

VA. 5/1/12

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
Board of Directors Meeting  
April 3, 2012  
**MINUTES**

A regular meeting of the Hunterdon County Educational Services Commission Board of Directors will be held in the Cafeteria at the ESC SCHOOL AT WEST AMWELL 1422 Route 179 Lambertville, NJ 08530 Tuesday, April 3, 2012

**I. OPEN PUBLIC MEETING STATEMENT**

The meeting was officially advertised in the Hunterdon County Democrat, The Courier News and with the County Clerk.

**II. ROLL CALL**

**BOARD MEMBERS**

- |  |                                     |
|--|-------------------------------------|
| Charles Miller (E AMWELL), President     | Greg Nolan (FLEMINGTON RARITAN REG) |
| William Moebus (HOLLAND), Vice President | Thomas Lewis (FRANKLIN-SOMERSET)    |
| William Martin (DEL-VAL REG)             | Judy Burd (LEBANON TWP)             |
| Tom Bruhl (DELAWARE)                     | Teresa Kane (MILFORD)               |
| David Livingston (READINGTON)            |                                     |

**ADMINISTRATION / STAFF PRESENT**

- |   |                         |
|---|-------------------------|
| Dennis Cox (SUPERINTENDENT)             | Lou Johnson (Principal) |
| Corinne Steinmetz (SCHOOL BUS ADMIN)    | Nisha Littel (TEACHER)  |
| Andrea Romano (SCHOOL DIRECTOR)         | Daria Kriegl (TEACHER)  |
| Pam Mills (DIRECTOR OF SCHOOL SERVICES) | Ron DiSalvi (Custodian) |

**GUESTS**

- |                           |                       |
|---------------------------|-----------------------|
| Mark Roxey (Roxey Ballet) | George Fisher (Mayor) |
|---------------------------|-----------------------|

**III. CALL TO ORDER**

At 4:16 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board President Charles Miller called the meeting to order.

SALUTE to the AMERICAN FLAG

**IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS**

- A Presentation by Mark Roxey, Roxey Ballet
  - Discussion regarding providing a dance studio and what opportunity would that create for the program.
    - Offer more variety of dance styles
    - Currently limited at ESC School
    - Benefit to students, exposes them to something new. Core content incorporated into program from world language, history, math, ect.
    - Dedicated space would provide opportunity to students for both Roxey Ballet and Karate Program
    - student participating is positive and offers opportunities they would not typically be exposed to

**REVISED AGENDA**

William Moebus moved, seconded by Thomas Lewis to approve agenda with added items, as highlighted  
**MOTION PASSED UNANIMOUSLY**

**V. APPROVAL OF MINUTES**

A William Moebus moved, seconded by Judy Burd to approve the minutes of the **March 6, 2012** Board of Directors meeting, respectfully submitted by the Board Secretary.  
**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

William Moebus moved, seconded by Greg Nolan to:

- A Motion to approve the line item transfers and budget appropriations for the month of **March 2012**
  - B Motion to approve the **March 2012** Board Secretary Reports
- MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

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

- |   |                |       |                        |
|---|----------------|-------|------------------------|
| 1 | March 6, 2012  |       | Computer Generated     |
| 2 | March 2012     |       | Hand checks            |
| 3 | March 15, 2012 |       | Consultant Hand checks |
| 4 | March 2012     |       | Payroll                |
| 5 | April 3, 2012  |       | Computer Generated     |
| 6 | April 3, 2012  | ADDED | Computer Generated     |

**MOTION PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE**

- A. NJSBA Notes: Bill Funding Anti-Bullying Law on Governor's Desk
- B Invite to West Amwell Township Mayor, George Fisher, to the HCESC Board Meeting on April 3, 2012 at ESC School at West Amwell  
Charles Miller welcomed Mayor, George Fisher

**IX COMMITTEE MEETINGS**

- A Building and Grounds, 3/19/12, presented by Greg Nolan and Dennis Cox
- B Programs and Services, 3/19/12, presented by David Livingston with program updates provided by Dennis Cox and Andrea Romano

5:01 pm Judy Burd leaves

- C Public Relations, DID NOT MEET
- D Policy, 3/22/12, presented by William Moebus
- E Personnel, 3/28/12, presented by Charles Miller
- F Finance, 3/28/12, presented by Tom Bruhl
- G Executive, 3/28/12, presented by Charles Miller

**X SUPERINTENDENT'S REPORT**

William Moebus moved, seconded by Thomas Bruhl to approve action items XA - XH to:

**A ADMINISTRATION**

- 1 Motion to ratify Executive Committee Meeting approval on March 28, 2012 to submit safety grant application through the New Jersey School Boards Association Insurance Group's ERIC WEST Subfund for the purpose of Building and Plant Safety, Building Security, Safety Equipment and / or Professional Development and Training, in the amount of \$44,000.00 for the period July 1, 2012 through June 30, 2013.

**B SCHOOLS**

1 Motion to accept the Bus Emergency Evacuation Drill Report as follows:

DATE	TIME	SCHOOL	LOCATION	ROUTE NUMBER(S)
9/27/2011	8:15 to 8:45 am	ESC School at West Amwell	Front of School	Dapper 1
10/28/2011	8:15 to 8:45 am	ESC School at West Amwell	Front of School	Raphael: ES14, ES12, ES17, ES18, ES 13, ES15 and ESC5
3/13/2012	8:15 to 8:45 am	ESC School at West Amwell	Front of School	Nelvi N173
3/16/2012	8:15 to 8:45 am	ESC Academy of Tewksbury	Front of School	E943 (Bus #6311), 1019 (V-8), Tewksbury (Bus #118)

2 Motion to approve the following summer school programming:

<u>SUMMER SCHOOL PROGRAM</u>	<u>LOCATION</u>	<u>DATES</u>	<u>COST PER</u>	<u>COST PER</u>
			<u>2.5 CREDITS</u>	<u>5.0 CREDITS</u>
Extended School Year (ESY)	West Amwell	7/5/2011 to 8/15/2011	n/a	n/a
Remedial High School	Franklin	7/5/2011	TBD	TBD
Remedial Middle School	Franklin	7/5/2011	TBD	TBD

3 Motion to contract with K12 Virtual Schools LLC for 10 reusable Annual User Seats for \$2,000.00 for an online Credit Recovery Course

**C TRANSPORTATION**

1 Motion to provide Trip and Athletic Transportation services to West Morris School District at a rate of \$75.00 per hour, plus any tolls or parking costs, effective March 1, 2012 through June 30, 2012.

2 Motion to provide Trip and Athletic Transportation services to Chester Board of Education at a rate of \$75.00 per hour, plus any tolls or parking costs, effective March 1, 2012 through June 30, 2012.

3 Motion to bid the sale / disposal of the following vehicles:

<i>Unit #</i>	<i>Location</i>	<i>VIN #</i>	<i>Model</i>	<i>Year</i>	<i># pass</i>
V-55	GG	***44328	Chevy	2001	16

4 Motion to approve purchase of 8,000 gallon Fuel Tank System from Whitemarch for HCESC - West Orange Transportation Depot through State Contract #A75548 in the amount of \$55,000.00, not including installation.

5 Motion to purchase proprietary items per 18A:18A-5a(19) for transportation vehicles as needed for the 2011-12 school year from the following vendors:

<u>VENDOR</u>	<u>ITEMS</u>	<u>MAX AMOUNT</u>
Brightbill Body Works	Bluebird Parts	\$10,000.00
Cummins Power System	OEM Diagnostics & Service	\$20,000.00
Foley	Caterpillar Diagnostics & Service	\$7,500.00
Atlantic Detroit Diesel	Diesel Engine Diagnostics & Service	\$7,500.00

6 Motion to approve special education routes as follows:

**QUOTED CONTRACTS**

<u>Route #</u>	<u>Destination</u>	<u>Contractor</u>	<u>Daily Rate</u>
1239T	Montgomery Academy	Leh's Trans.	\$142.00

**D DEPARTMENT OF SCHOOL SERVICES**

- 1 Motion to approve Agreement with Flemington-Raritan School District to provide Teacher Assistants, as needed for the 2012-13 and 2013-14 school years at the following rates: (ATTACHMENT)

2012-13	\$24.10	per hour per teacher assistant
2013-14	\$24.80	per hour per teacher assistant

**E PURCHASING**

- 1 Motion to accept Beloved Community Charter School as the 159th member of the Cooperative Service Purchasing Cooperative
- 2 Motion to accept Lumberton Township Board of Education as the 160th member of the Cooperative Service Purchasing Cooperative
- 3 Motion to accept Southern Regional School District as the 161st member of the Cooperative Service Purchasing Cooperative
- 4 Motion to advertise and authorize administration to award the following Bids, to be ratified at the next board meeting:

TEC-06-RFP	Converged Networking Equipment (including but not limited to Unified Communications / VOIP, Security, Data & Video)
TEC-07-RFP	Integrated & Installation Services

**F TECHNOLOGY**

- 1 Motion to contract with Comcast for Internet Services (ISP 100mp) at ESC School at West Amwell at a rate of \$411.90 per month, effective July 1, 2012 through June 30, 2014

**G ADULT BASIC EDUCATION**

- 1 Motion to renew Lease Agreement with Hunterdon Medical Center to rent Adult Literacy Building ("tin building") at 215 Route 31 Flemington at a rate of \$3,466.00 per month effective August 1, 2012 through July 31, 2013 (ATTACHMENT)

**H TEEN ARTS**

- 1 Motion to accept grant funds from the Hunterdon County Cultural & Heritage Commission in the amount of \$7,220.00 for 2012 Hunterdon County Teen Arts Program

Discussion: Information packets sent to districts requesting assistance in identifying / implementing program initiatives.

**MOTIONS PASSED UNANIMOUSLY**

**I PERSONNEL**

William Moebus moved, seconded by William Martin to:

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

Motion to approve **Student Assistance Counselor**, job description (ATTACHMENT)

Motion to change S.A.C. from **Substance Awareness Coordinator** to **Student Assistance Counselor**

**Glen Gardner**

Motion to approve William Stark, **Part Time Bus Driver**, at a rate of \$17.35/hr. effective March 6, 2012

Motion to approve Helen Cole, **Part Time Bus Driver**, at a rate of \$16.75/hr. effective March 15, 2012

Motion to approve Judy Risoli, **Substitute Bus Aide**, at a rate of \$10.55/hr., effective March 22, 2012

Motion to approve the written resignation of Edith Agostinelli, **Part Time Bus Driver**, effective April 1, 2012

Motion to change the status of Donald Horne, from **Part Time Bus Driver** to **Substitute Bus Driver**, no change in rate of pay, effective March 12, 2012

**Morristown**

Motion to approve FMLA request of Eleanor Van Houten, **Part Time Bus Driver**, effective January 31, 2012 through April 24, 2012

Motion to approve Morama Augustin, **Part Time Bus Driver**, at a rate of \$15.23/hr., effective March 6, 2012

Motion to approve Haide Matos Arias, **Part Time Bus Driver**, at a rate of \$15.23/hr., effective March 8, 2012

Motion to approve the written resignation of James Pullum, **Part Time Bus Driver and Driver Trainer**, effective April 6, 2012

**West Orange**

Motion to approve FMLA request of Maria Chimbay, **Part Time Bus Driver**, February 20, 2012 through March 11, 2012

Motion to approve the Leave of Absence request of Stephen Louis, **Part Time Bus Driver**, effective March 20, 2012 through April 4, 2012

Motion to approve the written resignation of Alonzo Nunn, **Part Time Bus Driver**, effective March 23, 2012

Motion to approve the verbal resignation of Silas Flanagan, **Part Time Monitor**, effective March 27, 2012

**Adult Basic Education**

Motion to approve the FMLA request of Francine Leddy, **Coordinator**, effective March 22, 2012 through April 22, 2012

**Schools**

Motion to change assignment of Thomas Bill, **Student Assistance Counselor**, to HCESC schools and Department of School Services, as assigned by immediate supervisor, no change in salary or benefits

Motion to approve Joanna Bohnel, **Long Term Substitute Teacher**, at a rate of \$140/day, as needed, non-pensionable, no additional benefits, effective March 26, 2012 through June 30, 2012

Motion to approve Kyle Searfoss, **Part-Time Teacher Assistant**, at a rate of \$15.55/hr., effective April 4, 2012

Motion to change the status of Connie Wygera, from **Part-Time Off Site Teacher Assistant** to **Part Time Teacher Assistant**, not to exceed 20 hrs./wk., no change in rate of pay, effective April 3, 2012

**Technology**

Motion to approve Stella Zhang, **Network Engineer**, at a annual salary of \$60,000 (prorated), effective April 1, 2012

**Department of School Services**

Motion to approve the Leave of Absence request of Renee Chorun, **Part Time Off Site Teacher Assistant**, effective April 2, 2012 through June 14, 2012

Motion to approve the Leave of Absence request of Renee Chorun, **Part Time Off Site Teacher Assistant**, effective September 4, 2012 through November 2, 2012

Motion to approve Robin Bloom, **Consultant**, at a rate of \$50 hr., not to exceed 50 (1) hour sessions for an after school IDEA program at Immaculate Conception School, as long as funding is available, effective April 4, 2012

Discussion: Board requested administration keep committees informed on personnel needs to address our summer programs initiatives

**MOTIONS PASSED UNANIMOUSLY**

William Moebus moved, seconded by William Martin to approve items XJ and XK:

**J PROFESSIONAL DEVELOPMENT**

1 approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Assistant Principal	NJ PSA Overview of Teacher Evaluation Systems & Changes	4/27/12	Free

Teacher Assistant	Effective Inclusion for Asperser's & High Functioning Autism in the Public School	3/19/12	\$75
School Secretary	NJ SMART Common Course Codes	4/18/12	Free
Administrator	IEP Development Update	3/20/12	Free
Speech & Lang. Specialist	IEP Development Update	3/20/12	Free
Speech & Lang. Specialist	Language, Articulation & Behavior Strategies for Autistic Students	4/25/12	\$199
ABE Director	LACES Training	5/3/12	Free
ABE Director	Preparing for 2012 - Understanding NRS Changes	5/14/12	Free

**K POLICY**

- 1 Motion to approve second reading of the following policies:
  - a New - 4119.2/4219.2 Bring Children to Work (ATTACHMENT)
  - b New - 4145 / 4245 Early Return to Work (ATTACHMENT)
  - c Revised - 9250.1 Board Member Compensation and Expenses (ATTACHMENT)
- 2 Motion to accept first reading of revision to 4134/4235 Sick Leave

**MOTIONS PASSED UNANIMOUSLY**

**L HARASSMENT INTIMIDATION & BULLYING**

William Moebus moved, seconded by Tom Lewis to affirm the following Harassment, Intimidating & Bullying incidents as presented by Dennis Cox:

NJ Anti-Bullying  
Bill of Rights Law

- |   |         |     |
|---|---------|-----|
| 1 | WA - 20 | YES |
| 2 | TW - 05 | YES |
| 3 | TW - 06 | YES |

**XI OLD BUSINESS**

**XII NEW BUSINESS**

- A Superintendent Evaluation
  - 1 Goals, presented by Dennis Cox
  - 2 Evaluation forms attached (will be put on line)
- B Board Self Evaluation Please go on-line and complete at your earliest convenience: LINK: <http://www.surveymonkey.com/s/P7V5ZCZ>

**EVALUATIONS NEED TO BE COMPLETED BY NEXT MEETING MAY 1, 2012**

**EXECUTIVE SESSION**

William Moebus moved, seconded by Tom Lewis to enter into executive session at 5:15 pm

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** discussions 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

6:04 pm - Board of Directors return to public session

William Moebus moved, seconded by Tom Lewis to accept, with regret letter of resignation from Dennis Cox, Superintendent, effective June 30, 2013

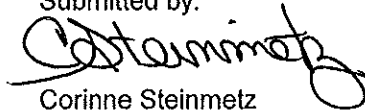
MOTION PASSED UNANIMOUSLY

### XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

### XIV ADJOURNMENT

William Moebus moved to adjourn the meeting. Since there was no further action to discuss, the meeting was adjourned at 6:05 pm.

Submitted by:



Corinne Steinmetz  
School Business Administrator / Board Secretary