

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
REPRESENTATIVE ASSEMBLY MEETING
March 4, 2014

AGENDA

A **regular** meeting of the Hunterdon County Educational Services Commission **Representative Assembly** was held in the cafeteria of the B2908530 on **Tuesday, March 4, 2014**.

I. OPEN PUBLIC MEETING STATEMENT

The meeting was officially advertised, in accordance to 18A:10-6, in the Hunterdon County Democrat, The Courier News and with the County Clerk.

II. ROLL CALL

REPRESENTATIVE ASSEMBLY MEMBERS

Linda Adams (ALEXANDRIA)

Dr. Edward Keegan (BETHLEHEM)

Judy Burd (CLINTON BORO/GLEN GARDNER)

Tom Bruhl (DELAWARE)

William Martin (DEL-VAL REG)

Charles Miller (E AMWELL)

Dr. Carol Fredericks (FRANKLIN-HUNTERDON)

Dr. Gregory Hobaugh (HIGH BRIDGE)

William Moebus (HOLLAND)

Claire Curry (HUNTERDON CENTRAL)

Dr. Kimberly Metz (HUNTERDON POLYTECH)

Jason Komegay (LEBANON TWP)

Teresa Kane (MILFORD)

John Melick (NO HUNTERDON/VOORHEES)

Cheryl Filler (READINGTON)

Lisa Delventhal Marelli (TEWKSBURY)

John Dupuis (W AMWELL)

ADMINISTRATION / STAFF PRESENT

Marie Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

PROGRAM MANAGERS PRESENT

Ed Ashton (TECHNOLOGY MANAGER)

Pam Mills (DIRECTOR OF SCHOOL SERVICES)

Larry Cochran (FACILITY MANAGER)

Eric Oestreich (ACTING PRINCIPAL)

Lou Johnson (PRINCIPAL)

Dennis Schiller (VICE PRINCIPAL)

Fran Leddy (ABE COORDINATOR)

Nancy Szymanski (TRANSPORTATION DIRECTOR)

III. CALL TO ORDER

At **4:18 pm** in the ESC School at West Amwell 1422 Route 179 Lambertville, NJ, **Board Secretary, Corinne Steinmetz** called the meeting to order.

FLAG SALUTE

INTRODUCTIONS

Corinne Steinmetz gave a brief explanation of HCESC meeting process and Introductions of Representative Assembly and Program Managers were made

IV. ELECTION OF OFFICERS

A Election of Board President

Corinne Steinmetz opened the floor for nominations for Board President

William Moebus moved, seconded by Linda Adams to nominate **Charles Miller as President**

William Martin moved, seconded by Cheryl Filler to close the floor for nominations for Board President

MOTION PASSED electing Charles Miller as Board President, via acclamation

Corinne Steinmetz turned the meeting over to President, Charles Miller

B Election of Board Vice President

Charles Miller opened the floor for nomination for Board Vice President

William Moebus moved, seconded by Jason Kornegay to nominate **Tom Bruhl as Vice President**

Since there were no further nominations for Board Vice President, Charles Miller closed the floor for nominations

MOTION PASSED electing Tom Bruhl as Board Vice President, via acclamation

V BUDGET APPROVAL

A Budget Presentation provided by Corinne Steinmetz, SBA/Board Secretary

B Tom Bruhl moved, seconded by Jason Kornegay to approve the 2014-15 Budget, as follows:

FUND 10	\$	3,121,415.00
FUND 20	\$	1,850,884.00
FUND 40	\$	548,612.00
FUND 60	\$	13,060,083.00
TOTAL BUDGET	\$	18,580,994.00

Linda Adams (ALEXANDRIA)	YES	Claire Curry (HUNTERDON CENTRAL)	YES
Dr. Edward Keegan (BETHLEHEM)	YES	Dr. Kimberly Metz (HUNTERDON POLYTECH)	YES
Judy Burd (CLINTON BORO/GLEN GARDNER)	YES	Jason Kornegay (LEBANON TWP)	YES
Tom Bruhl (DELAWARE)	YES	Teresa Kane (MILFORD)	YES
William Martin (DEL-VAL REG)	YES	John Melick (NO HUNTERDON/VOORHEES)	YES
Charles Miller (E AMWELL)	YES	Cheryl Filler (READINGTON)	YES
Dr. Carol Fredericks (FRANKLIN-HUNTERDON)	YES	Lisa Delventhal Marelli (TEWKSBURY)	YES
Dr. Gregory Hobaugh (HIGH BRIDGE)	YES	John Dupuis (W AMWELL)	YES
William Moebus (HOLLAND)	YES		

MOTION PASSED UNANIMOUSLY, via roll call vote

At 4:55 pm - Cheryl Filler leaves

VI ANNUAL REPORTS

A Board of Directors, presented by Charles Miller

Positive transition of Superintendent position to Marie Kisch

Invited everyone for tour of building after meeting for those interested

Heating Units at West Amwell are in process of being repaired after freeze up

Discussed recent transportation incidents related to personnel and accidents

Informed board of student incident claim that may receive media coverage

2013-14 goal for surplus

B Superintendent Presentation by Marie Kisch

At 5:16 pm Kim Metz leaves

VII COMMITTEE MEETINGS

Charles Miller discussed with the board the importance of committees and requests participation

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, 1/29/14

F Finance, 1/29/14

G Executive, 1/29/14

VIII ELECTION OF BOARD OF DIRECTORS

A Board Business

- 1 Representative Assembly
- 2 Committee Selection Form - Committees and committee chairs will be appointed by the President. Meeting dates will be set by committee chair
- 3 Board Attendance Record

B Election Ballot for Board of Director

C Announcement of Board of Directors

1 EAST AMWELL TOWNSHIP	Charles Miller (PRESIDENT)
2 DELAWARE TOWNSHIP	Tom Bruhl (VICE PRESIDENT)
3 ALEXANDRIA	Linda Adams
4 BETHLEHEM	Dr. Edward Keegan
5 DELAWARE VALLEY REGIONAL HS	William Martin
6 FLEMINGTON / RARITAN REGIONAL	Greg Nolan
7 HOLLAND TOWNSHIP	William Moebus
8 HUNTERDON COUNTY POLYTECH	Dr, Kimberly Metz
9 LEBANON TOWNSHIP	Jason Kornegay
10 MILFORD BOROUGH	Teresa Kane
11 NORTH HUNTERDON / VOORHEES	John Melick
12 READINGTON TOWNSHIP	Cheryl Filler
13 TEWKSBURY TOWNSHIP	Lisa Delventhal Marelli
14 UNION TOWNSHIP	Jeff Bender
15 WEST AMWELL TOWNSHIP	John Dupuis

IX CITIZENS ADDRESS THE BOARD OF DIRECTORS

X REVISED AGENDA

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

XI APPROVAL OF MINUTES

William Moebus moved, seconded by Linda Adams to

- A approve the minutes of the January 7, 2014 Board of Directors meeting, respectfully submitted by the Board Secretary.
- B ratify the items approved by the Executive Committee on February 4, 2014

MOTION PASSED with Clair Curry, Judy Burd, Gregory Hobaugh, Edward Keegan, Carol Fredericks, Lisa Delventhal Marelli and Tom Bruhl abstaining

XII FINANCIAL REPORTS

William Moebus moved, seconded by Jason Kornegay to:

- A approve the line item transfers and budget appropriations for the month of February 2014
- B approve the February 2014 Board Secretary Report

MOTION PASSED UNANIMOUSLY

XIII LIST OF BILLS

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

1 March 4, 2014	\$ 365,576.87	Computer Generated
2 February 2014	\$ 31,627.54	Handchecks
3 February 2014	\$ 871,723.31	Payroll
4 February 14, 2014	\$ 30,235.00	Consultant Handchecks
5 March 4, 2014	\$ 22,340.61	ADDED Computer Generated
TOTAL	<u>\$ 1,321,503.33</u>	

MOTION PASSED UNANIMOUSLY

XIV CORRESPONDENCE

- A HCESC Co-Op Newsletter - February 2014
- B HCESC Co-Op Current Savings Summary - Hunterdon County ESC
- C HCESC Co-Op Current Savings Summary - Cooperative Members

XV SUPERINTENDENT'S REPORT

Marie Kisch discussed school program and invited board members to visit. Students are currently participating in a Therapeutic Riding program, Chrome books are being introduced and is a good tool for PARCC testing. Decision was based on its ability to flow into google docs, use of keyboard, costs and input from staff.

Jason Kornegay moved, seconded by William Moebus to approve+C158 action items XIV A, B, C & D to:

A ADMINISTRATION

- 1 approve 2013-14 revised 12-Month Calendar
- 2 approve 2014 Internet Policy Services and License Agreement with NJ School Board Association (NJSBA), in the amount of \$2,500.00, effective February 1, 2014 through January 31, 2015
- 3 award 5 Year Lease Purchase Bid to TD Bank Equipment Financing in the amount of \$335,500.00 for acquisition of one 54 passenger, three 16 passenger and two 24 passenger (wheel chair configured) school buses, at the following rates:

Interest Rate	2.3040%
Escrow Annual Yield	0.01%
Escrow Fee	\$1,000.00

B SCHOOLS

- 1 approved 2013-14 revised School Calendar for ESC Academy at Tewksbury
- 2 approved 2013-14 revised School Calendar for ESC School at West Amwell

C PURCHASING

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

<u>#</u>	<u>DISTRICT</u>
245	Pennsville Board of Education
246	West Cape May Board of Education
247	Township of Teaneck
248	East Windsor Regional Board of Education
249	Central Regional School District
250	Seaside Heights School District
251	Borough of Peapack and Gladstone
252	Mountain Lakes Board of Education
253	International Charter School of Trenton
254	Township of Princeton
255	Totowa Borough Board of Education

D TRANSPORTATION

- A approve March 2014 through June 2014 Transportation Services, as follows:

<u>DISTRICT</u>	<u>ROUTES</u>	<u>PER DIEM</u>	<u>AIDE</u>
ESC of Morris	CN-436	\$ 185.00	\$ 50.00

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by Linda Adams to approve action items XIV E & F to:

E PERSONNEL

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

Department of School Services

- approve Christina Greaves, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective February 18, 2014
- approve the FMLA request of Nancy Parker, Part-Time Off Site Teacher Assistant, effective March 19 through March 24, 2014, pending the completion of required documentation
- approve Jillian Andresen, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective March 5, 2014 pending the completion of required documentation
- approve Tamara Lane, Non-Certified School Nurse, for Nonpublic and Public schools, at a rate of \$33/hr., not to exceed 28 hr./week, March 5, 2014, pending the completion of required documentation
- approve the intermittent FMLA request of Elizabeth Knapp, Speech and Language Specialist, effective February 17, 2014

Schools

- approve the FMLA request of Emmanuel Tsardoulis, Custodian, effective February 11, 2014 through March 12, 2014, pending the completion of required documentation
- approve the FMLA request of Eugene Harrison, Teacher, effective February 24, 2014

Technology

extend increase of weekly hours for Edward Ulmer, Part-Time Network Administration and Systems Support Technician, not to exceed 40 hours per week, effective through June 30, 2014, approved at the October 1, 2013 Board of Directors meeting

Glen Gardner

approve Helen Cole, Part-Time Substitute Bus Driver/Aide, at a rate of \$17.10/hr. driver, \$10.55/hr. aide, effective March 3, 2014

West Orange

- accept the written resignation of Manford Nesbeth, Part-Time School Bus Driver, effective February 26, 2014
- rescind the termination of Morama Augustin, Part-Time School Bus Driver, effective February 10, 2014, approved at the February 4, 2014 Executive Committee meeting

F PROFESSIONAL DEVELOPMENT

1 approve the following staff members for professional development workshops:

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Superintendent/Director of School Services	School Improvement Panel: How Effective is Yours	2/19/14	\$50/each
Superintendent/Technology Director	NJSBA Technology Conference	2/21/14	\$150/each
(2) Board Members Superintendent S.B.A	Hunterdon County Leadership Breakfast	3/8/14	\$10/each
Speech Teacher	Highly Effective Strategies to Help SLPs Support Students	3/12/14	\$229/each
A.B.E. Teacher	Mentally Health First Aid Certification	3/22/14	\$40.00

Transportation Director	46th Annual NJ Pupil Transportation Conference	3/24/14	\$125.00
School Psychologist	Bullying/Harassment and Students with Disabilities	3/24/14	\$150.00
Speech & Language Supervisor	Pay Attention	3/28/14	\$179.00
Superintendent/Director of School Services	Using CCSS, PARCC & Educator Evaluation to Improve Student Achievement	3/17/14	Free
(2) A.B.E. Teachers	Get Ready for GED 2014 (Philadelphia, PA)	3/31/14 & 4/1/14	\$280 + \$149 Lodging /each
Teacher Counselor	Personalized Student Learning Plans	4/8/14	Free
(2) Administrative Assistants	School Law For Administrative Assistants	4/23/14	\$100/each

MOTIONS PASSED UNANIMOUSLY

XVI UNFINISHED BUSINESS

XVII NEW BUSINESS

XVIII CITIZENS ADDRESS THE BOARD OF DIRECTORS

XIX ADJOURNMENT

William Moebus moved, seconded by Linda Adams to adjourn the meeting. Since there was no further action items to discuss, the meeting adjourned at 5:39 pm

Respectfully submitted by:

Corinne Steinmetz
Board Secretary