

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS
December 3, 2013
MINUTES

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised in the Hunterdon County Democrat, with the Executive County Superintendent and with the County Clerk, as required per 18A:10-4 and HCESC Policy 9321.

II. ROLL CALL

BOARD MEMBERS

Charles Miller (E AMWELL), President

Thomas Lewis (FRANKLIN-SOMERSET)

William Moebus - (HOLLAND), Vice President

Jason Kornegay (LEBANON TWP)

Linda Adams (ALEXANDRIA)

Teresa Kane (MILFORD)

Tom Bruhl (DELAWARE)

John Melick (HUNTERDON/VOORHEES)

William Martin (DEL-VAL REG)

Cheryl Filler (READINGTON)

Greg Nolan (FLEMINGTON RARITAN REG)

John Dupuis (W AMWELL)

ADMINISTRATION / STAFF PRESENT

Marie Kisch (SUPERINTENDENT)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

Corinne Steinmetz (SCHOOL BUS ADMIN)

GUESTS

Kathy Acosta (COMEGNO LAW GROUP)

Salvatore Castanza (UNION REPRESENTATIVE)

III. CALL TO ORDER

At 4:18 pm in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, Board **President Charles Miller** called the meeting to order.

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

V EXECUTIVE SESSION

At 4:20 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 grievance 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

4:44 pm - Board returned to Public Session

Charles Miller announced that during Executive Session, the Board met with the HCESC West Orange Transportation Union Representative, Salvatore Castanza to hear the appeal from two drivers, who were not present

William Moebus moved, seconded by Jason Kornegay to affirm action taken by administration and deny grievance request WO-01 and WO-02

MOTION PASSED UNANIMOUSLY, via Roll Call Vote 12:0:0, as follows:

Charles Miller	YES
William Moebus	YES
Linda Adams	YES
Tom Bruhl	YES
William Martin	YES
Greg Nolan	YES

Thomas Lewis	YES
Jason Kornegay	YES
Teresa Kane	YES
John Melick	YES
Cheryl Filler	YES
John Dupuis	YES

At 4:49 pm - Salvatore Castanza left

William Moebus moved, seconded by William Martin to approve the agenda, as revised with highlighted items

MOTION PASSED UNANIMOUSLY

VI APPROVAL OF MINUTES

A William Moebus moved, seconded by William Martin to approve the minutes of November 12, 2013 Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION PASSED, with John Melick abstaining

VII FINANCIAL REPORTS

William Moebus moved, seconded by Linda Adams to:

A approve line item transfers and budget appropriations for November 2013

B approve Board Secretary Report for November 30, 2013

MOTIONS PASSED UNANIMOUSLY

AUDIT PRESENTATION, by Corinne Steinmetz, School Business Administrator/Board Secretary

1 William Moebus moved, seconded by William Martin to accept the 2012-13 Comprehensive Annual Financial Report and Auditor's Management Report

Discussion:

Marie Kisch thanked administration and is looking forward to continued growth in all programs

Tom Bruhl informed the board that the finance committee reviewed the audit and presentation covered items discussed

MOTION PASSED UNANIMOUSLY

VIII LIST OF BILLS

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

1	December 2013	\$ 399,626.17	Computer Generated
2	November 2013	\$1,064,392.07	Payroll
3	November 2013	\$ 4,961.00	Handchecks
4	December 2013 ADDED	\$ 59,252.86	Computer Generated
		<u>\$1,528,232.10</u>	

MOTION PASSED UNANIMOUSLY

IX CORRESPONDENCE

A HCESC Co-Op Newsletter - November 2013

MEMBERSHIP

Charles Miller informed the Board that Tom Lewis will be leaving his Board at Franklin (Somerset), therefore a member will be replacing him for representation on our board. We appreciate all the time and dedication while serving on HCESC Board.

William Moebus moved, seconded by Linda Adams to acknowledge Tom Lewis' contribution and hard work through his time on the HCESC Board

MOTION PASSED UNANIMOUSLY

X 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, November 26, 2013, reported by Charles Miller
Informal / interim Superintendent Review in process
Superintendent Evaluation date is now July 1
- F Finance, November 26, 2013, reported by Charles Miller
One-time revenues occurred in 2013, we will continue to review revenues and expenses to maintain a Fund Balance of \$400,000 - \$450,000
- G Executive, November 26, 2013

XI SUPERINTENDENT'S REPORT

Marie Kisch, Superintendent discussed the following items:

- School Mentoring Program - 1 on 1 Character Building (Hunterdon Prevention Resources)
- Curriculum Project Discovery - vocational base, transition to work, modular and correlates with SGOs
- Enrollment - 33 at Tewks / 67 at WA (6 pending), exceeds highest enrollment last year
- Thanksgiving Feast held at both schools this week
- Asbestos Plan - updated 3 year in process
- Happy Holidays - Thank you for the time you spend here in addition to everything you already do in your home districts.

A ADMINISTRATION

Cheryl Filler moved, seconded by William Martin to approve action items XI B and XI C to:

B SCHOOLS

- 1 approve field trip for HCESC School at West Amwell students to the planetarium at Raritan Valley Community College on December 10, 2013 at a rate of \$7.00 per person
- 2 accept the donation of Library Books - including Science Kids and Reading Series - from Kingwood Township School District with an approximate value of \$300.00
- 3 approve School Bus Emergency Exit Drills completed at our ESC School at West Amwell on October 24, 2013 through Mercer County Special Services School District for the following Bus Routes:

ESC1	ESC4	ESC9
ESC2	ESC7	ES10
ESC3	ESC8	ES19

C DEPARTMENT OF SCHOOL SERVICES

- 1 approve contract with Montgomery Township Public School District to provide Part-Time Teacher Assistant Services, at board approved rates, as needed, effective December 4, 2013 through June 30, 2014
- 2 contract with South Bound Brook Public Schools to provide Child Study Team Services for the 2013-14 school year, as needed, at board approved rates

MOTIONS APPROVED UNANIMOUSLY

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

D TRANSPORTATION

- 1 approve Special Education Transportation Routes, as follows:

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
131420	Voorhees to Sutton Road	HCESC	\$56.00
1421T	Hunterdon Central HS	HCESC	\$11.00

ADDENDUM

Route #	Destination	Contractor	Per Diem	Increase	Adj. Amt
1408	East Mt. Day	Dapper	\$196.00	\$58.00	\$254.00

- 2 correct the following per diem rates with Sussex County Regional Co-Op:

Route #	From	Aid	To	Aid	Revised Annual Amount
E0491A	\$189.00	\$0.00	\$182.00	\$65.00	\$44,460.00

- 3 rent vehicles to districts and/or vendors; at a rate of \$150.00 per day, per bus; \$120.00 per day, per bus for rentals of 10 or more days per month, as needed, to the following:

- A Sussex County Technical School
- B Byrum Bus, Inc

- 4 authorize administration to bid and award the following vehicles in the Sale of Vehicles TRANS 13-10

Unit #	Loc	VIN #	Brand/Chassis, Style, Model	YEAR	# pass
23	GG	1BAKFCKH45F226603	BlueBird, Conventional, Vision	2005	54
25	GG	1BAKFCKH85F226619	BlueBird, Conventional, Vision	2005	54
26	GG	1BAKFCKHX5F226606	BlueBird, Conventional, Vision	2005	54
27	GG	1BAKFCKHX5F226637	BlueBird, Conventional, Vision	2005	54
48	GG	1BAKFCKH84F215165	BlueBird, Conventional, Vision	2004	54
133	GG	1BAKFCKH76F230971	BlueBird, Conventional, Vision	2006	54
V-2	GG	1GBHG31F011130301	Girardin/GM, Van, SRW, Wheelchair	2001	13+WC
V-28	GG	1GBHG31F021106341	Girardin/GM, Van SRW	2002	16
206	WO	1GBHG31F611131517	Girardin/GM, Van, SRW, Wheelchair	2001	13+WC
223	WO	1GBHG31F911145069	Girardin/GM, Van SRW	2001	16
239	WO	1GBHG31F121191397	Girardin/GM, Van SRW	2003	16
478	WO	1GBHG31F221202553	BlueBird/GM, DRW, Microbird	2004	16

- 5 approve training to Jean C. Atis for "S" endorsement at a rate of \$300.00

E COOPERATIVE PURCHASING

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

#	DISTRICT
225	Rutherford Board of Education

2 award the following bids effective January 13, 2014 through January 12, 2015

- a #150 Copy/Duplicator Paper
 - WB Mason \$ 235,973.43
 - Paper Mart \$ 2,800.10
- b #154 General School Supplies
 - School Specialty \$ 76,071.32
 - Kurtz Bros. \$ 35,069.14

MOTIONS APPROVED UNANIMOUSLY

F TECHNOLOGY

G ADULT BASIC EDUCATION

William Moebus moved, seconded by John Dupuis to approve action items XI H and XI I to:

H PERSONNEL

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

West Orange

accept the verbal resignation of Gerald Dazulma, Part-Time School Bus Driver, effective November 20, 2013

approve the following Part-Time School Bus Monitors, effective January 1, 2014 through June 30, 2014:

- Judith Abongo \$10.93/hr
- Mamie Simmons \$11.39/hr
- Pamela Kimbrough \$10.60/hr

approve Gwendolyn Carney, Part-Time School Bus Driver, at a rate of \$19.94/hr, effective January 1, 2014 through June 30, 2014

approve the following Part-Time School Bus Drivers, effective January 1, 2014 through March 31, 2014:

- Veronica Jones-Muhammod \$19.94/hr
- Junnine Irving \$19.20/hr

approve Juaquita Miles, Part-Time School Bus Monitor, at a rate of \$9.87/hr, effective January 1, 2014 through March 31, 2014

approve Joyy Cross, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective December 2, 2013

Department of School Services

approve Alexandria DeGraw, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr, not to exceed 32.5 hr./week, effective December 4, 2013 pending successful completion of required paperwork

approve the FMLA request of Ronald Chance, Part-Time Off Site Teacher Assistant, effective November 27, 2013 through December 15, 2013

Schools

approve Daily Substitute Teacher stipend of \$35.00 per day for current teacher assistant assigned to ESC School at West Amwell or ESC Academy at Tewksbury, as needed

ABE

accept the written resignation of Robert Kisch, Part-Time Instructor, effective December 30, 2013

I PROFESSIONAL DEVELOPMENT

1 approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Vice Principal	Gang Awareness	11/19/13	Free
CST Supervisor	Gang Awareness	11/19/2013	Free

Superintendent	Gang Awareness	11/19/2013	Free
Teacher Assistant	Fostering Resilience in Aftermath of Trauma & Loss	11/15/2013	Free
CST Supervisor	Hunterdon Safe Campus Initiative	12/2/2013	Free
CST Director	Hunterdon Safe Campus Initiative	12/2/2013	Free
School Social Worker	Independent Skills for Autistic Children	1/16/14 & 3/13/14	Free
SBA/BS	International ASBO Executive Leadership Forum	2/2014 - 2/23/14	Free
Head Mechanic	HA DeHart - Thomas Built Buses	12/9/2013	Free
Counselor	Hunterdon Safe Campus Initiative	12/2/2013	Free

J HARASSMENT INTIMIDATION & BULLYING - NONE

XII OLD BUSINESS

Policy Review - HCESC completed and adopted entire manual from NJSBA, there are some gaps compared to previous manual. Marie Kisch is currently reviewing and will work with committee to review mandated policies first. William Moebus is most interested in personnel section and how we will be evaluating teaching and support staff. This area along with Technology updates will be addressed in the review process.

XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XV ADJOURNMENT

William Moebus moved, seconded by Linda Adams to adjourn the meeting. Since there was no further action to be taken, the meeting was adjourned at 5:31 pm

Respectfully submitted by:

Corinne Steinmetz
School Business Administrator / Board Secretary