

HUNTERDON COUNTY  
EDUCATIONAL SERVICES COMMISSION  
Board of Directors Meeting  
December 4, 2012

**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, December 4, 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

Jason Komegay (LEBANON TWP)

William Moebus (HOLLAND), V. President

Teresa Kane (MILFORD)

Greg Nolan (FLEMINGTON RARITAN REG)

David Livingston (READINGTON)

Kim Metz (HUNTERDON POLYTECH)

Toby Sanders (TRENTON)

**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 4:15 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 Greg Nolan to approve agenda with added items, as highlighted  
**MOTION PASSED UNANIMOUSLY**

**V. APPROVAL OF MINUTES**

A William Moebus moved, seconded by David Livingston to approve the minutes of the November 13, 2012 Board of Directors meeting, respectfully submitted by the Board Secretary.

**MOTION PASSED UNANIMOUSLY, as amended**

**VI. FINANCIAL REPORTS**

A William Moebus moved, seconded by David Livingston to approve the line item transfers and budget appropriations for the month of November 2012

**MOTION PASSED UNANIMOUSLY**

B William Moebus moved, seconded by Greg Nolan to approve the November 2012 Board Secretary Report

**MOTION PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

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

- 1 December 2, 2012 Computer Generated
- 2 November 2012 Handchecks
- 3 November 2012 Payroll
- 4 December 2, 2012 ADDED Computer Generated

**MOTION PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE - NONE**

**IX COMMITTEE MEETINGS**

A Building and Grounds, 11/18/12 presented by David Livingston

Dennis Cox informed the board that quotes were obtained for electrical work that needs to be completed at West Orange Terminal, cost ranges from \$14,000 to \$16,000

Charles Miller informed the board that the electrical work required will satisfy recent fire inspection deficiencies

Dennis Cox informed the board that we will be meeting with FEMA regarding the effects of super storm "Sandy" and discuss reimbursement request for cleanup costs at Tewksbury Academy

4:28 Tom Bruhl arrived

B Programs and Services, 11/19/12 presented by David Livingston

Dennis Cox informed the board that he and Corinne Steinmetz met with EIRC administration to form a partnership in areas of professional development, bus advertisement, technology, national purchasing cooperative and energy efficiency

C Public Relations, 11/15/12 did not meet

D Policy, 11/15/12 did not meet

E Personnel, 11/27/12 did not meet

F Finance, 11/27/12 (did not meet)

Corinne Steinmetz informed the board that a financial projection report was distributed to the finance committee via e-mail. Projected Year-end surplus is estimated at \$280,000 and does not take into consideration the purchase of any new bus vehicles, as originally budgeted

G Executive, 11/27/12 did not meet

H Executive Hiring Committee

**December meetings will be held as needed**

**X SUPERINTENDENT'S REPORT**

**A ADMINISTRATION**

- 1 William Moebus moved, seconded by Greg Nolan to accept the 2011-12 Comprehensive Annual Financial Report and Auditor's Management Report

**MOTION PASSED UNANIMOUSLY**

**B SCHOOLS**

William Moebus moved, seconded by Greg Nolan to:

- 1 accept the ESC Academy at Tewksbury School Bus Emergency Evacuation Drill Report as follows:

- Date of Drill: October 24, 2012**
- Time of Drill: 8:15am-8:45 am
- ESC School at West Amwell
- Location: Front of school
- Route number: Rt 16, Rt 18, Rt 20, Rt 19, Rt 14, Rt 17, Rt 13

**Date of Drill: October 24, 2012**

Time of Drill: 8:15am-8:45 am

ESC School at West Amwell

Location: Front of school

Route number: Rt 5 Rick

- 2 adopt Danielson Evaluation Model as program to be used for staff evaluations
- 3 approve the Uniform State Memorandum of Agreement between ESC School at West Amwell and West Amwell Police Department, effective September 1, 2012 through June 30, 2013, copy available upon request
- 4 approve the following attached Uniform State Memorandum of Agreement between ESC Academy at Tewksbury School and Tewksbury Township Police Department, effective September 12, 2012 through June 30, 2013, copy available upon request

**MOTIONS PASSED UNANIMOUSLY**

William Moebus moved, seconded by Greg Nolan to approve action items XC and XD to:

**C TRANSPORTATION**

- 1 approve the sale of 2001 Bluebird 54 passenger Bus VIN#1GDJ7T1C1YJ518551 TO Michael Loori Bus Co, Inc for \$4,000.00, vehicle was previous bid two times, without award.
- 2 authorize administration to award Sale of School Transportation Vehicles #TRANS 13-02 - Opening 12/6/12
- 3 purchase fuel from Fleet One in an amount not to exceed \$75,000, as needed for the 2012-13 school year, as no bid responses have been received.

**D PURCHASING**

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

#	DISTRICT
178	Washington Township Board of Education (Gloucester County)

- 2 renew the Custodial Supply bid #127 with Crest Paper Products effective January 13, 2013 through January 12, 2014
- 3 award the General School Supply Bid #144 effective January 13, 2013 through January 12, 2014 to the following vendors:

Cascade School Supplies	\$ 8,460.91
Kurtz Bros	\$ 12,457.31
Quill Corporation	\$ 7,355.57
School Specialty	\$ 56,418.52

- 4 award the Sports Medicine Bid #132 effective January 13, 2013 through January 12, 2014 to the following vendors:

Collins Sports Medicine	\$ 3,842.84
Medco Supply Company	\$ 3,424.74
Moore Medical	\$ 1,048.21
School Health	\$ 522.28

**MOTIONS PASSED UNANIMOUSLY**

**E PERSONNEL**

William Moebus moved, seconded by Jason Kornegay to approve the following personnel items, as recommended by the Superintendent:

**West Orange**

accept the resignation of Normant St. Pierre, Part-Time Bus Driver, based on failure to return employment contracts and failure to return to work effective November 15, 2012:

terminate Rasheedah Davis, Part-Time Bus Monitor, effective November 30, 2012

approve the following Part-Time Bus Driver, effective January 1, 2013:

Vladimir Etienne \$16.69/hr. Gwendolyn Carney \$19.55/hr.

Maria Chimbay \$18.28/hr.

change the status of Robert Nusbaum from consultant to employee, effective November 1, 2012, no change in rates, non-pensionable, not eligible for paid time off or benefits, pending receipt of required documentation.

**Glen Gardner**

approve the following Part-Time Bus Driver, effective January 1, 2013:

Judi Turi \$17.35/hr. Linda Murray \$19.35/hr.

**Schools**

approve a stipend in the amount of \$2,500, to be paid in equal installments, non-pensionable, for Donna Knechel, School Secretary, for increased responsibilities at the ESC Academy at Tewksbury effective December 1, 2012 through June 30, 2013

**Department of School Services**

approve Jennifer Skiba, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr. effective December 17, 2012

**MOTIONS PASSED UNANIMOUSLY**

**F PROFESSIONAL DEVELOPMENT**

1 William Moebus moved, seconded by Kim Metz to approve the following staff members for

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
SBA/BS School Director	Hunterdon County Safe Campus Initiative	12/4/12	Free
(2) Transportation Supervisors	STS General Meeting	12/7/12	Free

**MOTION PASSED UNANIMOUSLY**

**XI UNFINISHED BUSINESS**

A HCESC West Amwell School requirement to participate in MOSS, due to high risk status, is expected to fulfill goals and completed the program in January or February 2013

**XII NEW BUSINESS**

A Condolences go out to Voorhees H.S. administration, staff, students and community for their recent loss, due to suicide

B Recent article regarding the retirement of Dennis Cox's on June 30, 2013, was not his words or approved by him prior to printing

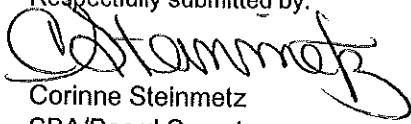
C Merry Christmas - enjoy the Truffles, compliments of HCESC administration

**XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**XIV ADJOURNMENT**

William Moebus moved, seconded by David Livingston to adjourn the meeting. Since there was no further action to be taken the meeting was adjourned at 5:20 pm

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "C Steinmetz", written in a cursive style.

Corinne Steinmetz  
SBA/Board Secretary