

VA, 8/7/12

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY / BOARD OF DIRECTOR MEETING
June 28, 2012
Minutes

A Reorganization meeting of the Hunterdon County Educational Services Commission Representative Assembly will be held June 28, 2012 in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, NJ.

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 | Linda Adams (ALEXANDRIA) |
| William Moebus (HOLLAND), V. President | Joe Kennedy (HIGH BRIDGE) |
| Judy Burd (LEBANON TWP) | Suzanne Ivans (STOCKTON) |
| David Livingston (READINGTON) | Thomas Lewis (FRANKLIN-SOMERSET) |
| Tom Bruhl (DELAWARE) | Kim Metz (HUNTERDON POLYTECH) |
| William Martin (DEL-VAL REG) | Nancy Gartenberg (SO HUNTERDON REG) |
| ANTHONY PLANER (KINGWOOD) | Dr. James Gamble (TEWKSBURY) |
| John Dupuis (W AMWELL) | |

ADMINISTRATION / STAFF PRESENT

- | | |
|--------------------------------------|---|
| Dennis Cox (SUPERINTENDENT) | Andrea Romano (SCHOOL DIRECTOR) |
| Corinne Steinmetz (SCHOOL BUS ADMIN) | Pam Mills (DIRECTOR OF SCHOOL SERVICES) |

III. CALL TO ORDER

At 4:17 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, **Board President, Charles Miller** called a the meeting to order. A Board of Director's meeting will take place until such time as quorum of the Representative Assembly is met.

BOARD OF DIRECTOR'S MEETING

X APPROVAL OF MINUTES

- A William Moebus moved, seconded by Tom Lewis to approve minutes of the June 5, 2012 Board of Directors meeting, as presented not including reorganization activities, required to be ratified by the Representative Assembly.

MOTION PASSED with Anthony Planer abstaining

XI FINANCIAL REPORTS

- A William Mobus moved, seconded by Tom Lewis to approve the line item transfers and budget appropriations for the period of June 1, 2012 through June 28, 2012

MOTION APPROVED UNANIMOUSLY

XII LIST OF BILLS

- A William Moebus moved, seconded by Linda Adams to approve the following list of bills:

- | | |
|-----------------|------------------------|
| 1 June 2012 | Hand checks |
| 2 June 15, 2012 | Consultant Hand checks |

3 June 28, 2012 Consultant Hand checks
4 June 2012 Payroll
5 June 28, 2012 Computer Generated

ROLL CALL VOTE PASSED UNANIMOUSLY

XIII CORRESPONDENCE

- A Thank you letter from Jeffrey Scott, Interim County Superintendent for our support to the Governor's Teacher / Educational Services Professional Recognition Luncheon .
- B NJDOE County Office approval of 2012-13 employment contract for Dennis Cox, Superintendent .
- C NJDOE County Office approval of 2012-13 employment contract for Corinne Steinmetz, SBA .
- D Thank you card from Judy Burd, Lebanon Township Representative

William Mobus moved, seconded by Tom Lewis to pass resolution of appreciation to Judy Burd, as presented:

WHEREAS, Judy Burd has decided to retire after serving the Lebanon Township School District for thirty-eight years; and,

WHEREAS, since 2003, the Lebanon Township Board of Education has elected Judy Burd as its representative to the Hunterdon County Educational Services Commission; and,

WHEREAS, since 2005, Judy Burd has served the Commission as a member of its Board of Directors, and variously as a member of its Public Relations ,Programs &Services, Personnel and Executive Committees, chairing Programs & Services and Personnel; and,

WHEREAS, Judy Burd gave unselfishly of her time, experience, and knowledge in the performance of these responsibilities, significantly contributing to the governance of the Commission; now, therefore,

BE IT RESOLVED, that the Representative Assembly and Board of Directors of the Hunterdon County Educational Services Commission hereby sincerely thank Judy Burd for her outstanding participation and contributions, and wish her good fortune in her retirement; and,

BE IT FURTHER RESOLVED that a copy of this resolution shall be given to Judy Burd, and entered in the minutes of the June 28, 2012 Representative Assembly Meeting of the Hunterdon County Educational Services Commission.

MOTION APPROVED UNANIMOUSLY

XIV SUPERINTENDENT'S REPORT

Tom Lewis moved, seconded by William Moebus to:

A TRANSPORTATION

- 1 discount 2012 Summer Transportation Services to YSP - Rabbinical College of America by \$1,506.00, revised total adjusted to \$10,309.00, as a bulk discount to secure services as a long time customer.
- 2 add monitor to charter transportation services for Rutgers, The State University of NJ at a rate of \$50.00 per monitor, per day, per bus, as needed

3 approve special education routes for 2012-13 as follows:

RENEWALS

Route #	Destination	Contractor	Daily Rate	Aide
0201S	Valley View	ESC	\$200.16	
0202S	Valley View	ESC	\$200.16	
0203S	Valley View	ESC	\$160.00	
0210S	Clinton Public	ESC	\$165.42	
0235S	Spruce Run Elementary	ESC	\$160.70	
0237A	Spruce Run Elementary	ESC	\$160.70	
0733R	Allegro	ESC	\$270.89	\$79.60
0802S	Midland	ESC	\$226.00	\$65.00
0805S	DLC, Warren	ESC	\$216.33	\$63.79
0903S	Newgrange	ESC	\$214.44	
0924S	Voorhees H.S.	ESC	\$135.99	\$55.00
0925S	High Bridge Elementary	ESC	\$183.06	
0938S	Montgomery Academy	ESC	\$227.34	
1005S	Matheny School	ESC	\$251.05	\$61.75
1106S	Mercer Elementary	Ralph Bus	\$166.02	\$55.67
1109S	DLC, Warren	Ralph Bus	\$154.88	\$51.63
1119S	HLC	First Student	\$202.25	
1125S	New Roads School	Ralph Bus	\$172.09	\$57.00
1200S	Midland	ESC	\$186.00	\$60.00
1201S	Celebrate the Children	Snyder Bus	\$186.66	
1202S	East Amwell School	Snyder Bus	\$133.56	
1207S	Douglas Developmental	Snyder Bus	\$156.56	\$70.00
1214S	Mercer Jr/Sr	George Dapper, Inc.	\$195.20	\$47.40
1233S	ESC West Amwell	ESC	\$191.00	
1239S	Montgomery Academy	Leh's Transportation	\$142.00	

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate	Aide
1301S	Springtime	Leh's Transportation	\$139.00	\$55.00
1302S	Midland	DVR	\$175.00	\$61.00
1303S	UMDNJ	Leh's Transportation	\$162.00	
1304S	Lakeview	Joy Transport	\$265.00	\$55.00
1244T	UMDNJ	DVR	\$204.00	

4 approve special education routes for 2011-12 as follows:

ADJUSTED ROUTES

Route #	Destination	Contractor	Current Rate	Adjustment	Revised Rate
1125R	New Roads School	Ralph Bus	\$172.09	\$20.40	\$192.49
1214	Mercer Jr/Sr	George Dapper	\$242.60	\$27.50	\$270.10

5 approve 2012 Summer Quoted Routes: Q-1 for \$2,370.00 and Q-2 for \$2,370.00 with Warren County Technical School for a total of \$4,740.00 per annum

6 approve 2012 Summer Quoted Routes for North/Voorhees Regional H.S. District to Voorhees H.S.: S1208 for \$119.00 per diem, S1209 for \$110.00 per diem, S1210 for \$112.00 per diem, and S1212 for \$117.00 per diem

7 approve 2012 Summer Quoted Routes for Conley School at \$138.00 per diem

8 renew Joint Transportation Agreement at CPI of 1.89% with Clinton Township in the amount of \$1,274,716.92 plus \$24,127.10 for Routing Service

9 reject and rebid the following bids received for Sale of School Transportation Vehicles #TRANS 12-02 due to 18A:18A-22 (b) bids do not meet the financial expectations and (d) the specification need to be substantially revised.

Unit #	YEAR	CHASSIS	# pass	VIN #	RECOMMENDATION
51	1998	Chevy	16	***7568	Rebid
63	1998	Chevy	16	***7781	Rebid
341	2001	Bluebird	54	***4532	Rebid
461	1999	Chevy	16	***2312	Rebid
460	1999	Chevy	16	***1481	Rebid
462	2001	Chevy	16	***9948	Rebid
5	2001	Bluebird	54	***8551	Rebid
10	2001	Bluebird	54	***8971	Rebid
V-27	2002	Chevy	16	***2866	Rebid
V-29	2003	Chevy	16	***9000	Rebid
V-55	2001	Chevy	16	***4328	Rebid
CAR	1991	Nissan	Car	***6657	Rebid

10 authorize the Superintendent to seek amendment of existing contract with All State Salvage Corporation with regard to Article XXXVI- Renewal Options

11 renew Lubricants and Fluids Quote 2011-Q-02, for school vans and buses to Craft Oil at the following rates:

Description	Product	Price	Unit
Engine Oil	15 W 40	\$ 7.29	per gal
Gasoline Engine Oil	5 W 30	\$ 7.68	per gal
Gasoline Engine Oil	5 W 30	\$ 422.40	per drum
Auto Trans Fluid	Chevy Trans	\$ 25.67	per case
Rear Diff Lub	85 / 90	\$ 1.50	per pint
Rear Diff Lub	85 / 90	\$ 180.00	per drum
Chassis HD Grease	Lithium 12	\$ 1.58	per pound
Chassis HD Grease	Lithium 12	\$ 190.56	per drum
Coolant Green	Concentrate	\$ 461.34	per drum
Coolant Green	50/50 mix	\$ 238.92	per drum
Coolant Red Ex Life	Concentrate	\$ 718.74	per drum
Coolant Red Ex Life	50/50 mix	\$ 491.04	per drum
Coolant Yellow	Concentrate	\$ 432.30	per drum
Windshield Wash	Concentrate	\$ 150.78	per drum
HYD Brake Fluid	DOT 3	\$ 18.72	per case
Fuel Additive	Diesel 911	\$ 33.27	per case
Parts Wash Fluid		\$ 362.55	per drum
Fuel Charge for deliveries		\$ 6.99	per invoice

12 renew the summer transportation routes at CPI of 1.89% with ESC Morris County, as follows:

Route	School	Daily Rate	Incr/Decr	Aide
SR055	ECLC-Chatham	\$ 232.19	\$ 1.50	\$ 70.00
SR056	ECLC-Chatham	\$ 242.50	\$ 1.50	\$ 75.00
SR057	ECLC-Chatham	\$ 142.64	\$ 0.99	N/A
SR134	Regional Day School	\$ 243.83	\$ 1.75	\$ 70.00
SR201	DLC-Warren	\$ 238.59	\$ 1.75	\$ 70.00

13 increase 2012-13 budget and move the purchase and installation from 2011-12 for an 8,000 gallon fuel tank system in the amount of \$107,122.99 from A&J Construction through State Contract #A75548

14 increase 2012-13 budget and move electrical upgrade and installation from 2011-12 budget needed to support fuel tank at HCESC - West Orange Terminal in the amount of \$6,100.00 from E&J Electrical Contractor LLC, lowest respondent quote

MOTIONS PASSED UNANIMOUSLY

B ADULT BASIC EDUCATION

William Moebus moved, seconded by Tom Lewis to approve items XIV B and C to:

- 1 approve attached 2012-13 Adult Basic Education (ABE) 12-Month Calendar
- 2 accept 2011-12 funding increase of \$10,000 in TANF (Temporary Assistance for Needy Families) Workfirst NJ funds from Somerset County Department of Human Services, fiscal agent for the Greater Raritan Workforce Investment Board, to be expended in the 2012-13 school year.
- 3 apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant, in the amount of \$348,756, effective July 1, 2012 through June 30, 2013 with partners identified as follows:

HCESC	Lead Agency	\$ 203,510.00
Franklin Adult Education	Partner 1	\$ 35,340.00
The Jointure (JCAE, Inc)	Partner 2	\$ 85,480.00
Hunterdon Helpline, Inc.	Partner 3	\$ 15,000.00
HCESC	LA Fee	\$ 6,032.00
HCESC	PD Award	\$ 3,394.00
TOTAL APPLICATION		<u>\$ 348,756.00</u>

C PURCHASING

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

<u>MEMBER #</u>	<u>DISTRICT</u>
168	Wharton Board of Education
169	Leonia Board of Education
170	Camden City Board of Education
171	Butler Board of Education
172	Montclair Board of Education

- 2 extend pricing on Converged Networking Bid #TEC-01 with Cisco until August 15, 2012
- 3 extend pricing on the Technology Installation & Integration Bid #TEC-03 until August 15, 2012

- 4 renew the Grounds Service & Landscaping Bid #SER-05 to TruGreen Land Care effective July 1, 2012 through June 30, 2013.
- 5 award the Toner & Ink Cartridge Bid #131 effective June 14, 2012 through June 13, 2013 to the following:

Office Needs	\$43,401.38
Star Data	\$13,310.00
Supply Saver	\$43,202.00
The Tree House	\$24,855.35
WB Mason	\$86,293.09
- 6 award the Maintenance & Repair Work - Various Trades Bid #SER-06 effective July 1, 2012 through June 13, 2013 as attached

MOTIONS PASSED UNANIMOUSLY

D PERSONNEL

William Moebus moved, seconded by Tom Lewis to approve the following personnel items, documentation on file in the business office, as recommended by the Superintendent:

- 1 change job description title of Mechanic Location Supervisor to Lead Mechanic
- 2 approve 2012-13 employment contracts, as attached, as recommended by the Superintendent

Glen Gardner

- 3 approve Part-Time Bus Drivers and Monitors, effective June 11, 2012 through August 30, 2012
- 4 approve Judi Turi, Part-Time Bus Driver, at an hourly rate of \$17.35, effective September 1, 2012 through December 31, 2012

Morristown

- 5 dissolve Collective Bargaining Agreement with Morristown Terminal due to closure of depot. Employees will be offered a position at West Orange Terminal and absorbed under the Collective Bargaining Agreement at West Orange, effective July 1, 2012

West Orange

- 6 approve Part-Time Bus Drivers and Monitors, effective September 1, 2012
- 7 approve Part-Time Bus Drivers, effective June 25, 2012 through August 30, 2012
- 8 approve Part-Time Bus Monitors, effective June 25, 2012 through August 30, 2012
- 9 approve Maintenance Help, to be paid at a rate of \$11.00/hr., effective July 1, 2012 though August 31, 2012
- 10 approve Mechanic Helper, to be paid at a rate of \$11.46/hr., effective July 1, 2012 though August 31, 2012

Adult Basic Education

- 11 approve the verbal resignation of Carol Larson, Part-Time Instructor, effective June 30, 2012
- 12 approve the written resignation of Lois Bach, Part-Time Teacher, effective June 30, 2012

Department of School Services

- 13 approve Part-Time Off Site Teacher Assistants, effective September 1, 2012

14 approve the written resignation of , Part-Time Off Site Teacher Assistant, effective June 14, 2012

<u>NAME</u>	<u>EFFECTIVE</u>
Stacey Salvato	6/14/2012
Karen Skinner	6/15/2012
Melinda Roethke	6/27/2012

15 approve the position of full-time, Off Site Itinerant Teacher of the Deaf, at an annual salary not to exceed \$40,161.00

16 approve the Leave of Absence request of Rita Flynn, Part-Time Off Site Teacher Assistant, effective September 4, 2012 through January 13, 2013

17 approve the following staff for summer work at the rates listed, as needed, as assigned

<u>NAME</u>	<u>POSITION</u>	<u>RATE of PAY</u>	<u>FROM</u>	<u>TO</u>
Samantha Berger	Administrative Assistant	\$180.25/day	6/19/2012	8/31/2012
Bette Knapp	Speech and Language Correctionist	\$43.00/hour	7/1/2012	8/31/2012
Janice Cannon	Speech and Language Correctionist	\$43.00/hour	7/1/2012	8/31/2012
Corinne Harris	Speech and Language Pathologist	\$300.00/Eval \$50.00/IEP \$25.00/Mtg	7/1/2012	8/31/2012
Kelly Eder	Supervisor of CST/School Social Worker	\$305.00/day	7/1/2012	8/31/2012
Nicole Parkes	School Psychologist and LDT-C	\$230.00/Eval \$25.00/Mtg	7/1/2012	8/31/2012

18 approve consultant rates, effective July 1, 2012 through June 30, 2013, as follows:

RATE OF PAY:

Child Study Team Services:

- \$220.00 per Nonpublic/Public School evaluation
- \$230.00 per Charter School evaluation
- \$50.00 per required meeting(s) (planning/eligibility)
- \$70.00 case management/per case
- \$100.00 IEP
- \$200.00 Annual Review
- \$360.00 On Site-daily Service (6 hr day)

Speech Services:

- \$20.00 per session per child (includes A/R update/plaafp, CM, progress reports, parent/teacher contact, dismissal, 407-1 completed)
- \$170.00 IE/RE for speech only student (planning meeting, testing, eligibility, IEP/plaafp)
- \$220.00 for a CST referral for speech evaluation (includes planning meeting, testing, eligibility, IEP/plaafp, goals and objectives)
- \$150.00 speech eval only

Comp. Ed. Services:

\$10.00 per session/per child (includes test score review and qualification, IPIP development, meetings, progress reports, 407-1 completed, parent/teacher contact)

Supplemental Instruction:

\$20.00 per session (includes A/R update, ISP plaafp/goals and objectives meetings, progress reports, 407-1 completed, parent/ teacher contact)

- 19 approve the following consultants to provide Child Study Team (CST) services at Board approved rates, as needed, as assigned, effective July 1, 2012 through June 30, 2013:

Learning Disabilities Teacher Consultants:

Alicia Conklin
Bernice Levine
Ann Marie Lombardo
Delia Gardiner
Cindy Woodall

Psychologists:

Valerie Benton
Marie Bryant
Carolyn Regan
Kerry Pitter
Laura Marchese
Marjorie Meyer

Social Workers:

Maria McHugh
Beverly Asaro/Police Management
Walter Howard
Miriam Grubin-Cappel

Schools

- 20 rescind offer of employment to Tom Higgins, Remedial Summer School Teacher, approved at the June 5, 2012 Board of Directors Meeting
- 21 approve the attached list of staff/positions for following Summer School Programs:
- Voorhees High School
Franklin (S) High School
- 22 assign Tom Bill, SAC at HCESC Schools, as a counselor at South Hunterdon High School, 4 hours a day, effective September 5, 2012 through June 30, 2013. No change in salary or benefits.

Benefits

- 23 approve Medical and Prescription Benefit plan for the 2012-13 school year with Horizon Blue Cross Blue Shield of New Jersey. Whereas plan details reflect 5.9% increase over 2011-12 rates. Employees will contribute 1.5% of salary or a percentage of premium as per state statute; whichever is higher.

	Horizon POS Monthly Premium
Single	\$528.47
Parent/Child(ren)	\$942.37
Employee/Spouse	\$1,251.71
Family	\$1,691.50

24 approve employee paid buy up option as follows:

	Horizon POS Monthly Premium	Horizon DA Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$528.47	\$691.24	\$ 162.77
Parent/Child(ren)	\$942.37	\$1,233.07	\$ 290.70
Employee/Spouse	\$1,251.71	\$1,639.62	\$ 387.91
Family	\$1,691.50	\$2,215.70	\$ 524.20

Benefits - Opt Out

25 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits. Payout will be made through payroll, accordingly.

	ANNUAL OPT OUT AMOUNT	Monthly Payout (10 months)	Monthly Payout (12months)
Single	\$ 1,000.00	\$ 100.00	\$ 83.33
Parent/Child(ren)	\$ 2,000.00	\$ 200.00	\$ 166.67
Employee/Spouse	\$ 2,400.00	\$ 240.00	\$ 200.00
Family	\$ 3,500.00	\$ 350.00	\$ 291.67

FLEXIBLE SPENDING (FSA)

26 offer eligible employees the use of a Flexible Spending Account at an annual rate of \$58.80, effective September 1, 2012 through August 31, 2013. Payments are to be made through payroll deductions, as follows:

	# of pays	AMOUNT per pay
10 month employee	20	\$ 2.94
12 month employees	24	\$ 2.45

MOTIONS PASSED with Charles Miller and John Dupuis abstaining from XIV D-15

4:45 pm Jim Gamble arrived, quorum of the Representative Assembly is met

REPRESENTATIVE ASSEMBLY MEETING

William Moebus moved, seconded by William Martin to approve XIV E - G to:

E HARASSMENT INTIMIDATION & BULLYING

- 1 approve submission of 2011-12 Violence and Vandalism report
- 2 affirm Harassment, Intimidation & Bullying incidents, as reported by Superintendent, Dennis Cox:

NJ Anti-Bullying Bill of Rights Law		AFFIRMED	REJECT	MODIFY
WA-28	YES	X		

F ADMINISTRATION

- 1 approve insurance renewal with New Jersey School Boards Association Insurance Group for 2012-13 school year at an annual amount of \$614,382.00, an increase of 6.9% over 2011-12. Rate will be adjusted accordingly with additions and deletions to the policy coverage

G DEPARTMENT OF SCHOOL SERVICES

1 provide Teacher Assistant services to the school districts listed below, as needed, at the Board approved rate of \$24.50 per hour per assistant, effective September 1, 2012 through June 30, 2013:

- Holland Township School
- Hunterdon County Polytech

2 provide Teacher of the Deaf to East Amwell Board of Education at an annual rate of \$47,526.50, from September 1, 2012 through June 30, 2013

MOTION PASSED, with William Moebus abstaining from XIV G-1 and Charles Miller abstaining from XIV G-2

IV ELECTION OF BOARD OF DIRECTORS and OFFICERS

A Charles Miller moved, seconded by William Moebus to defer election of Board of Directors and Officers to February 5, 2013.

MOTION PASSED UNANIMOUSLY

V ANNUAL REPORTS

Charles Miller informed the Representative Assembly that the Board of Directors accepted the retirement of Superintendent, Dennis Cox effective June 30, 2012. A search proposal will be recommended by committee, which will be surveying for qualifications, duties and responsibilities. Input is encouraged and appreciated.

Charles Miller informed the Representative Assembly that we were projected to lose \$700,000.00 back in October, currently it is anticipated the loss will be under \$400,000. There is still concern about enrollment at our West Amwell facility. We are continuing to look at alternative revenue streams for this location.

Facility lease modification in process will reduce our current rate and provide a significant annual savings.

VI COMMITTEE MEETINGS

- A Programs and Services Committee - did not meet
- B Policy Committee - did not meet
- C Public Relations Committee - did not meet
- D Building and Grounds Committee - did not meet
- E Finance Committee - did not meet
- F Personnel Committee - did not meet
- G Executive Committee Meeting - June 26, 2012

<u>NEXT MTG.</u>	<u>NEXT MTG.</u>
<u>DATE</u>	<u>TIME</u>
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD

VII ELECTION OF OFFICERS - will be held in February with Election of Board of Directors

VIII CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY - None

IX REORGANIZATION

William Moebus moved, seconded by Judy Burd to approve the following motions for July 1, 2012 through June 30, 2013, as recommended by the Superintendent:

A APPROVAL OF POLICIES

approve the HCESC Policy Manual, located on the intranet [www.hcesc.com\intranet](http://www.hcesc.com/intranet) (copy available in board office).

RATIFY the following Reorganization items approved June 5, 2012 by the Board of Directors to:

B LEGAL COUNSEL

appoint:

- 1 Comegno Law Group as legal counsel for Real Estate at a rate of \$180.00 / hr.
- 2 Comegno Law Group, as legal solicitor; at a rate of \$180.00 / hr.
- 3 New Jersey School Board Insurance Group - Personnel Hotline, at no cost
- 4 New Jersey School Board Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

- 1 appoint TD Bank as the official depository of the Commission.
- 2 approve checks to be signed by two of the following three - Board President, Vice President and/or Superintendent. Approve the use of electronic, facsimile and/or stamped signatures.

D ADVERTISEMENT

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times and/or Star Ledger.

E INSURANCE

- 1 appoint G.R. Murray, Inc. as the Commission's insurance broker for general liability, property and automobile insurance.
- 2 appoint Gallagher Benefit Services (fka RSI) as the Commission's insurance broker for health benefits.
- 3 approve Marsh USA Co. as our bonding agent for school transportation contracts.
- 4 approve NJ School Boards Insurance Group as legal counsel for personnel bonding.

F AUDIT

- 1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$22,075.00 (increase of 2.1%)
- 2 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting and authorize all actions to close the books.

G PETTY CASH

authorize petty cash funds for Hunterdon Transportation Office and the ESC Business and Administrative Office, each to be monitored by the Business Office, each not to exceed \$100 per month for office incidentals.

authorize cash funds for school breakfast / lunch program at ESC West Amwell Campus and ESC Academy at Tewksbury, each to be monitored by the Business Office, each not to exceed \$50.00.

H CONSTRUCTION

- 1 appoint the following architects for building projects:
NKP Architects
USA Architects
- 2 appoint Studer and McEldowney as project engineers.
- 3 appoint AHERA for Asbestos Management
- 4 appoint AGRA for Water Testing/Sampling

I APPOINTMENTS

- 1 appoint Corinne Steinmetz as Board Secretary
- 2 appoint Corinne Steinmetz as Custodian of Records
- 3 appoint Andrea Romano, Marie Kisch and Louis Johnson as Affirmative Action Officers
- 4 appoint Andrea Romano as ADA Compliance Officer

- 5 appoint Andrea Romano as Public Agency Compliance Officer
- 6 appoint Larry Cochran as Integrated Pest Management Coordinator
- 7 appoint Larry Cochran as Hazardous Communications Coordinator
- 8 appoint Larry Cochran as AHERA Coordinator
- 9 appoint Larry Cochran as Indoor Air Quality Designee
- 10 appoint Dennis Cox as Safety & Health Designee
- 11 appoint Andrea Romano as Attendance Officer
- 12 appoint David Lutzky as Anti-Bullying Specialist
- 13 appoint Andrea Romano as Anti-Bullying Coordinator, as recommended by Superintendent
- 14 appoint John Stevens of Lambertville Water as T-3 Operator

J PURCHASING

- 1 appoint Corinne Steinmetz as Qualified Purchasing Agent
- 2 authorize award of contracts according to Public Contracting Law (NJSA 18A:18A-1), as follows:

Bid Threshold	\$ 36,000.00
Quote Threshold	\$ 5,400.00

- 3 approve procurement of Goods & Services through State Agencies under State Contract, as follows:

Vendor	Contract #	Items	Up to Amount
Custom Bandag, Inc.	71689	Tires and Tubes	\$60,000.00
American Bus & Coach	73696 / 73474	Parts / Repairs	\$50,000.00
Atlantic Detroit Diesel	73773 / 73511	Parts / Repairs	\$10,000.00
Beyer Bros. Corp.	73697	Parts	\$20,000.00
Bus Parts Warehouse	73725	Parts	\$40,000.00
Dell	27160	Equipment	\$25,000.00
Grainger Inc.	72605	Equipment & Supplies	\$5,000.00
Jasper Engine & Trans	73735	Engines & Transmissions	\$10,000.00
Lawson Products	73736	Parts	\$6,000.00
Pitney Bowes	75237	Postage Machines	\$2,500.00
Verizon Wireless	64430	Cell Phones	\$25,000.00
Clinton Napa Auto Parts	73759	Parts	\$25,000.00
Craft Oil	70844	Vehicle Oil	\$10,000.00
HA Dehart & Sons Inc	73771	Parts	\$5,000.00
Rowe & Company	73723	Parts	\$20,000.00
Dover Brake & Clutch	73730	Parts	\$5,000.00
Pardos Truck Serv Cntr	73724	Parts	\$20,000.00
CDWG	74849	Equipment	\$8,000.00

- 4 purchase services and/or supplies at 10% below state contract pricing upon the request of three quotes for products or services equal to or better, as follows:

Vendor	Items	Up to Amount
MTC Kenworth	Parts & Supplies	\$40,000.00

- 5 waive bidding requirements for vehicle repair service from Summit Truck Body, an approved vendor, for claims filed through New Jersey School Boards Insurance Group.

6 PAY TO PLAY AUTHORIZATION

WHEREAS, the Hunterdon County Educational Services Commission has a need to acquire goods and/or services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the qualified purchasing agent has determined that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, the business entity submitted a proposal indicating they will provide the requested goods and/or services at the agreed price; and

WHEREAS, the business entity completed and submitted a Business Entity Disclosure Certification which certifies that the organization and or it's owners of 10% or more has not made any reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2); and,

WHEREAS, the Business Administrator certifies the Commission will have sufficient funds available to meet its financial obligations as required under N.J.A.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Representative Assembly of the Hunterdon County Educational Services Commission authorizes the Administration to enter into a contract under such circumstances, as required described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

K TRAVEL REIMBURSEMENT

approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of the employees current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines.

L HEALTH OFFICE

1 appoint Family Physicians of Hunterdon County to represent HCESC; at an annual stipend of \$800.00.

M SCHEDULE

approve board meetings to be held in HCESC Adult Literacy Building (Rm 205), 215 Route 31, Flemington, NJ at 4:15 pm on the following dates:

Board of Director's Meeting	Tuesday, August 7, 2012	
Board of Director's Meeting	Tuesday, September 4, 2012	
Board of Director's Meeting	Tuesday, October 2, 2012	
Board of Director's Meeting	Tuesday, November 13, 2012	
Board of Director's Meeting	Tuesday, December 4, 2012	
Board of Director's Meeting	Tuesday, January 8, 2013	
Representative Assembly	Tuesday, February 5, 2013	Budget Approval
Board of Director's Meeting	Tuesday, March 5, 2013	
Board of Director's Meeting	Tuesday, April 2, 2013	
Board of Director's Meeting	Tuesday, May 7, 2013	
Representative Assembly	Tuesday, June 4, 2013	Reorganization
Board of Director's Meeting	Thursday, June 27, 2013	

N PARLIAMENTARY AUTHORITY

approve Robert's Rules of Order, Newly Revised, to govern the Board in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws

MOTIONS PASSED UNANIMOUSLY

5:53 PM - Nancy Gartenberg leaves. Quorum of Representative Assembly is lost, meeting will continue as Board of Directors.

BOARD OF DIRECTOR'S MEETING

XV OLD BUSINESS - NONE

XVI NEW BUSINESS

William Mobus moved, seconded by Tom Lewis to pass resolution of appreciation for Don Shelton:

WHEREAS, Donald Shelton has served on the Trenton Board of Education for many years with distinction; and

WHEREAS, the Trenton Board of Education has elected Donald Shelton as its representative to the Hunterdon County Educational Services Commission since 2008; and

WHEREAS, Donald Shelton has served the Commission on the Board of Directors since 2009 and on the Buildings and Grounds Committee since 2010, and

WHEREAS, Donald Shelton has given unselfishly of his time, experience and knowledge in the performance of these responsibilities, contributing to the governance of the Commission; now, therefore,

BE IT RESOLVED, that the Representative Assembly and Board of Directors of the Hunterdon County Educational Services Commission hereby sincerely thank Donald Shelton for his participation in and contributions to the Commission; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be presented to Donald Shelton and entered in the minutes of the June 28, 2012 Representative Assembly meeting.

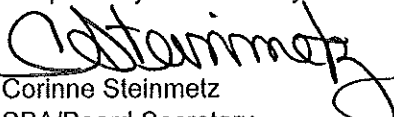
MOTIONS PASSED UNANIMOUSLY

XVII CITIZENS ADDRESS THE REPRESENTATIVE ASSEMBLY - NONE

XVIII ADJOURNMENT

William Moebus moved, seconded by Tom Lewis to adjourn the meeting. Since there was no further action to be taken, the meeting was adjourned at 5:55 pm.

Respectfully submitted by:


Corinne Steinmetz
SBA/Board Secretary