

HUNTERDON COUNTY
EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS
November 12, 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	Kim Metz (HUNTERDON POLYTECH)
William Moebus (MILFORD) - Vice President	
Tom Bruhl (DELAWARE)	Jason Kornegay (LEBANON TWP)
William Martin (DEL-VAL REG)	Teresa Kane (MILFORD)
Greg Nolan (FLEMINGTON RARITAN REG)	Cheryl Filler (READINGTON)
Thomas Lewis (FRANKLIN-SOMERSET)	John Dupuis (W AMWELL)

ADMINISTRATION / STAFF PRESENT

Marie Kisch (SUPERINTENDENT)	Pam Mills (DIRECTOR OF SCHOOL SERVICES)
Corinne Steinmetz (SCHOOL BUS ADMIN)	

III. CALL TO ORDER

At **4:20 pm** in the Adult Literacy Building, 200 Main Street Flemington, New Jersey, **Board President Charles Miller** called the Board of Directors meeting to order

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

AGENDA

William Moebus moved, seconded by Tom Bruhl to approve the agenda with added items, as highlighted

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

A William Moebus moved, seconded by Greg Nolan to approve the minutes of October 1, 2013 Board of Directors meeting, respectfully submitted by the Board Secretary

MOTION PASSED, with William Moebus abstaining

VI FINANCIAL REPORTS

William Moebus moved, seconded by Tom Bruhl to:

A approve the following line item transfers and budget appropriations:

- 1 September 30, 2013 ADDED (ATTACHMENT)
- 2 October 31, 2013 (ATTACHMENT)

B approve the following Board Secretary Reports:

- 1 September 30, 2013 (ATTACHMENT)
- 2 October 31, 2013 (ATTACHMENT)

MOTIONS PASSED UNANIMOUSLY

4:26 pm - Kim Metz arrived

VII LIST OF BILLS

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

1	November 2013	\$ 610,058.07	Computer Generated	(ATTACHMENT)
2	October 2013	\$ 949,654.33	Payroll	(ATTACHMENT)
3	October 2013	\$ 154,309.43	Handchecks	(ATTACHMENT)
4	October 2013	\$ 5,196.00	Consultant Handchecks	(ATTACHMENT)
5	November 2013	\$ 15,497.50	Consultants	(ATTACHMENT)
6	November 2013	\$ 610,058.07	Computer Generated (ADDED)	(ATTACHMENT)
		<u>\$ 2,344,773.40</u>		

MOTIONS PASSED UNANIMOUSLY

VIII. CORRESPONDENCE - NONE

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
- G Executive meeting Nov 12, 2013, presented by Charles Miller

X SUPERINTENDENT'S REPORT

Marie Kisch updated the Board on 2013-14 Goals
 Program manager meetings occurring monthly: communication and collegiality are the main focus,
 organizational charts being created for each program to be presented to board for approval upon completion

Internet site under review for enhancements/upgrade

Human Resources - new hire process being reviewed and reinstating employee orientation

2013-14 Budget being prepared using Zero-Based Budget Model and input from program managers

Schools:

- Open house this week, at both schools
- Enrollment steady with pending intakes
- Proposal provided to Trenton for guaranteed student slots
- Professional development
- New health curriculum
- Tree removal completed at Tewksbury
- Spring planting projected

Charles Miller informed the Board that employee grievances may need to be heard at December's meeting. Process is pending attorney opinion.

A ADMINISTRATION

- 1 Cheryl Filler moved, seconded by William Moebus to approve Commercial Line of Credit Renewal (#1822774-9001) with TD Bank in the amount of \$1,000,000.00, effective September 25, 2013 through March 31, 2014:

WHEREAS the governing body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described in the Lease Purchase Agreement presented to this meeting, and

WHEREAS, the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such Equipment.

WHEREAS, the Lessee does not reasonably anticipate that the amount of qualified tax-exempt obligations to be issued by it in the calendar year ending December 31, 2013, will exceed \$10,000,000;

BE IT RESOLVED, by the governing body of Lessee that the terms of said Lease Purchase Agreement are in the best interests of Lessee for the acquisition of such Equipment, and the governing body of Lessee designates and confirms the following persons to execute and deliver, and to witness (or attest), respectively, the Lease Purchase Agreement and any related documents necessary to the consummation of the transactions contemplated by the Lease Purchase Agreement.

BE IT RESOLVED, by the governing body of Lessee that the Lessee designates the Lease Purchase Agreement as a "qualified tax-exempt obligation", as defined in and for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

MOTION PASSED UNANIMOUSLY

William Moebus moved, seconded by Tom Bruhl to approve action items XB & XC to:

B SCHOOLS

- 1 increase Tewksbury Academy budget \$50,000 for additional teaching staff

C DEPARTMENT OF SCHOOL SERVICES

- 1 contract with Clinton Township to provide after school program for additional nonpublic services at Immaculate Conception School, funding provided through IDEA, at a rate of \$85.00 per hour, not to exceed 40 sessions, effective November 13, 2013 through June 30, 2014 or until IDEA funding is exhausted.
- 2 contract with Franklin Township (Somerset) to provide after school program for additional nonpublic services at St. Matthias School, funding provided through IDEA, at a rate of \$85.00 per hour, not to exceed 40 sessions, effective November 13, 2013 through June 30, 2014 or until IDEA funding is exhausted.
- 3 approve 2013-14 Nursing Services Plan for the ESC Academy at Tewksbury, the ESC School at West Amwell and the Nonpublic Nursing Program (ATTACHMENT)

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by Tom Bruhl to approve action item XD to:

D TRANSPORTATION

- 1 William Moebus moved, seconded by Tom Bruhl to approve Special Education Transportation Routes, as follows:

RENEWAL CONTRACTS

Route #	Destination	Contractor	Daily Rate
0201B	Woodglen School	ESC	\$135.00

QUOTED ROUTES

Route #	Destination	Contractor	Daily Rate
131419	Voorhees HS	ESC	\$53.00
1417T	Celebrate the Children	ESC	\$189.00
1420T	Frenchtown Ele.	Leh's Transp	\$153.00

ADDENDUM

Route #	Destination	Contractor	Annum Rate	Decrease	Adj. Amt
NP14082	Imm. HS, Imm. Con, St Anne	DVR	\$51,460.00	(\$830.00)	\$50,630.00

NP14067	Imm. Conception	ESC	\$35,100.00	\$1,980.00	\$33,120.00
NP14153	Imm. Conception	ESC	\$28,800.00	\$3,780.00	\$25,020.00
Route #	Destination	Contractor	Daily Rate	Decrease	Adj. Amt
0130R	Clinton Public	ESC	\$168.55	\$32.00	\$136.00
0210R	Clinton Public	ESC	\$165.42	\$62.07	\$103.35
1005R	Matheny	ESC	\$321.05	\$127.05	\$194.00
1047R	Windor School	Kensington Bus	\$196.64	\$196.64	\$0.00
0903R	Newgrange	ESC	\$214.44	\$214.44	\$0.00
131419	Voorhees	ESC	\$53.00	(\$53.00)	\$0.00

- 2 approve Joint Agreement with North Hunterdon-Voorhees High School, for quoted Route Voor. 59 at \$120 per diem for 182 days
- 3 adjust waive Nonpublic Admin Fee of 5.5%, as needed for the 2013-14 school year to keep routes within district allowable aid in lieu budget
- 4 increase Transportation Contracted Services budget by \$150,000 to cover the additional routes awarded on behalf of districts
- 5 approve clothing allowance of \$250.00 each, in lieu of uniforms for James Heater, Robert Em and James Fulmer for the 2013-14 school year
- 6 rescind transportation services to Sussex County Regional Co-Op for route E-0671 at the per diem rate of \$374.65 per day.
- 7 correct the following routes with Sussex County Regional Co-Op:

Route #	From	To	Annual Amount
R-70	\$ 565.85 per day	\$ 146.17 per day	\$ 26,310.60
R-72	\$ 607.50 per day	\$ 181.95 per day	\$ 32,751.00

- 8 approve 2013-14 Transportation Services as follows:

<u>DISTRICT</u>	<u>ROUTES</u>	<u>PerDiem</u>	<u>Aide</u>	<u>Days</u>
Sussex County Regional Co-Op	491	\$ 189.00	TBD	180
ESC of Morris County	CE633	\$ 185.00	\$ 50.00	51

- 9 provide transportation for field trips, as needed at to the following districts:

<u>DISTRICT</u>	<u>HOURLY RATE</u>
Blessed Pope John XXIII	\$ 70.00
Rutgers University	\$ 75.00 Plus tolls and parking

- 10 sell the following vehicles, as negotiated:

Unit #	VIN #	CHASSIS	YEAR	# pass	SELL TO	AMOUNT
129	1BAKFCKH56F230967	Bluebird	2006	54	George Dapper, Inc	\$ 19,000.00
131	1BAKFCKH96F230969	Bluebird	2006	54	George Dapper, Inc	\$ 19,000.00

MOTIONS PASSED UNANIMOUSLY

William Moebus moved, seconded by Tom Bruhl to approve action items XE, XF and XG to:

E COOPERATIVE PURCHASING

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

#	<u>DISTRICT</u>
218	Burlington County Special Services
219	Buena Regional School District
220	Carlstadt Board of Education
221	South Brunswick Board of Education

- 222 Wood-Ridge Board of Education
 - 223 Sussex County ESC
 - 224 Mount Holly Board of Education
- 2 renew the following bids, at no increase from preceding bid, effective January 13, 2014 through January 12, 2015:

Office Supplies Staples Business Advantage
Custodial Supplies Crest Paper Products

- 3 award IP Physical Security Solutions #TEC13-08 to e-Plus Technology, Inc., the respondent with the highest total cumulative points received on the evaluation scoring price and other factors, effective November 12, 2013 through October 31, 2014; according to 18A:18A-4.1 "Use of Competitive Contracting by Boards of Education" subsection e. for the purchase of specialized machinery or equipment of a technical nature, or servicing thereof, which does not reasonably permit the drawing of specifications due to the unidentified, broad range of IP Solutions needed by member districts; and subsection k. for the operation, management or administration of other services, as approved by the Division of Local Government Services in the Department of Community Affairs

<u>Vendor</u>	<u>Corporate Overview</u> (max 20 pts)	<u>Performance Capability</u> (max 20 pts)	<u>Products & Price</u> (max 35 pts)	<u>Value Added</u> (max 15 pts)	<u>Total Points</u> (max 90 pts)
ePlus	18	18	29	12	77
CSAM	16	16	24	4	60
RFP Solutions	16	15	16	4	51

Discussion: Corinne Steinmetz explained that a committee of six (6), including one (1) external expert, evaluated the submissions as per the specifications and recommend award to the vendor with the highest cumulative points.

- 4 increase 2013-14 Cooperative Purchasing budget, \$10,000.00 for increased need of Chapter 14 and PRISE Booklets

F TECHNOLOGY

- 1 accept donation from Lenape Valley Regional High School for (38) 15" Monitors and (1) 17" Monitor in fair to poor condition, total value of less than \$500.00
- 2 approve Memorandum of Understanding with Advanced Assessment Systems, Inc (d/b/a LinkIt) and Educational Information Resource Center (EIRC), to pay EIRC 50% of the 5% Commission of all new LinkIt product licenses within the State of New Jersey and 50% of the 2.5% Commission from the sales of LinkIt Navigator, effective October 1, 2013 through October 31, 2014, with two (2), one (1) year renewals: (ATTACHMENT)

WHEREAS, LinkIt is the exclusive developer and publisher of LinkIt!™ Assessment and Diagnostic Software (the "Software") and its related services;

WHEREAS, LinkIt was awarded HCESC assessment & data Management System for Students & Teachers TEC-05-RFP on November 9, 2011;

WHEREAS, HCESC provides marketing designed to build awareness of the LinkIt product line and related services in the State of New Jersey in exchange for a revenue share of LinkIt licensing and service related fees as described herein;

WHEREAS, LinkIt and HCESC seek to expand the awareness campaign for LinkIt products and services throughout the State of New Jersey and elsewhere by partnering with EIRC;

WHEREAS, EIRC is willing and able to support the existing agreement between LinkIt and HCESC by providing additional awareness workshops and support services in exchange for a fee received for all mutually agreed new business opportunities, exclusive of existing HCESC/LinkIt client relationships, as described in Appendix A;

- 3 approve School Bus Advertising of Paramount Waterproofing LLC, through HCESC's contract with EIRC for School Bus Advertising, for bus advertising, for a period of 12 months on six (6) HCESC buses for revenue share options, as follows:

	TOTAL CHARGE	HCESC %	HCESC Share	NOTES
OPTION A	\$47,520.00	65%	\$30,888.00	4'x18" sign
OPTION B	\$74,880.00	65%	\$48,672.00	9'x18" sign

- 4 contract with Comcast Business for six (6) voice lines, for 36 months, at the following rates:

Monthly rate	\$ 530.80	35	\$ 18,578.00	Initial month waived
Installation	\$ 412.85	1	\$ 412.85	

G ADULT BASIC EDUCATION

- 1 approve subcontract with NJ Department of Labor Work First New Jersey and Workforce Learning Link for funding in the amount of \$140,143.00, effective July 1, 2013 through September 30, 2013

Discussion: Marie Kisch explained that this is funding currently budgeted and covers operating expenses for July, August and September 2013

MOTIONS PASSED UNANIMOUSLY

H PERSONNEL

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

West Orange

approve Lorraine Kocsis, Dispatcher, \$100.00 per diem, for additional duties as required, as needed, as determined by Director and/or Superintendent, effective September 1, 2013

approve Angela Heath, Part-Time School Bus Monitor, at a rate of \$9.50/hr., effective October 7, 2013

approve Luis Lugardo, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective October 7, 2013

approve Zenaida Diaz de Aza, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective October 14, 2013

approve Gerald Dazluma, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective October 21, 2013

accept the resignation of Patrick Joseph, Part-Time School Bus Driver, effective October 31, 2013

terminate Zenaida Diaz de Aza, Part-Time School Bus Driver, effective November 5, 2013

approve Carla Shaw, Part-Time School Bus Driver, at a rate of \$15.25/hr., effective November 11, 2013

Adult Basic Education

approve the FMLA request of Francine Leddy, ABE Coordinator, effective October 21, 2013 through November 1, 2013

Department of School Services

extend the Leave of Absence Request of Karin Krauszer, Non Public Nurse, through December 6, 2013

approve Part-Time Nurse (TBD), at a rate of \$33/hr., not to exceed 28 hr./week

approve Part-Time Speech Language Therapist, at a rate of \$50 hr., not to exceed 20 hrs./week

approve the following list of Child Study Team Consultant Rates of Pay, effective July 1, 2013 through June 30, 2014:

\$500 Specialized Assessments - includes student observation, parent interview, teacher interview, direct assessment(s) with report(s), and (2) required meetings (planning/eligibility)

\$50/hr. Teacher of the Deaf Services - includes A/R updates, ISP plaafp/goals & objectives meetings, progress reports, 407-1 completed, parent/teacher contact

approve the intermittent FMLA request of Pamela Cunning-Mills, Director of School Services, effective October 2, 2013

approve Monica Darcy, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective October 7, 2013

accept the written resignation of Maryann Sajor, Part-Time Off Site Teacher Assistant, effective October 7, 2013

terminate Mary Kenny, Part-Time Off Site Teacher Assistant, effective October 8, 2013

approve the following consultants, at board approved rates, effective October 14, 2013:

Lori Candon, LDT-C	Mary Schwarzenberger, Teacher of the Deaf
Laura Newman, Psychologist	Joanna Strauch, Psychologist

accept the written resignation of Nicole Parkes, LDT-C/School Psychologist, effective October 31, 2013

approve Nicole Meyer, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective November 1, 2013

approve Kevin Sullivan, Part-Time Off Site Teacher Assistant, at a rate of \$15.55/hr., effective November 4, 2013

accept the written resignation of Patricia Hoffman, Part-Time Off Site Teacher Assistant, effective November 1, 2013

approve Brittani Santangelo, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective November 11, 2013

approve Michelle Capano-Morley, Homework Club Teacher, at a rate of \$60/hr., not to exceed 40 hours, as needed, as assigned, contingent on available funding, effective November 13, 2013

approve Deborah Szwarc, Homework Club Teacher, at a rate of \$60/hr., not to exceed 40 hours, as needed, as assigned, contingent on available funding, effective November 13, 2013

approve the following list of consultants for after school additional Supplemental Instruction Program at St. Matthias School, Franklin Township (S), at a rate of \$60/hr., not to exceed 40 hours, as needed, as assigned, contingent on available funding, effective November 13, 2013:

Darlene Galtieri, Teacher	Jeanne Miller, Teacher
Barbara Sury, Teacher	

approve Nancy Webb, Elementary Teacher, for IDEA After School Program services at Immaculate Conception School, Clinton Township, at a rate of \$60/hr., not to exceed 40 sessions - 2 hr./week, as needed, as assigned, contingent on available funding, effective November 13, 2013:

approve the following list of consultants for IDEA After School Program services at Immaculate Conception School, Clinton Township, at a rate of \$60/hr., not to exceed 40 sessions - 2 hr./week, as needed, as assigned, contingent on available funding, effective November 13, 2013:

Anastasia Jones, Teacher	Theresa Monthony, Teacher
Theresa Craig, Teacher	Robin Bloom, Teacher
Jackie Martoccia, Teacher	

increase Kathleen Talarico, Part-Time Off Site Teacher Assistant, from \$15.55/hr. to \$17.73/hr., effective November 16, 2013 due to receiving New Jersey Teacher Certificate

approve Jamie Ozemko, Part-Time Off Site Teacher Assistant, at a rate of \$17.73/hr., effective November 11, 2013

approve Diane Ford, Part-Time Speech Language Specialist, at a rate of \$50/hr., not to exceed 20 hours per week, effective November 13, 2013

Schools

approve David Lutzky, Counselor, at a rate of \$200/day (6hr/day) for 2.5 days, to provide administrative duties related to Franklin (S) Summer School Program

approve the FMLA request of Demetria Sahijuan, Custodian, effective October 18, 2013; pending successful submission of required documentation

approve Gina Pizzigoni, Part-Time Teacher Assistant, at a rate of \$15.55/hr., effective November 1, 2013

approve Meeta Verma, RN, Substitute Nurse, at a rate of \$33/hr., not to exceed 28 hrs./week, effective November 4, 2013

Glen Gardner

accept the verbal resignation of Thomas Winter, Part-Time School Bus Driver, effective September 1, 2013

MOTIONS PASSED UNANIMOUSLY

I PROFESSIONAL DEVELOPMENT

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

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Principal	PARCC Update	9/17/2013	Free
School Secretary	ASSA Training	10/1/2013	Free
Director of School Services	Conducting Successful IEP Meetings	10/14/2013	\$75.00
(2) Supervisor	Conducting Successful IEP Meetings	10/14/2013	\$75/each
(4) Counselors	Conducting Successful IEP Meetings	10/14/2013	\$75/each
Teacher	New Jersey Science Convention	10/15/2013	\$165
Off-Site Teacher Assistant	Intro to ABA & Teaching Verbal Behavior in the Classroom	10/15 & 10/16/13	Free
Teacher Assistant	Adolescent Health Conference	10/25/2013	Free
Counselor	Adolescent Health Conference	10/25/2013	Free
(3) Teachers	Adolescent Health Conference	10/25/2013	Free
Speech Teacher	Teaching Social Thinking through Stories & Play for Early Learners	10/25/2013	\$190
(2) Supervisors	Challenges Our Youth Face Annual Fall Conference	11/1/2013	\$25/each
Counselor	Challenges Our Youth Face Annual Fall Conference	11/1/2013	\$25
Non-Certified Nurse	Cardio Pulmonary Review	11/2/2013	\$60
Off-Site Teacher Assistant	Social Interactions - Autism	11/14/2013	Free
School Social Worker	Social Interactions - Autism	11/14/2013	Free
S.B.A./B.S.	Food Nutrition Administrative Training	11/21/2013	Free
School Secretary	Food Nutrition Administrative Training	11/21/2013	Free
(2) Supervisors	Legal One Administration Training	12/9 & 12/10/13	\$300/each
Superintendent	The Briefings School Safety Symposium	12/2/2013	Free

Principal	The Briefings School Safety Symposium	12/2/2013	Free
S.B.A./B.S.	The Briefings School Safety Symposium	12/2/2013	Free
Counselor	Hunterdon Prevention Resources	11/19/2013	Free
S.B.A./B.S.	Public School Purchasing	11/7 & 11/8/13	\$429
Superintendent	School Security, MOA and Drug & Gang Awareness	11/19/2013	Free

J HARASSMENT INTIMIDATION & BULLYING

William Moebus moved, seconded by Jason Kornegay to affirm the following Harassment, Intimidating & Bullying incidents as presented by Marie Kisch:

	HIB #	NJ Anti-Bullying Bill of Rights Law
1	WA 01 - 2014	YES
2	WA 02 - 2014	YES

XI OLD BUSINESS

William Moebus thanked the Board for all their actions since last January. He appreciates that Dennis and Marie have kept him posted along the way. Things are moving along for him and he looks forward to seeing us at future meetings.

We are all happy to have Bill back and glad to see he is recovering

XII NEW BUSINESS - NONE

XIII CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XIV ADJOURNMENT

William Moebus moved, seconded by Jason Kornegay to adjourn the meeting. Since there was no further action items, the meeting was adjourned at 4:50 pm.

Respectfully submitted by:

Corinne Steinmetz
Board Secretary