter from Hunterdon County Rug Artisan Guild
- B Co-op Purchasing 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, 10/3/16, as reported by Charles Miller, Board President

X. POLICY (no action items)

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XI SUPERINTENDENT'S REPORT

Jason Kornegay moved, seconded by Cheryl Filler to approve action items XI A and B to:

A ADMINISTRATION

1 accept the 2015 Safety Grant, in the amount of \$21,650.00, through the New Jersey School Boards Association Insurance Group's ERIC - West Sub Fund

2 add the following Business Office services to 2016-17 Board Approved rates:

Service	Member Rate	Non-Member Rate	Benefits (Single Coverage)
Payroll	\$30.00/hr.	\$31.00/hr.	Charged monthly at actual cost
A/P, A/R, Other	\$25.00/hr.	\$26.00/hr.	Charged monthly at actual cost

3 renew Certificate of Deposit with PNC Bank, valued at \$224,442.02, effective October 8, 2016 through October 7, 2017

4 renew Commercial Line of Credit with TD Bank, N.A., in the amount of \$1,000,000.00, effective September 30, 2016 through September 2, 2017

5 accept the donation of six (6) Alpaca, from Hidden Pastures Alpaca, valued at \$1,500.00

6 accept the donation of two (2) Goats, from Liz Jackson, valued at \$950.00

7 add njschooljobs.com as an approved official employment advertiser of the Commission

B SCHOOLS

1 accept \$250.00 donation from Hunterdon County Rug Artisans Guild

2 contract with South Hunterdon Regional School District for the 2016-2017 school year for provision of satellite breakfast and lunch program ESC West Amwell Campus

3 terminate contract with South Hunterdon Regional School District for the provision of satellite breakfast program at ESC West Amwell Campus, effective September 30, 2016

4 contract with North Hunterdon Regional School District for the 2015-2016 school year for provision of satellite breakfast at ESC West Amw Campus

MOTIONS PASSED UNANIMOUSLY

C TECHNOLOGY (no action items)

D ADULT BASIC EDUCATION (no action items)

E PARAPROFESSIONALS (no action items)

F LEASE PURCHASING (no action items)

G PURCHASING

Cheryl Filler moved, seconded by Jason Kornegay to:

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

#	DISTRICT
408	Paterson Arts & Science Charter School

2 ratify the Grounds Equipment, ATV's & Golf Carts - Service & Parts Bid #HCESC-SER-16-01, effective August 29, 2016 through August 28, 2017, as authorized at August 23, 2016 Board of Directors meeting

3 authorize the use of Competitive Contracting for the Assessment & Data Management System for Students & Teachers #HCESC-Tech-16-03 per 18A:18A-4.3

4 authorize Administration to award the Water Testing Services Bid #HCESC-SER-16-02, effective October 17, 2016 through October 16, 2017, to be ratified at the November Board of Directors Meeting

5 award the Gasoline, Diesel & #2 Fuel Oil Bid #HCESC-Fuel-16/17-1, effective October 8, 2016 through October 7, 2017, as follows:

Company	Counties Awarded	Margin
Gasoline		
Petroleum Traders Corporation	All Counties	+0.1750
Ultra-Low Sulfur Diesel Fuel		
Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union & Warren Counties	Summer Blend +0.1490
Petroleum Traders Corporation	Sussex, Passaic, Bergen, Hudson, Burlington, Ocean, Camden, Gloucester, Salem, Atlantic, Cumberland & Cape May Counties	Summer Blend +0.1605
Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union & Warren Counties	Winter Blend +0.1720
Petroleum Traders Corporation	Sussex, Passaic, Bergen, Hudson, Burlington, Ocean, Camden, Gloucester, Salem, Atlantic, Cumberland & Cape May Counties	Winter Blend +0.1755
#2 Fuel Oil		
Allied Oil	Essex, Hunterdon, Mercer, Middlesex, Morris, Somerset, Monmouth, Union & Warren Counties	+0.0970
Petroleum Traders Corporation	Sussex, Passaic, Bergen, Hudson, Burlington, Ocean, Camden, Gloucester, Salem, Atlantic, Cumberland & Cape May Counties	+0.1277

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6 award the following Maintenance Bids, effective November 2, 2016 through November 1, 2017, as follows:

a

HVAC #SER-10A

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
Blinsky & Snyder Services	Bergen, Passaic Counties	\$105.00 / 10%
Core Mechanical	Essex & Hudson Counties	\$82.00 / 16%
Falasca Mechanical	Mercer, Ocean, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties	\$80.00 / 18%
Robert Griggs Plumbing & Heating	Union, Morris, Somerset, Hunterdon & Middlesex Counties	\$81.75 / 17.5%
John Verderame & Sons	Burlington & Camden Counties	\$80.00 / 17%
Hobbie Heat	Warren & Sussex Counties	\$90.00 / 18%
Mack Industries	Monmouth County	\$82.00 / 15%

b

Electrical #SER-10B

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
Magic Touch Construction	Ocean, Mercer & Monmouth Counties	\$99.35 / 10%
Tatbit Energy Solutions	Bergen, Passaic & Morris Counties	\$82.00 / 0%
Tatbit Energy Solutions	Essex, Hudson, Sussex, Somerset & Middlesex Counties	\$84.00 / 0%
Redmann Electric & Communications	Warren & Hunterdon Counties	\$89.00 / 10%

c

Plumbing #SER-10C

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
Falasca Mechanical	Mercer, Burlington, Ocean, Camden, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties	\$80.00 / 18%
Robert Griggs Plumbing & Heating	Union, Morris, Somerset, Hunterdon & Middlesex Counties	\$92.50 / 25%
Magic Touch Construction	Bergen, Essex, Hudson, Passaic, Warren & Monmouth Counties	\$99.35 / 10%
Aero Plumbing & Heating	Sussex County	\$120.00 / 15%

d

Boiler Inspection-Cleaning & Repair #SER-10D

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
Falasca Mechanical	Camden, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties	\$105.00 / 20%
Manhattan Welding	Bergen, Essex, Hudson, Middlesex, Passaic, Union, Warren, Morris, Somerset & Hunterdon Counties	\$84.00 / 30%
Mechanical Preservation Associates (MPA)	Sussex, Mercer, Burlington, Ocean & Monmouth Counties	\$89.00 / 30%

e

Painting #SER-10E

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
KBD Construction	All Counties	\$35.00 / 9%

f

General Construction Repairs & Carpentry #SER-10F

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
KBD Construction	All Counties	\$39.00 / 5%

g

Pest Control #SER-10G

Company	Counties Awarded	Rate per Hour / Parts Mark-up %
Tri-County Termite & Pest Control	All Counties	\$40.00 / 5%

h

Tree Trimming, Pruning & Removal #SER-10H

(Low Bidder is determined by the lowest total average of Lines 1 through 5)

High Tech Landscapes	Counties: Union, Warren, Sussex, Morris, Somerset, Hunterdon, Mercer & Middlesex Counties	
Stump Removal - 2 Person Crew		\$60.00/hour
Tree Work - 3 Person Crew		\$155.00/hour
Tree Work & Stump Removal - 3 Person Crew		\$232.50/hour
Additional Laborer		\$53.00/hour
Additional Climber		\$53.00/hour
<i>Additional Charges (if needed):</i>		
Crane		\$120.00/hour
Bucket Truck		\$70.00/hour
Grapple Truck		\$20.00/hour

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Greenscape Outdoor Service	Counties: Bergen, Essex, Hudson, Passaic, Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties	
Stump Removal - 2 Person Crew		\$109.00/hour
Tree Work - 3 Person Crew		\$184.00/hour
Tree Work & Stump Removal - 3 Person Crew		\$196.00/hour
Additional Laborer		\$57.00/hour
Additional Climber		\$72.00/hour
<i>Additional Charges (if needed):</i>		
Crane		\$125.00/hour
Bucket Truck		\$120.00/hour
Grapple Truck		\$200.00/hour
Becker's Tree Service	Counties: Ocean & Monmouth Counties	
Stump Removal - 2 Person Crew		\$130.00/hour
Tree Work - 3 Person Crew		\$185.00/hour
Tree Work & Stump Removal - 3 Person Crew		\$165.00/hour
Additional Laborer		\$30.00/hour
Additional Climber		\$40.00/hour
<i>Additional Charges (if needed):</i>		
Crane		\$210.00/hour
Bucket Truck		\$185.00/hour
Grapple Truck		\$135.00/hour

- 6 renew the 8 Passenger Full Size Van Bid #14/15-Trans-1, with DFFLM, t/a Ditschman Flemington Ford Lincoln, at an increase not to exceed the current price index, effective October 13, 2016 through October 12, 2017

MOTIONS PASSED UNANIMOUSLY

H DEPARTMENT OF SCHOOL SERVICES (no action items)

I TRANSPORTATION

Jason Kornegay moved, seconded by Dr. Maryrose Caulfield to:

- provide Francois Saint Pierre training for CDL "S" Endorsement, for a fee of \$300.00, effective September 6, 2016
- provide Sugelys Mendez training for Class B CDL License with Passenger and "S" and Air Brake restriction, for a fee of \$800.00, effective September 12, 2016
- provide John Downing training for Class B CDL License with Passenger and "S" and Air Brake restriction, for a fee of \$800.00, effective September 23, 2016
- approve Coordinated Transportation, effective July 1, 2016 through June 30, 2017, for the following:

East Orange BOE	Kingsway Regional High School
Highland Elementary School	North Brunswick BOE

- 5 approve Special Education Transportation Routes, as listed:

Contracted Renewal Routes			September 1, 2016 - June 30, 2017	
Route#	Destination	Sending District	Contractor	Route Per Diem
1416	Hunterdon Prep	Hunterdon Central, North Hunterdon	ESC	\$219.34

- approve Interlocal Vehicle Sale Agreement with Readington Township Board of Education, effective September 30, 2016 through December 30, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- approve Interlocal Vehicle Sale Agreement with Manchester Township Board of Education, effective September 30, 2016 through December 30, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price
- approve Interlocal Vehicle Sale Agreement with Old Bridge Township Board of Education, effective September 30, 2016 through December 30, 2016, for HCESC to sell their used school vehicles, as needed, for an administrative fee of 10% of the sale price

MOTIONS PASSED UNANIMOUSLY

William Martin moved, seconded by Cheryl Filler to approve action items XI J and K, as recommended by the Superintendent:

J PERSONNEL

- approve job description for Off-Site Accounts Payable Clerk Position

2 Appointments

approve the following 2016-2017 appointment(s):

Name	Position	Location	Rate/Salary	Effective
Patrick Plutta	PT Bus Driver	Glen Gardner	\$21.00	8/23/2016
William Scheffmeyer	PT Bus Monitor	Glen Gardner	\$11.00	8/23/2016
Michael Lenahan	PT Bus Monitor	Glen Gardner	\$11.00	8/23/2016
Herve Borgella	PT Bus Driver	West Orange	\$15.73	08/30/2016
Kenneth Ader	Driver Trainer	Glen Gardner	\$17.00	09/01/2016

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William Weldon	Driver Trainer	Glen Gardner	\$17.00	09/01/2016
Esperance Provilon	Driver Trainer	West Orange	\$17.00	09/01/2016
Kanwal Sayani	PT Teaching Assistant	FRSD - RFIS	\$15.75	09/01/2016
Tara Huepenbecker	PT Teaching Assistant	FRSD - JP Case	\$15.75	09/01/2016
Olivia Ciotta	PT Teaching Assistant	FRSD - JP Case	\$15.75	09/01/2016
Lelah Emily	PT Teaching Assistant	Franklin Twp(H)	\$15.75	09/02/2016
Margle Robinson Horton	PT Bus Monitor	West Orange	\$9.90	09/06/2016
Mia Baldwin	PT Teaching Assistant	Franklin@Lebanon	\$15.75	09/08/2016
LaQuisha Jones	PT Bus Monitor	West Orange	\$9.90	09/12/2016
Carolyn Vandeglessen	PT ABE Instructor	ABE/ESL	\$72.00/class	09/12/2016
MaryAnn Galloway	PT Teaching Assistant	Clinton	\$15.75	09/14/2016
Stacey Hubbard	PT Teaching Assistant	Clinton	\$15.75	09/14/2016
Michelle Smith	PT Teaching Assistant	FRSD - JP Case	\$15.75	09/14/2016
Edward Moye	PT Bus Driver	West Orange	\$15.73	9/16/2016
Beth Connor	PT Teaching Assistant	Polytech	\$15.75	09/19/2016
Katherine Finch	PT Teaching Assistant	FRSD - JP Case	\$15.75	09/19/2016
Marybeth Schwartz	PT Teaching Assistant	FRSD - RFIS	\$15.75	09/19/2016
Connie Dean	PT Bus Monitor	Glen Gardner	\$11.00	09/21/2016
Bianca Andrews	PT Bus Driver	West Orange	\$15.73	9/26/2016
Trina Bukhari	PT Bus Monitor	West Orange	\$9.90	9/26/2016
Nancy Berger	PT Teaching Assistant	FRSD - RFIS	\$15.75	09/30/2016
David Glover	PT Bus Driver	West Orange	\$15.73	10/3/2016
Joanne Zellman	PT Teaching Assistant	Lebanon Twp	\$15.75	10/4/2016
Lisa Shields	PT Teaching Assistant	Lebanon Twp	\$15.75	10/4/2016
Ana Headley	PT ABE Instructional Asst	ABE/ESL	\$16.67	10/8/2016
Ana Flynn	Certified School Nurse	ESC School at West Amwell	\$48,000 (prorated)	10/10/2016
Susan Adair	PT Teaching Assistant	Bedminster	\$15.75	TBD*
Sophia Prince	PT Bus Monitor	West Orange	\$9.90	10/08/2016
Lynn Ciotta	Off-site Accounts Payable Clerk	HC Polytech	\$30,000 (prorated)	10/10/2016

*pending completion of paperwork

3 amend the ABE/ESL renewals for 2016-2017 (ATTACHMENT)

4 change the status of Marina Bartelli, Adult Basic Education Instructional Aide/Assistant Coordinator, from full-time 12 month, to part-time (12 month, at an annual amount of \$33,792.19 (prorated), effective September 19, 2016

5 amend 2016-2017 contract renewal:

Karen Day	Teacher Assistant	ESC School at West Amwell	\$18,099.90	07/01/2016
to read:				
Karen Day	Teacher Assistant	ESC School at West Amwell	\$18,939.38	07/01/2016

6 amend 2016-17 contract with Karen Day to Offsite Teacher Assistant, assigned to Bethlehem Township School District, at a rate of \$17.25 effective September 26, 2016

7 Leaves of Absence (LOA)

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Anita Auriemma	PT Teaching Assistant	FRSD - Desmares	Medical	10/24/2016 - TBD*

8 amend the following leave of absence approved at August 23, 2016 Board of Directors Meeting:

Karen Smith	PT Teaching Assistant	FRSD-RFIS	Medical	09/08/2016 - 10/20/2016	22.5 paid days, 6.5 days unpaid
to:					
Karen Smith	PT Teaching Assistant	FRSD-RFIS	Medical	09/08/2016 - 11/02/2016	22.5 paid days, 15.5 unpaid days

9 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Raven Tredeau	PT Teaching Assistant	FRSD RFIS	Resignation	08/19/2016
Kate Metelitsa	PT Teaching Assistant	Clinton	Resignation	8/24/2016
Madison Perkins	PT Teaching Assistant	FRSD RFIS	Resignation	8/24/2016
Meg Powers	PT Teaching Assistant	Holland	Resignation	8/26/2016
Lisa Conover	PT Teaching Assistant	FRSD - JPC	Resignation	8/31/2016
Harriett Brown-Cobb	PT Bus Monitor	West Orange	Resignation	9/1/2016
Adrienne Jackson	ABE Instructional Aide	ABE/ESL	Termination	9/2/2016
Wilner Pierreville	PT Bus Driver	West Orange	Resignation	9/7/2016
SethJules Prophete	PT Bus Driver	West Orange	Resignation	9/8/2016
Mario Delvalle	PT Bus Driver	West Orange	Resignation	9/16/2016
Dara Kalnas	PT Bus Driver	Glen Gardner	Resignation	9/21/2016
Cynthia Decowski	PT Teaching Assistant	FRSD - Copper	Resignation	9/23/2016
Donna LaPira-Leach	Non-Certified Nurse	ESC School West Amwell	Resignation	10/7/2016

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Suzanna DeSaro	PT Teaching Assistant	FRSD - Copper	Resignation	10/14/2016
Charles Miles	Facilities Manager	Hoffmans Crossing	Termination	10/30/2016

- 10 approve stipend of \$300.00/month to Adam Balodis, for additional property supervision duties, as needed, effective September 1, 2016
- 11 approve stipend of \$300.00/month to Brian Bussard, for additional property supervision duties, as needed, effective September 1, 2016
- 12 approve bonus for employee referral of licensed CDL school bus drivers of \$100.00 to be paid out in equal installments over the first four months of employment for the Hunterdon County Educational Services Commission.
- 13 approve bonus for employee referral of school bus driver trainee of \$50.00 to be paid out in equal installments over the first two months of employment as a licensed school bus driver for the Hunterdon County Educational Services Commission.

K 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>
Assistant to School Business Administrator	Chart of Accounts and Record Retention	12/13/2016	\$75.00
School Business Administrator	Chart of Accounts and Record Retention	12/13/2016	\$75.00

MOTIONS PASSED UNANIMOUSLY

EXECUTIVE SESSION

At 4:30 pm, Cheryl Filler moved, seconded by Jason Kornegay to enter into executive session for legal purposes:

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 LEGAL matters; until such time as the subject no longer defeats the purpose of the executive session, at which resolution shall take effect.

MOTION PASSED UNANIMOUSLY

At 4:37 pm the Board returned to Public Session

L VIOLENCE AND VANDALISM

Verbal Report accepted, as presented by Marie Kisch

Discussion: Altercation of 2 students at ESC School at West Amwell. Police called. Charges filed against one student. Investigation ongoing

XII UNFINISHED BUSINESS

Brookmill Farms is requesting facility use. Corinne Steinmetz, Board Secretary advised them to send letter of request. It was also noted that HCESC is currently in the process of reviewing facility use policy and procedures.

XIII NEW BUSINESS

DOE meeting November 16, 2016 with DelVal and sending districts to discuss options (regionalization) - South Hunterdon presenting at the meeting. Discussion of regionalization.

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS

William Martin moved, seconded by Cheryl Filler to adjourn the meeting. Since there was no further business, the meeting adjourned at 4:56 pm

Respectfully submitted by:


Corinne Steinmetz
Board Secretary