

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors Meeting
August 2, 2011
Minutes

A **regular** meeting of the Hunterdon County Educational Services Commission **Board of Directors** was held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on **Tuesday, August 2, 2011**.

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	Kelly Galligan (CALIFON)
William Moebus (HOLLAND), Vice President	Greg Nolan (FLEMINGTON RARITAN REG)
Judy Burd (LEBANON TWP)	Thomas Lewis (FRANKLIN-SOMERSET)
William Martin (DEL-VAL REG)	Kim Metz (HUNTERDON POLYTECH)
Linda Adams (ALEXANDRIA)	Teresa Kane (MILFORD)
David Livingston (READINGTON)	Lou Pennucci (NO HUNTERDON/VOORHEES)
Donald Shelton (TRENTON)	

ADMINISTRATION / STAFF PRESENT

Dennis Cox (SUPERINTENDENT)	Pam Mills (DIRECTOR OF SCHOOL SERVICES)
Corinne Steinmetz (SCHOOL BUS ADMIN)	

III. CALL TO ORDER

At **4:17 pm** in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

REVISED AGENDA

William Moebus moved, seconded by Judy Burd to adopt the agenda with added items
MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by Greg Nolan to approve the minutes of the **June 30, 2011** Representative Assembly meeting, respectfully submitted by the Board Secretary.
MOTION PASSED UNANIMOUSLY

4:19 pm - Teresa Kane and Thomas Lewis arrive

VI. FINANCIAL REPORTS

William Moebus moved, seconded by David Livingston to:

A approve the line item transfers and budget appropriations adjustments for the month of June 2011
B approve the line item transfers and budget appropriations adjustments for the month of July 2011
MOTIONS PASSED UNANIMOUSLY

4:23 pm - Donald Shelton arrives

VII LIST OF BILLS

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

- June 30, 2011 Computer Generated
- July 31, 2011 Handchecks
- August 2, 2011 Computer Generated

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE

- A Cisco Product Flyer advertising HCESC contract
- B Draft article submission to NJSBA School Leader Magazine
- C E-mail from Karen Slagle, FRRSD Director of Special Services; commending the outstanding performance of Teacher Assistants placed at FRRSD by HCESC

IX COMMITTEE MEETINGS

- A Building and Grounds Committee, did not meet
- B Programs and Services Committee, did not meet
- C Public Relations Committee, did not meet
- D Policy Committee, 7/19/11 presented by William Moebus
- E Personnel Committee, did not meet
- F Finance Committee, did not meet
- G Executive Committee, 7/26/11 presented by Charles Miller
Discussion: Facility Refinance
 Facility Project needs: Roof and Septic concerns
 T3 Operator requirements for RO System
 West Orange Terminal move
 Morris Terminal personnel changes

X SUPERINTENDENT'S REPORT

A ADMINISTRATION

William Moebus moved, seconded by Greg Nolan to:

- 1 approve the purchase of NJSBA's online policy update service at an annual rate of \$2,000.00.
- 2 contract with Discovery Benefits, Inc for the design and development of an Internal Revenue Code Section 125 Cafeteria Plan at a rate of \$450.00
- 3 provide Business Administrator Services to Central Jersey Arts Charter School, at board approved rates, effective June 15, 2011 through June 30, 2012

MOTIONS PASSED UNANIMOUSLY

B TRANSPORTATION

William Moebus moved, seconded by William Martin to:

- 1 award Site and Building Improvements at 47 Standish Ave., West Orange, NJ to the lowest respondent, as follows:

			AWARD	TOTAL
<u>Site Improvements</u>	Drill Construction	Base Bid	\$ 107,800.00	\$107,800.00
<u>Building Alterations</u>	Fine Wall Corp	Base Bid	\$ 64,140.00	
		Alt bid #1 (new windows)	\$ 4,660.00	
		Alt bid #2 (exterior paint)	\$ 3,800.00	\$ 72,600.00
Total all projects				\$180,400.00

2 approve additional charges to NKP Architects up to \$4,000.00 for services beyond the original scope of work related to West Orange Transportation move to 47 Standish Ave.

3 approve charter transportation services as follows:

Rutgers University	\$65/hr.
University of Medicine and Dentistry of NJ	\$65/hr.

4 renew School Bus Camera System Bid #T091002 to IVS, Inc - AngelTrax Bus Video, effective August 1, 2011 through July 31, 2012, as follows:

Camera	Add'l Eye	Installation	Warranty
\$869.81	143.85*	\$270.00	3 yr 100%, 5 yr partial

*Note: Additional eyes installed at no extra cost if on original P/O order

5 purchase (1) 3 position wheelchair school bus as per Middlesex Regional Educational Services Commission (MRESC) Bus Bid #10/11-39 at an amount of \$50,610.26

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by Linda Adams to approve items XC, XD and XE:

C SCHOOLS

1 approve revised 2011-2012 (10-month) School Calendar (ATTACHMENT)

2 approve maximum price charge for school nutrition breakfast and lunch program as set by NJ Department of Agriculture (no increase)

National School Nutrition Program	LUNCH	BREAKFAST
High School	\$ 3.25	\$ 2.00
Middle School	\$ 3.00	\$ 1.75
Elementary School	\$ 2.75	\$ 1.50
Reduced Rate	\$ 0.40	\$ 0.30
Adult	\$ 4.00	\$ 2.50

D TECHNOLOGY

1 provide technology services to People's Preparatory Charter School, as needed, at board approved rates.

2 contract with Roger Ross of Cornerstone Software, LLC, independent consultant, for technology services and support related to Magic Software, as needed, up to \$5,000.00

3 contract with Roy Beardsley, independent consultant for data collection, analysis, training and reporting requirements under NCLB and in connection with the HCESC contract with NJ Department of Education, up to \$30,000.00 for the 2011-12 school year

E COOPERATIVE PURCHASING

1 renew the Gasoline, Diesel Fuel & #2 Fuel Oil Bid #1011 with Allied Oil effective October 7, 2011 through October 6, 2012 – margins to remain the same.

Gasoline	+0.0548
Diesel Fuel	
Summer Blend	+0.0548
Winter Blend	+0.0748
#2 Fuel Oil (Heating)	+0.0874

MOTIONS PASSED UNANIMOUSLY

F DEPARTMENT OF SCHOOL SERVICES

William Moebus moved, seconded by Judy Burd to:

- 1 approve 2011-2012 Nonpublic Text Book Budget in the amount of \$98,005, paid in accordance to statute.

Franklin (S)	\$	70,730.00
Clinton Township	\$	26,542.00
Lebanon Boro	\$	733.00

- 2 provide Child Study Team Services, to Roseville Community Charter School, at board approved rates, as needed, effective August 22, 2011 through June 30, 2012
- 3 contract with High Bridge Public School to provide Teacher Assistants for the 2011-2012 school year, as needed at a rate of \$23.40 per hour per teacher assistant.
- 4 contract with Hampton Public School to provide Teacher Assistants for the 2011-2012, as needed at a rate of \$23.40 per hour per teacher assistant.

MOTIONS PASSED UNANIMOUSLY

G PERSONNEL

William Moebus moved, seconded by Linda Adams to:

- 1 change the benefit contribution to comply with current legislation S-2937.

Discussion: Charles Miller explained the Board's intent was not to charge employees more than statute would stipulate

- 2 approve the following Personnel items, as recommended by the Superintendent:

approve Off-Site School Business Administrator/Board Secretary job description (ATTACHMENT)

Administration

hire Randy Ostrow, Off-Site School Business Administrator/Board Secretary, at an hourly rate of \$57.00 per hour, effective August 1, 2011 through June 30, 2012 (ATTACHMENT)

Schools

approve Beth-Ann Ferguson, Social Worker Intern, from Monmouth University Graduate School of Social Work, for the 2011-2012 school year, no compensation

approve Christina Panarese, Social Worker Intern, from Monmouth University Graduate School of Social Work, for the 2011-2012 school year, no compensation

approve Phyllis Rohling, Administrative Assistant, at a rate of \$26/hr., up to 10 hours, to complete federal/state nutrition breakfast/lunch paperwork for the 2011/2012 school year, effective August 2, 2011 to August 31, 2011

Morristown

accept the written resignation of Mohammad Khan, Driver, effective July 10, 2011

approve the following list of Staff/positions/rates for Summer 2011, retroactive to July 1, 2011:

Oslange Amay	\$16.68/hr.	Gerardo Madrigal	\$15.23/hr.
Ricardo Aristizabal	\$16.28/hr.	Dervon Miller	\$16.12/hr.
Eustaquia Cruz	\$16.07/hr.	Veronica Muhammod	\$19.19/hr.
Philip Eva	\$15.23/hr.	Esperance Provilon	\$17.48/hr.
Mohammad Khan	\$15.23/hr.	James Pullum	\$19.61/hr.
Holly Law	\$18.09/hr.	Shurlinana Haley	\$15.23/hr.

hire Lorraine Kocsis, Assistant Transportation Coordinator, at a salary of \$40,000/yr. (prorated), effective August 1, 2011

West Orange

accept the retirement request of Catherine Parker, Driver, effective June 22, 2011

accept the retirement request of Roberta Sumter, Driver, effective June 22, 2011

approve Leave of Absence request of Jean Gabriel, Driver, effective July 12, 2011

approve Veris Dort, Driver, at a rate of \$16.66/hr., for Summer 2011, effective July 12, 2011

hire Vincent Jerome, Mechanic Helper at 11.25/hr., effective August 3, 2011

Glen Gardner

terminate Paula Larrabee, Bus Aide, effective July 15, 2011

accept retirement request of Anne Erickson, **Driver**, effective August 6, 2011

approve the following list of Bus Drivers to work as Summer Substitute Bus Aides, as needed, at an hourly rate of \$10.55, effective June 27, 2011 through August 30, 2011:

Michelle Chilmonik	Andrea Hutchins
Mirtha Changanaqui	Sharon Kosensky
James Disch	Maybelle Nief
Andrew Hagerstrom	

hire Richard Miller, Substitute Bus Aide, at an rate of \$10.55/hr., effective July 29, 2011 through August 30, 2011

NP/Ext Services

hire Cindy Woodall, LDT-C Consultant, at Board Approved Rates, effective September 1, 2011

hire Kerry Pitter, School Psychologist Consultant, at Board Approved Rates, effective September 1, 2011

hire Gail D'Aluisio-Iozzi, Speech and Language Specialist Consultant, at Board Approved Rates, effective September 1, 2011

hire Robyn Bennett, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.98, up to 32.5 hours per week, effective September 1, 2011

hire Renee Chorun, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.95, up to 32.5 hours per week, effective September 1, 2011

hire Carol Clark, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

approve required training to newly hired Part Time Off Site Teacher Assistants, at an hourly rate of \$16, effective July 27, 2011 through August 31, 2011

accept the written resignation of Nathaniel Pfaff, Part Time Teacher Assistant, effective July 22, 2011

hire Kristopher Knechel, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Diane Wanko, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

hire Alison Bills, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Jennifer Clark, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Christine Pora, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Bernadette Neuhauser, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

hire Monique Dowgin, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

hire Constance Wygera, Part Time Off Site Teacher Assistant, at an hourly rate of \$17.73, up to 32.5 hours per week, effective September 1, 2011

hire Beverly Loss, Part Time Off Site Teacher Assistant, at an hourly rate of \$15.55, up to 32.5 hours per week, effective September 1, 2011

accept the written resignation of Kristen Burkhardt, Part Time Off Site Teacher Assistant, effective August 1, 2011

accept the verbal resignation of Wendy Dejullo, Part Time Off Site Teacher Assistant, effective August 1, 2011

MOTIONS PASSED UNANIMOUSLY

I PROFESSIONAL DEVELOPMENT

- 1 Linda Adams moved, seconded by Judy Burd to approve the following staff members for professional development workshops:

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
(2) Counselors	Bullying Workshop	9/13 & 9/26	Free
(2) School Admin	Bullying Workshop	9/13 & 9/26	Free
School Admin	Social Media	9/21/2011	Free
VP of Curriculum	Curric. Coor Mtg	9/26/11 & as scheduled	Free
(2) Counselors	Transition Coord Mtg	Oct, Jan, May	Free
School Admin	Transition Coord Mtg	Oct, Jan, May	Free
(2) School Admins	County CST Mtgs	Monthly	Free
Counselor	Juvenile Officers Association	Monthly	Free

MOTION PASSED UNANIMOUSLY

J POLICY

- 1 William Martin moved, seconded by William Moebus to adopt on first reading of 5131.1 - Harassment, Intimidation and Bullying Policy

MOTION PASSED UNANIMOUSLY

5:08 pm - Kim Metz leaves

5:09 pm - William Moebus Moebus moved, seconded by Judy Burd to enter into executive session to discuss items related to personnel and potential legal matters. No action is anticipated.

5:09 pm - Pam Mills leaves

5:14 pm - Return to Public Session

XI OLD BUSINESS

XII NEW BUSINESS

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XIV ADJOURNMENT

David Livingston moved to adjourn the meeting. Since there was no further items to address the meeting adjourned at 5:17 pm

Respectfully Submitted by:

Corinne Steinmetz, SBA/Board Secretary