

IXA

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
Board of Directors Meeting
January 8, 2013

Minutes

A **regular** meeting of the Hunterdon County Educational Services Commission **Board of Directors** is scheduled to be held in the Adult Literacy Building (Rm 205), 215 Route 31, Flemington, New Jersey on **Tuesday, January 8, 2013 at**

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

William Martin (DEL-VAL REG)

William Moebus (HOLLAND), V. President

Thomas Lewis (FRANKLIN-SOMERSET)

Linda Adams (ALEXANDRIA)

Jason Komegay (LEBANON TWP)

Dr. Debra Sheard (CALIFON)

Teresa Kane (MILFORD)

Tom Bruhl (DELAWARE)

David Livingston (READINGTON)

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 4:18 pm in the Adult Literacy Building, 215 Route 31 Flemington, New Jersey, Board President Charles Miller called the meeting to order.

REVISED AGENDA

William Moebus moved, seconded by Linda Adams to approve agenda with added items, as highlighted
MOTION APPROVED UNANIMOUSLY

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by Tom Lewis to approve the minutes of the December 4, 2012 Board of Directors meeting, respectfully submitted by the Board Secretary.

MOTION APPROVED UNANIMOUSLY

VI FINANCIAL REPORTS

William Moebus moved, seconded by Linda Adams to:

A approve the line item transfers and budget appropriations for the month of December 2012

B approve the December 2012 Board Secretary Report

MOTIONS APPROVED UNANIMOUSLY

VII LIST OF BILLS

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

- | | | |
|---|-------------------|-----------------------|
| 1 | January 8, 2013 | Computer Generated |
| 2 | December 2012 | Handchecks |
| 3 | December 2012 | Payroll |
| 4 | December 15, 2012 | Consultant Handchecks |

MOTION APPROVED UNANIMOUSLY

VIII CORRESPONDENCE, presented by Charles Miller

- A Memo from NJSBA regarding Superintendent Candidate Pool Report
- B Superintendent Search Calendar
- C Kim Metz (PolyTech) resigned from Representative Assembly/Board of Directors, effective December 5, 2012. Position will be filled as soon as possible.

IX 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, did not meet

Corinne Steinmetz, SBA/Board Secretary informed the board regarding cashing of fraudulent checks and the status of the investigation. The bank is expected to refund the commission entirely

- G Executive, did not meet
- H Executive Hiring Committee, 1/7/13 meeting will be discussed in Executive Session

X SUPERINTENDENT'S REPORT

A ADMINISTRATION

William Moebus moved, seconded by Tom Lewis to:

- 1 accept \$1,000.00 Eric West Safety Incentive from New Jersey School Board Association Insurance Group
- 2 renew agreement with Insurance Design Administrators (IDA) to administer employee dental benefits at a rate of \$7.15 per employee per month (no increase), effective January 1, 2013 through December 31, 2013, maximum benefits as follows:

Preventive & Diagnostic, Basic and Major Services	\$1,200 per covered person per calendar year
Orthodontia Services	\$1,200 per covered person for lifetime
- 3 approve 2013-14 Rates
Discussed rates and minimal increase. Recommended to inform districts in an effort to balance budgets and highlight changes
- 4 authorize administration to open a new operating checking account with TD Bank and transfer funds from the current account to the new account as needed

MOTIONS APPROVED UNANIMOUSLY

B DEPARTMENT OF SCHOOL SERVICES

- 1 William Moebus moved, seconded by Linda Adams to provide Child Study Team Services to Ewing Public Schools from January 2, 2013 through June 30, 2013, at board approved rates, as needed

MOTION APPROVED UNANIMOUSLY

C TRANSPORTATION

William Moebus moved, seconded by Tom Lewis to:

- 1 transfer renewal of Lubricants and Fluids Quote 2011-Q-02, to PetroChoice who has acquired Craft Oil Corp, effective December 3, 2012 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

- 2 award Electrical Service Upgrade @ Standish Ave Bus Garage to E & J Electrical Contractor, LLC, lowest respondent quote, for the amount of \$14,571.50
- 3 award Sale of School Transportation Vehicles #TRANS 13-02, opened on December 6, 2012, as follows:

Unit #	VIN #	YEAR	P	AWARD SALE TO	AWARD AMOUNT
451	1GBHG31F021227967	2004	16	Hudson County Transport	\$3,000.00
454	1GBHG31F721226461	2004	16	Hudson County Transport	\$3,000.00
456	1GBHG31F221226982	2004	16	Hudson County Transport	\$3,000.00
472	1GBHG31F021189978	2003	16	Hudson County Transport	\$2,200.00
473	1GBHG331F821192336	2003	16	Hudson County Transport	\$2,200.00
V238	1GBHG31F221190307	2003	16	Hudson County Transport	\$3,000.00
8	1GDJ7T1CXYJ518709	2001	54	Mayor Transportation	\$2,100.00
14	1GBG31RW1077972	2001	54	Mayor Transportation	\$2,100.00
40	1GDJ7T1C5YJ520920	2001	54	Mayor Transportation	\$2,250.00

45	1GDJ7T1C8YJ520877	2001	54	Mayor Transportation	\$2,100.00
3	1GDJ7T1CXYJ519018	2001	54	Michael A. Loori Bus Co.	\$3,479.00
35	1GDJ7T1C5YJ520996	2001	54	Michael A. Loori Bus Co.	\$3,479.00
37	1GDJ7T1C9YJ520841	2001	54	Michael A. Loori Bus Co.	\$3,479.00
44	1GDJ7T1C8YJ520569	2001	54	Michael A. Loori Bus Co.	\$2,079.00
120	1GDJ7T1CXYJ518774	2001	54	Michael A. Loori Bus Co.	\$3,479.00
529	1BAKFCKH35F226639	2005	54	Michael A. Loori Bus Co.	\$5,279.00
127-7	1BAKFCKH16F230965	2006	54	Michael A. Loori Bus Co.	\$21,479.00
128-7	1BAKFCKH36F230966	2006	54	Michael A. Loori Bus Co.	\$21,479.00
225	1GBHG31F411131063	2001	16	Regny Charles	\$2,400.00
226	1GBHG31F411131774	2001	16	Regny Charles	\$2,600.00
V233	1GBHG31F011223688	2001	16	Solliman Trans. Inc.	\$1,950.00
V234	1GBHG31F011222802	2001	16	Solliman Trans. Inc.	\$1,850.00
V235	1GBHG31F811223440	2001	16	Solliman Trans. Inc.	\$1,850.00
468	1GBHG31F611212033	2001	16	Solomon Trans. Inc.	\$1,300.00
13	1GDJ7T1C3YJ518907	2001	54	Negotiate Sale	N/A
38	1GDJ7T1C7YJ520787	2001	54	Negotiate Sale	N/A
46	1GDJ7T1C42J510581	2003	54	Negotiate Sale	N/A
VAN	1GBFG15R0T1017578	1996		Negotiate Sale	N/A
206	1GBHG31F611131517	2001	16	ReBid	N/A
351	1BAAGCPA32F202874	2002	54	ReBid	N/A
352	1BAAGCPA72F202876	2002	54	ReBid	N/A
353	1BAAGCPA92F202877	2002	54	ReBid	N/A
354	1BAAGCPA22F202879	2002	54	ReBid	N/A

4 sell the following vehicles, as negotiated, after two unsuccessful bid processes:

Unit #	VIN #	YEAR	P	SELL TO	AWARD AMOUNT
13	1GDJ7T1C3YJ518907	2001	54	TransEd	\$3,600.00
38	1GDJ7T1C7YJ520787	2001	54	TransEd	\$3,600.00
46	1GDJ7T1C42J510581	2003	54	Michael A. Loori Bus Co.	\$5,079.00
341	1BAAGCPA51F094532	2001	54	A.C. Boys & Girls Club	\$8,000.00
VAN	1GBFG15R0T1017578	1996	CG1	Byram bus Co	\$1,200.00
CAR	JN1HJ01P6MT586657	1991	Nissan	Richardsons Diesel Service	\$300.00

5 approve Special Education Transportation Routes, as follows:

NEW CONTRACTS

Route #	Destination	Contractor	Daily Rate
1307	Old Turnpike School	Snyder Bus	\$146.00

RENEWAL CONTRACTS

Route #	Destination	Contractor	Daily Rate
SHR-8	South Hunterdon	Rick Bus	\$93.00
1212R	East Mountain Day	Snyder Bus	\$172.56

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
1321t	Titusville Academy	Rick Bus	\$30.00
1322t	Sypec	Rick Bus	\$30.00

ADJUSTMENT

Route #	Destination	Contractor	Per Annum	ADJ	Adj Amt
1315	Titusville Academy	George Dapper	\$195.00	\$81.10	\$276.10
1110R	Newmark School	Ralph Bus	\$172.19	\$37.40	\$209.59
1307	Old Turnpike School	First Student	\$97.00	-\$97.00	\$0.00
1220R	Somerset Hills	Ralph Bus	\$146.72	-\$146.72	\$0.00
1311	Newmark School	Ralph Bus	\$199.00	\$10.00	\$209.00

- 6 approve proprietary purchase from Hoover Truck Center up to \$10,000.00 for the period of January 9, 2013 through June 30, 2013
- 7 approve clothing allowance in the amount of \$250.00 for Allen Osmun in lieu of uniforms for transportation mechanic
- 8 sell fuel to Orange Board of Education, as needed at cost, plus 6% administrative fee

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by William Martin to approve action items XD and XE to:

D PURCHASING

- 1 remove Paterson Charter School for Urban Leadership(#58) from the HCESC Purchasing Cooperative
- 2 accept the following districts as members of the HCESC Purchasing Cooperative:

#	DISTRICT
179	Point Pleasant Board of Education
180	Berkeley Heights Public Library
181	Borough of Bay Head
182	Township of Weehawken
183	Paterson Charter School of Science and Technology
184	Wildwood Public Schools

- 3 contract with Emaxed Custom Software Solutions for first phase of updates to HCESC Purchasing System, as follows:

Foundation Work - ColdFusion, MSSQL setup and site transfer	\$ 875.00
Front End Work - improvements for customer purchasing program :	\$ 700.00
Administrative Work - changes to utility screen	\$ 300.00

- 4 award the following bids effective January 13, 2013 through January 12, 2014:

#134 -- Copy Duplicator Paper

Paper Mart	\$ 74,006.06
WB Mason	\$ 54,508.68

#143 -- Office Supplies

Staples Business Advantage	\$ 20,187.43
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#142 -- Office/Classroom Furniture

Tanner North Jersey	\$ 11,174.94
Ergospace Design	\$ 6,460.69
Academy Furniture	\$ 1,176.17

#148 – Health Supplies

School Health	\$ 26,278.72
Medco	\$ 33,133.37

- 5 transfer award to TransTec for Technology Installation and Integration Services Bid TEC-07 to Core BTS, per acquisition

E ADULT BASIC EDUCATION

- 1 accept the Literacy4Jersey grant of \$150,000 for the period 1/1/13 to 12/31/13 to fund new adult literacy programming.
- 2 accept \$34,000 additional WLL funding for the period 7/1/12 to 6/30/13
- 3 accept \$40,000 additional TANF WFNJ To Work funding for the period 7/1/12 to 6/30/13
- 4 accept \$10,000 additional GA WFNJ To Work funding for the period 7/1/12 to 6/30/13

MOTIONS PASSED UNANIMOUSLY

F PERSONNEL

William Moebus moved, seconded by Linda Adams to:

West Orange

approve the FMLA request of Lorraine Kocsis, Dispatcher, effective approximately February 28, 2013 through April 25, 2013

approve the request of Jenniea Williams, Part-Time School Bus Driver, to extend her FMLA request until February 28, 2013

change status of Robert Nusbaum, Transportation Sales Consultant from consultant to part-time employee. No pension or benefits

adjust the sales commission to Robert Nusbaum, Transportation Sales as follows:

PERCENTAGE BASED ON MONTHLY SALES, AS FOLLOWS

<u>From</u>	<u>To</u>	<u>%</u>	<u>Minimum</u>	<u>Maximum</u>
\$ 40,001	and up	4%	\$ 1,600.04	\$ 2,000.00 NO MAX

Glen Gardner

approve Meta Velasco, Part-Time School Bus Driver, at a rate of \$17.10/hr., effective December 7, 2012

Schools

approve Stacy Becker, Substitute School Administrator, at a rate of \$30/hr., effective December 1, 2012

hire Long Term Substitute Teacher of Students with Disabilities - Highly Qualified Secondary Content area at an annual rate not to exceed \$42,000 (pro-rated)

hire (2) part-time Teacher Assistant/Personal Assistant at a rate not to exceed \$17.73 per hour

Department of School Services

approve the request of Elizabeth Knapp, Speech Teacher, to extend her FMLA request until December 31, 2012

approve JoAnn Burdick, Part-Time Off Site Teacher Assistant, at an hourly rate of \$17.73/hr., not to exceed 32.5 hrs/week, effective January 14, 2013

approve the following list of consultants/employee for Homework Club Program services at Immaculate Conception School, Clinton Township, at a rate of \$60/hr., not to exceed a total of 40 sessions (2 hrs./wk.), as needed, as assigned, contingent on available funding, effective January 9,

- Anastasia Jones, Elementary Teacher
- Theresa Craig, Elementary Teacher
- Theresa Monthony, Teacher of Math/Science
- Robin Bloom, Elementary Teacher - Math Specialized
- Michelle Oliveira, Elementary Teacher
- Nancy Tyerech, Elementary Teacher
- Nancy Webb, Elementary Teacher

Adult Basic Education

approve the FMLA request of Francine Leddy, Coordinator, effective November 26, 2012

Teen Arts

rescind the following list of Consultants approved at November 13, 2012 board meeting, to work with Hunterdon County Schools to meet the requirements of Teen Arts Grant for the 2012 LAP Block and Special Projects Grants:

Sandra Dachow, Instrumental	\$ 1,000.00
Nathan Morgan, Singer/Actor	\$ 500.00
Marisol Green, Singer	\$ 500.00
Ted Brancato, Jazz Musician	\$ 500.00

contract with Music Presentations up to \$2,000.00 to work with Hunterdon County Schools to meet the requirements of Teen Arts Grant for the 2012 LAP Block and Special Projects Grants:

DISCUSSION: Andrea reported on the Teen Arts art activities that were provided to local districts

MOTIONS PASSED UNANIMOUSLY

G PROFESSIONAL DEVELOPMENT

1 William Moebus moved, seconded by Linda Adams to approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
(2) Teacher	POAC Autism Workshop	12/8/12	Free
(1)School Director (1) Principal	Gang Awareness Training	12/20/12	Free
(4) School Counselors	Understanding Youth with Mental Health Challenges	1/15/13	Free
School Business Administrator/B.S.	Purchasing with James Shoop	1/22/13	Free
(1)School Director (1) CST Director	Educator Evaluation Reform in New Jersey	2/8/13	Free
(1)S.B.A/B.S (1)H.R. Administrator	Pension Update with Mort Reinhart	2/19/13	Free
(3) Administrators	Moss Tier 1 Wrap Up Conference	2/20/13	Free

(1) School Director (1) CST Director (1) Supervisor	HCESC Sponsored Workshop with John Comegno	1/22/13	Free
(1) Administrator OR (1) Counselor	Identifying and addressing Students at Risk of Harm to Themselves and Others	2/14/13	Free
(1) Administrator OR (1) Counselor	School Crisis, Emergency and Safety Planning	3/12/13	Free
(1) Administrator OR (1) Counselor	Bringing it All together: A Systemic and Proactive Approach to Student Safety	4/11/13	Free
School Business Administrator/B.S.	School Ethics Online Disclosure Training	4/11/13	Free

MOTION PASSED UNANIMOUSLY

H HARASSMENT INTIMIDATION & BULLYING

William Moebus moved, seconded by Linda Adams to affirm Harassment Intimidating & Bullying incidents presented by Andrea Romano:

	NJ Anti-Bullying Bill of Rights Law		NJ Anti-Bullying Bill of Rights Law
1 TW01-2013	NO	2 WA01-2013	YES

MOTION PASSED UNANIMOUSLY

XI UNFINISHED BUSINESS - NONE

XII NEW BUSINESS - NONE

- 1 Hunterdon County CST directors are attending a presentation by Attorney, John Comegno at Polytech. Board members are invited to attend. Dennis Cox and Charles Miller will meet with Mr. Comegno to determine if a similar workshop would be beneficial to board members.
- 2 County Association meeting - Held at Franklin Township (Hunterdon) on Thursday 1/10/13 at 6pm. Food will be provided. Representatives from all departments of NJSBA will be available to discuss services or any specific questions. This will be a good opportunity to network with other county board members. School security will be one of the "hot topics" discussed.
- 3 Prosecutors office will be providing new security codes to be released mid February. Surprise visits will be conducted to monitor school safety.
- 4 Dennis Cox explained to the board that under Andrea Romano's supervision our West Amwell School satisfied MOSS requirements. HCESC West Amwell School will be used as a showcase school in future trainings.

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

I EXECUTIVE SESSION

At 5:00 pm - William Moebus moved, seconded by Linda Adams 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** discussions regarding **Superintendent Search** until such time as the subject no longer defeats the purpose of the executive session, at which time no action will be taken

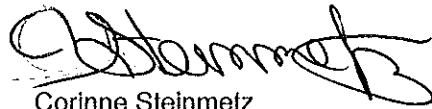
MOTION PASSED UNANIMOUSLY

At 5:08 pm the board returned to Public Session

XIV ADJOURNMENT

William Moebus moved, seconded by David Livingston to adjourn the meeting. Since there was no further items to discuss the meeting was adjourned at 5:09 pm.

Respectfully Submitted by:



Corinne Steinmetz
SBA/Board Secretary