

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING
February 3, 2015

MINUTES

A **regular** meeting of the Hunterdon County Educational Services Commission **Representative Assembly** was held in the cafeteria of the **ESC Academy at Tewksbury, 51 Sawmill Road, Lebanon, New Jersey** on **Tuesday, February 3, 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 on January 29, 2015 and The Courier-News on January 28, 2015. 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	Pat Stanley (FRANKLIN-SOMERSET)
Tom Bruhl (DELAWARE) - VICE PRESIDENT	Teresa Pearson (FRENCHTOWN)
Beth Kelly (ALEXANDRIA)	Dr. Gregory Hobough (HIGH BRIDGE)
Dr. Edward Keegan (BETHLEHEM)	William Moebus (HOLLAND)
Dr. James Gamble (CALIFON)	Claire Curry (HUNTERDON CENTRAL)
Seth Cohen (CLINTON BORO/GLEN GARDNER)	Donna Herbel (KINGWOOD)
Kevin Sturges (CLINTON TWP)	Marlene Baldinger (LEBANON BORO)
William Martin (DEL-VAL REG)	John Melick (NO HUNTERDON/VOORHEES)
Greg Nolan (FLEMINGTON RARITAN REG)	Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)	Dennis Schiller (PRINCIPAL - WEST AMWELL)
Corinne Steinmetz (SCHOOL BUS ADMIN)	Nancy Szymanski (TRANSPORTATION DIRECTOR)
Christina Greaves (PARA PROFESSIONAL COORDINATOR)	Pam Mills (DIRECTOR OF SCHOOL SERVICES)
Dennis Balodis (LEASE PURCHASING MANAGER)	Fran Leddy (ABE COORDINATOR)
Chuck Miles (FACILITY MANAGER)	Scott Cahill (ASST TRANS DIRECTOR)
Lou Johnson (PRINCIPAL - TEWKSBURY)	Doreen Pirozzi (CO-OP PURCHASING MANAGER)

III. CALL TO ORDER

At **4:27 pm** in the café at Tewksbury Campus 51 Sawmill Road Lebanon, **Board President Charles Miller** called the meeting to order.

A Board of Directors Report, presented by Charles Miller, President:

History of the Commission and financial growth

Current and future programming

New Location, in Califon offers potential for growth, former Hunterdon Learning Center

Pat Stanley questioned building a facility vs. purchasing. It was explained that the property being purchased is currently zoned as a school and provides multiple buildings appropriate to house current and future programs

The property also has large athletic fields, which offers opportunities for local districts

Donna Herbel asked about the status of sale of our current location. It was explained the property will be listed, however we have no assumptions for a sale built into the budget.

IV BOARD OF DIRECTORS

A Representative Assembly / Board of Directors

ADDED: Donna Herbel (KINGWOOD)
Marlene Baldinger (LEBANON BORO)

B Committee Assignment

C Committee Selection Form

Please consider joining a committee, all members welcome

New phone conferencing available for committee meetings

V ANNUAL REPORTS

A Superintendent Presentation

Marie Kisch, Superintendent - introduced herself and provided background of presentation

HCESC Board Member Orientation will be held in the near future

B Budget Presentation, by Corinne Steinmetz

VI 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, January 29, 2015

G Executive, January 29, 2015

VII CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY - NONE

5:15 pm - John Melick and Claire Curry left

VIII BUDGET APPROVAL

A William Moebus moved, seconded by William Martin to approve 2015-16 Budget, as follows:

FUND 10	\$	3,293,154.00
FUND 20	\$	1,463,105.00
FUND 40	\$	598,875.00
FUND 60	\$	13,219,543.00
TOTAL BUDGET	\$	18,574,677.00

MOTIONS PASSED, via Roll Call Vote

IX APPROVAL OF MINUTES

A William Moebus moved, seconded by Cheryl Filler to approve the minutes of the **January 13, 2015** Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION PASSED, with Ed Keegan, Kevin Sturges, Gregory Hobaugh, Seth Cohen, Donna Herbel, Marlene Baldinger and Tom Bruhl abstaining

CONSOLIDATED AGENDA PRESENTED AS FOLLOWS:

William Moebus moved, seconded by William Martin to approve consolidated action items to:

X FINANCIAL REPORTS

A approve the line item transfers and budget appropriations for the month of January 2015 (Adj# 133-143)

B approve the unaudited January 2015 Board Secretary Report

XI LIST OF BILLS

A approve the following list of bills:

1	February 3, 2015	\$350,505.90	Computer Generated
2	January 2015	\$139,444.07	Handchecks
3	January 2015	\$870,987.95	Payroll
4	January 15, 2015	\$28,446.13	Consultant Handchecks
5	February 3, 2015	\$14,019.45	ADDED Computer Generated
	TOTAL	<u>\$1,403,403.50</u>	

XII CORRESPONDENCE

A Teacher Assistant Newsletter - January 2015

XIII SUPERINTENDENT'S REPORT

A ADMINISTRATION

- 1 provide payroll services to Hunterdon County Polytech at a rate of \$50.00 per hour, as needed, effective January 1, 2015 through March 30, 2015
- 2 provide Business Administrative services to Hunterdon County Polytech at a rate of \$500.00 per day, as needed, effective January 1, 2015 through June 30, 2015
- 3 contract with Weichert Realtors (Clinton Office) for professional services to market and sell HCESC Sawmill property, at a fee of 5% of the sale price, as per 18A:18A-5 Exceptions to requirement for advertising; sub-section a(1) professional services
- 4 award services related to acquisition of Hoffman Crossing property, to lowest responsible quote, as follows:

SERVICE	AWARD TO	LAN ASSOC	RT ENVTL. SERVICES	HERITAGE CONSULTING
ASTM Phase 1 Site Assessment	RT Environmental Services Inc.	\$6,500.00	\$2,185.00	No Quote
Property Condition Assessment (Building)	RT Environmental Services Inc.	\$7,400.00	\$2,460.00	No Quote
Survey Services	Heritage Consulting Engineers	\$9,840.00	No Quote	\$2,500.00

B SCHOOLS

- 1 submit proposal for Energy Audit at our ESC School at West Amwell, as follows:

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of Hunterdon County ESC has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the Hunterdon County ESC, are served by a New Jersey regulated public utility, and that the Hunterdon County ESC has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the Hunterdon County ESC will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Firm Selection Form; and,

WHEREAS, the Hunterdon County ESC understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Hunterdon County ESC, approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

C DEPARTMENT OF SCHOOL SERVICES

- 1 provide Washington Borough School District Child Study Team services, at the Board approved rates, as needed, effective January 21, 2015 through June 30, 2015
- 2 approve Carol A. Funk, Psychologist Consultant, for NonPublic/Public/Charter School Services, at board approved rates, as needed, as assigned, effective February 4, 2015, pending successful completion of required documentation

D PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
290	Cinnaminson Township BOE
291	Township of Byram

- 2 authorize administration to award the following bids:

<u>BID#</u>	<u>DESCRIPTION</u>
167	Elementary Physical Education Supplies
168	Jr/HS Athletic Supplies
169	Science Supplies

E TRANSPORTATION

- 1 approve Transportation Routes, as follows:

Glen Gardner Terminal

QUOTED ROUTES

<u>Route #</u>	<u>Sending District</u>	<u>Destination</u>	<u>Contractor</u>	<u>Daily Rate</u>	<u>Aide</u>
Q-153	Sussex County Coop.	Nexus Language Builders	HCESC	\$189.00	\$57.00

- 2 award lease purchase financing for the purchase of digital bus radios and repeater for the West Orange Transportation Depot, as approved at the December 9, 2014 Board of Director Meeting, to US Bancorp, the lowest responsible quote, as follows:

<u>AMOUNT</u>	<u>RATE</u>	<u>ANNUAL PAYMENTS</u>	<u>TERM</u>
\$70,939.00	2.15%	\$24,151.09	36 MONTHS

- 3 purchase transportation vehicles, expenditure out of the 2015-16 Budget, as described below:

Qty	LOC	DESCRIPTION	VENDOR	PRICE	TOTAL	BID #
5	WO	2016 Thomas 54 Passenger Bus	HA DeHart	\$ 93,499.21	\$ 467,496.05	HCESC Bus Bid TRANS#13-05

- 4 authorize administration to advertise for Lease Purchase for (5) 2016 Thomas 54 Passenger Buses in the amount of \$467,496.05

F PERSONNEL

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

- 1 approve the Technician Level II job description
- 2 approve revised Network Administration and Systems Support Technician job description

3 Appointments

approve the following appointment(s):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Natalie Bergamo	Part-Time Teacher Assist.	Flem/Rar - Copper Hill	\$15/55/hr.	1/28/2015
Elli Kuras	Part-Time Teacher Assist.	Flem/Rar - Robert Hunter	\$15/55/hr.	1/29/2015
Stephanie Evans	Part-Time Teacher Assist (leave replacement)	Clinton Public School	\$17.73/hr.	2/2/2015
Kathleen Ahlering	Technician Level II	Technology	\$25.00/hr.	TBD*
Shawn Mercer	Technician Level II	Technology	\$30.00/hr.	TBD*
Erin Barrett	Part-Time Teacher Assist.	HCESC - West Amwell	\$17.73/hr.	TBD*

**pending completion of employment paperwork including fingerprinting*

4 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>
Daris Bennett	Part-Time School Bus Driver	West Orange	Medical LOA	1/5/2015 - 4/30/2015
Liesel Mesker	Instructional Aide	ABE	FMLA	1/28/2015

5 Resignations / Retirements / Terminations

approve the resignation(s), retirement(s) and termination(s) of the following staff according to the effective date and reason shown:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Geraldine Aikens	Part-Time School Bus Driver	West Orange	Resignation	12/15/2014
Susan Stillwell	Part-Time Teacher Assist	Flem/Rar - Copper Hill	Resignation	1/27/2015
Emmanuel Tsardoulis	Custodian	West Amwell	Termination	1/30/2015
Edward Ulmer	Network Admin and Systems Support Tech	Technology	Resignation	1/15/2015

G PROFESSIONAL DEVELOPMENT

- 1 approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
ABE Teacher (4) Superintendent	NJTESOL Spring Conference	5/27/15	\$174/each
SBA Technology Manager	NJSBA Technology Conference	2/20/15	\$200/each

Discussion: Energy audit under review for our ESC School at West Amwell

MOTIONS PASSED UNANIMOUSLY

XIV **EXECUTIVE SESSION**

5:23 pm - William Moebus moved, seconded by Cheryl Filler 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 arbitration 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

William Moebus moved, seconded by Greg Nolan to accept Settlement Agreement and General Release of All Claims between Hunterdon County ESC and Luckner Gustave, effective January 29, 2015

MOTION PASSED, WITH Marlene Baldinger and Donna Herbel abstaining

XV **UNFINISHED BUSINESS**

XVI **NEW BUSINESS**

XVII **CITIZENS ADDRESS THE BOARD OF DIRECTORS**

XVIII **ADJOURNMENT**

William Moebus moved to adjourn the meeting. Since there was no further action items to discuss, the meeting adjourned at 5:32 pm

Respectfully submitted by:

Corinne Steinmetz
SBA/Board Secretary