

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

BOARD OF DIRECTORS MEETING

February 9, 2016

MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 200 Main Street, Flemington, New Jersey on Tuesday, February 9, 2016 at 4:15 pm

I. OPEN PUBLIC MEETING STATEMENT

This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and that adequate notice has been published in The Hunterdon County Democrat and The Courier-News. This notice is also posted in the Board Office and a copy has been sent to the county office

II. ROLL CALL

BOARD MEMBERS

Charles Miller, President (E AMWELL)

William Martin (DEL-VAL REG)

Joseph Somers (HOLLAND) 4:20 PM

Marlene Baldinger (LEBANON BORO)

Tom Bruhl, Vice President (DELAWARE)

Christine Crielly (FRANKLIN -HUNTERDON)

Donna Herbel (KINGWOOD)

Cheryl Filler (READINGTON)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

CITIZENS

Paul Freda, Auditor - Suplee & Company

Dale Melville, Auditor - Suplee & Company

III. CALL TO ORDER

At 4:15 pm in the conference room at HCESC ABE 200 Main Street, Flemington, Board President, Charles Miller called the meeting to order

President, Charles Miller called a recess until quorum can be met

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

At 4:18 pm, meeting reopened as EXECUTIVE COMMITTEE MEETING

A Audit Presentation - Suplee, Clooney & Company, by Paul Freda

Management Report

No Comments / No Recommendations

4:20 pm Joseph Somers arrived - quorum is met, returned to BOARD OF DIRECTORS MEETING

Comprehensive Annual Financial Report (CAFR)

Report of financial position

A-2 Statement of Activities - total net position increased \$363,030

B-2 Governmental Funds - decrease in Fund Balance of (\$210,010)

B-5 Proprietary Funds - surplus of \$303,347

GASB 58 now requires reporting of the State's share of PERS pension liability (2 yrs. back). This change caused change to financial picture, however actual liability is due by the State (not the Commission).

Amount is dependent upon actuary figures

Requirement caused restatement of beginning balance

Large obligation reflected due to volume of PERS (non-certified) employees

Review from financial institutions is unknown, however could be negatively impacted

"A" Schedules include State obligation, recommended to focus on "B" Schedules

Change was caused by change of governmental standards

Trend Analysis

Board discussed declining enrollment and need to look at program needs of today and develop an appropriate program model

Administration is currently reviewing to develop recommendation

Debt Service Reviewed

ACCEPTANCE OF AUDIT

Cheryl Filler moved, seconded by Tom Bruhl to accept 2014-15 Comprehensive Annual Financial Report and Management Report, as presented by Paul Freda, CPA from Suplee, Clooney & Company - no exceptions noted

MOTION PASSED UNANIMOUSLY

V APPROVAL OF MINUTES

A Donna Herbel moved, seconded by Tom Bruhl to approve the minutes of January 5, 2016 Board of Directors Meeting, respectfully submitted by the Board Secretary

MOTION PASSED UNANIMOUSLY

VI FINANCIAL REPORTS

Cheryl Filler moved, seconded by Tom Bruhl to:

A approve the line item transfers and budget appropriations for the period of January 2016 (Adj #143 - 160)

B approve the unaudited January Board Secretary Report

MOTIONS PASSED UNANIMOUSLY

VII LIST OF BILLS

A Tom Bruhl moved, seconded by Cheryl Filler to approve the following list of bills:

1	January 2016	\$964,847.98	Payroll
2	January 2016 Consultants	\$15,993.50	Computer Generated
3	January 2016	\$159,136.58	Hand checks
4	February 2, 2016 List of Bills	\$394,531.84	Computer Generated
5	February 2, 2016 List of Bills ADDED	\$19,635.91	Computer Generated
		<u>\$1,534,509.90</u>	

MOTIONS PASSED UNANIMOUSLY

VIII CORRESPONDENCE/COMMUNICATION, presented by Charles Miller

A Letter from Franklin Township (S) Public Schools

B January Teacher Assistant Newsletter

IX COMMITTEE MEETINGS

NEXT MEETING

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 2/24/2016 3:00 PM

G Executive, did not meet 2/24/2016 4:00 PM

X POLICY

A The following policies were presented for first read:

1 Policy 4112.8/4212.8 Nepotism (M) (Revision)

2 Policy 5141.22 Medical Marijuana (M) (New)

XI SUPERINTENDENT'S REPORT

Board was reminded that our Representative Assembly meeting is scheduled for March 1, 2016 at 4:15 at our ESC Academy

A ADMINISTRATION

Donna Herbel moved, seconded by Tom Bruhl to:

1 approve 2016 - 2017 Service Rates, as presented by Superintendent Marie B. Kisch

2 accept donation of steel shelving and tubs, valued at \$1,000.00, from Ms. Elaine Manna

MOTIONS PASSED UNANIMOUSLY

B SCHOOLS (no action items)

C TECHNOLOGY (no action items)

Tom Bruhl moved, seconded by Cheryl Filler to approve action items XI D thru XI K to:

D ADULT BASIC EDUCATION

1 approve Gloria Colombo, Consultant, effective February 3, 2016, to provide Adult Literacy classes, as needed, at a rate of \$81 per class for up to 10 additional classes

2 decrease 2015-2016 budget from \$1,136,192.76 to \$998,304.02 (decrease of \$137,888.74) based on receipt of actual entitlements, as follows:

Program	Original Budget	Revised Budget	Change
FD	\$500,000.00	\$322,000.00	-\$178,000.00
AH	\$102,715.00	\$47,500.00	-\$55,215.00
AG	\$168,988.00	\$176,328.00	\$7,340.00
AT	\$363,225.02	\$452,476.02	\$89,251.00

DISCUSSION: Marie Kisch, Superintendent, explained that allocations were just received. We are the lead agency and provide services of the Learning Link in Hunterdon & Somerset Counties. Federal reduction was anticipated.

MOTIONS PASSED UNANIMOUSLY

E PARAPROFESSIONALS (no action items)

F LEASE PURCHASING (no action items)

G PURCHASING

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

#	DISTRICT
338	Byram Township
339	Evesham Township

2a. bid proprietary Apple products:

This certification is hereby submitted pursuant to the requirements of N.J.A.C. 5:34-9.1(b).

On Behalf of the Hunterdon County Educational Services Commission ("HCESC") and its members, I intend to solicit bids for the procurement of proprietary goods pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1.

Specifically, the HCESC, as lead agency of the State-approved cooperative pricing system, shall solicit formal bids for brand name Apple technology products that are necessary for the conduct of the affairs of some HCESC members and are of such a specialized nature that only such products will meet member' needs.

Many HCESC members have invested heavily in the terms of time, effort and funds with respect to the use of various Apple products in their respective operations and classrooms. Members who are currently utilizing Apple products on an organization-wide or similar scale require the ability to procure such proprietary products in order to maintain their current programs. Non-Apple products are not easily able to be integrated and paired with Apple-based systems and members forced to avoid purchasing proprietary Apple products will likely require a wholesale replacement of their existing technology systems.

Likewise, proprietary Apple products are necessary to some members for purposes of integration into existing operations reliant upon Apple technology and systems. It will be inefficient and detrimental to many members if they were to be required to use non-identical products in otherwise Apple-exclusive operations, as doing so would require conflicting training, support, and maintenance.

For the reasons above, it is necessary to solicit bids for proprietary Apple technology products for those members whose needs satisfy the requirements of N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1.

A copy of this certification shall be included with the bid specifications for this project.

2b. award Proprietary Apple Products Bid #HCESC-TECH-16-01, to Apple Incorporated, effective February 11, 2016 through August 10, 2016, to educational institutions

3 renew the Technology Supplies & Accessories bid #162, effective March 16, 2016 through March 15, 2017, with ePlus Technologies, with no changes

4 award the Custodial Supplies & Equipment Bid #178, effective February 5, 2016 through February 4, 2018 with the following vendors:

Bio Shine Inc.	Central Poly Corp.	Phillip Rosenau Co., Inc.	Hillyard Delaware Valley
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5 award the following catalog bids effective February 11, 2016 through February 10, 2018:

a Science Supplies & Equipment – Catalog Sales #HCESC-CAT-16-01

- Fisher Science Education – 30% Discount off Catalog Pricing
- Frey Scientific – 28% Discount off Catalog Pricing
- Carollna Biological – 10% Discount off Catalog Pricing
- Ace Educational – 26% Discount off Catalog Pricing – Orders under \$50
- 33% Discount off Catalog Pricing – Orders over \$50

b Physical Education Supplies & Equipment – Catalog Sales #HCESC-CAT-16-02

- Metuchen Center – 25% Discount off Champion
- 10% Discount off Athletic Connection
- S&S Worldwide – 18% Discount off Catalog Pricing
- School Specialty (Sportime) -- 30% Discount off Catalog Pricing

c Athletic Supplies & Equipment – Catalog Sales #HCESC-CAT-16-03

Metuchen Center - The following discounts apply:

30%-Allason Athletic	10%-Athletic Connection	36%-Adidas	20%-Mikasa
15%-Shock Doctor	30%-Charles River	25%-Augusta	20%-Dolfin
20%-Select Sports	25%-Kwik Goal	30%-Badger	25%-Asics
10%-Louisville	20%-McDavid	35%-Champro	30%-A4
35%-Outdoor Cap	25%-Pennant	25%-Worth	10%-Jaypro
12%-Richardson Cap	25%-Garden State Apparel	25%-Holloway	35%-Wilson
20%-Game Gear	35%-Rawlings	25%-Majestic	10%-Adams

20%-Pacific Headwear 25%-Russell Athletic 5%-Rae Crowther 25%-Mizuno
Aluminum Athletic Equipment – 15% Discount off Catalog Pricing
School Specialty (Sportline) – 30% Discount off Catalog Pricing
S&S Worldwide – 18% Discount off Catalog Pricing

d Facility & Grounds Supplies & Equipment #HCESC-CAT-16-04

Storr Tractor Company – The following discounts apply:

20%-Toro Commercial 35%-Toro Golf Irrigation 26%-Toro Snow 28%-Toro RLC
35%-Toro Rescom Irrigation 10%-Case L500 Loaders 2%-MB 15%-Woods
20%-Case Compact Series Tractors 10%-Case L705 Loaders 5%-First Products 2%-Erskine
15%-Case C, U & A Series Tractors 15%-Case 100A Series Tractors 10%-McCormick 5%-Kifco

Wilfred MacDonald, Inc. – The following discounts apply:

25%-Jacobsen 20%-Smithco 5%-Ventrac

Equiptech LLC dba Bobcat of Central Jersey – The following discounts apply:

15%-Bobcat All-Wheel Steer Loaders 18%-Bobcat Compact Track Loader 8%-Bobcat Mini Track Loaders 3%-FINN
18%-Bobcat Skid Steer Loaders 8%-Bobcat Utility Work Machines 12%-Morbark 15%-Pro-Tech
18%-Bobcat Compact Excavators 10%-Big-Tow

Duff Co. (pending receipt of required documents) – The following discounts apply:

Fillings: 75%-Brass/Iron 70%-PVD 65%-Copper
Faucets: 43%-T&S Brass, Chicago, Delta, Moen
Fixtures: 35%-Gerber, American Standard, Vitra
Valves: 45%-Nibco, Watts, Apollo
Flush Valves: 40%-Sloan, Zurn
Heating Supplies: 30%-Bell & Gossett, McDonnell Miller, Hoffman
Hydronic Specialties: 25%-Watts, Cash Acme
Water Heaters: 45%-A.O. Smith, Bradford White

Blo-Shine, Inc – The following discounts apply:

25% - Rubbermaid 30% - Piranha Catalog 10% - MI-T-M 10% - Shark
15% - Piranha Equipment

e Art/Craft Supplies & Equipment #HCESC-CAT-16-05

School Specialty (SAX) – 30% Discount off Catalog (excluding Furniture)
10% Discount off Furniture

Kurtz Bros - 30% Discount off Catalog (excluding Furniture)
14% off Furniture

S&S Worldwide – 18% Discount off Catalog

Ace Educational – 26% Discount off Catalog – Orders under \$50
33% Discount off Catalog – Orders over \$50

H DEPARTMENT OF SCHOOL SERVICES

- 1 approve the increase in the proctor fee for the Para-Pro Praxis Assessment from \$40.00 to \$45.00 per student, per assessment, in addition to the cost of the test, effective March 1, 2016

I TRANSPORTATION

- 1 approve Special Education Transportation Routes, as listed:

Quoted Route July 13, 2015 - August 14, 2015					
Route#	Sending District	Destination	Contractor	Daily Rate	Alde Rate
S1602	Flem/Raritan, Delaware Twp	Mercer Elementary	GST	\$249.00	\$55.00

- 2 approve Interlocal Sale Agreement with Readington Township Board of Education for Hunterdon County Educational Services Commission to sell their vehicles, as needed, for an administrative fee of 10% of the sale price, effective December 22, 2015 through March 22, 2016

- 3 approve the purchase of transportation vehicles for the 2016-17 Budget year, as described below:

Qty	Location	Description	Vendor	Price	Total	Bld #
1	West Orange	2017 Thomas 24 Passenger Van	H.A. DeHart	\$53,932.29	\$53,932.29	ESC Bus Trans #13-04
2	Glen Gardner	2017 Thomas 19 Passenger plus 3 WC	H.A. DeHart	\$63,975.81	\$127,951.62	ESC Bus Trans #13-04
6	West Orange	2017 Thomas 54 Passenger Bus	H.A. DeHart	\$97,672.21	\$586,033.26	ESC Bus Trans #13-05
6	Glen Gardner	2017 Thomas 54 Passenger Bus	H.A. DeHart	\$92,371.59	\$554,229.54	ESC Bus Trans #13-05

4 authorize administration to advertise for Lease Purchase for (15) 2017 Thomas vehicles in the amount of \$1,322,146.71

DISCUSSION: Corinne Steinmetz explained vehicles will be received prior to July 1 and lease payment will begin in 2016-17

5 approve CDL training, effective February 1, 2016, as follows:

CDL Endorsement Training	\$800.00
CDL and Endorsement Training	\$300.00
Road Test Only	\$150.00

J PERSONNEL

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

1 Appointments

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective</u>
Robert Bilko	PT Bus Driver	Glen Gardner	\$18.26	1/4/2016
Marie Schess	PT Teaching Assistant	FRRSD - RFIS	\$15.75	1/25/2016
Don Calabrese	PT Teaching Assistant	FRRSD - JP Case	\$15.75	1/26/2016
Mario Delvalle	PT Bus Driver	West Orange	\$15.50	1/26/2016
Jelena Todorovic-Clemente	PT Bus Driver	Glen Gardner	\$17.80	1/27/2016
Willy Damestoir	PT Bus Monitor	West Orange	\$9.75	1/27/2016
Elijah Reid-Williams	PT Bus Driver	West Orange	\$15.50	1/27/2016
JoAnn Budnick	PT Teaching Assistant	HC Polytech-Central	\$15.75	2/8/2016
Christine Comfortini	PT Teaching Assistant	Lebanon Twp.	\$15.75	2/16/2016
Mason Pollard	Bus Mechanic	West Orange	\$35,000.00	2/22/2016
John Sousa	Network and Systems Administrator	Technology Services	\$80,000.00	3/14/2016
Karen Day	PT Teaching Assistant	ESC Academy	\$15.75	TBD

2 hire temporary snow removal crew at Glen Gardner Terminal for storm on January 23, 2016:

Kevin Hoadley	Glen Gardner	\$15.00	01/23/16
Victor Baker	Glen Gardner	\$15.00	01/23/16
Jack Pierone	Glen Gardner	\$15.00	01/23/16

3 Leaves of Absence (LOA)

approve the following leaves of absence:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Bernadette Ertilien	PT Bus Driver	West Orange	Personal	01/04/2016 - 01/18/2016
Rebecca Frazier	PT Bus Driver	West Orange	Medical Leave	01/04/2016 - 02/01/2016 7 days paid sick, 11 days unpaid)
Lori Pacheco	PT Teacher Assistant	FRSD - Copper	Medical Leave	02/08/2016 - 03/08/2016 4 sick days, 16 banked sick days

revise the following leave of absence:

Marcy Braco	PT Teacher Assistant	Franklin (H)	Medical Leave	12/18/2015 - 1/15/2016 (paid) 1/19/2016 - 1/29/2016 (unpaid)
			to	
Marcy Braco	PT Teacher Assistant	Franklin (H)	Medical Leave	12/18/2015 - 1/15/2016 (paid)

4 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Jaime Ozemko	PT Teaching Assistant	Polytech - Central	resignation	1/22/2016
Charles Huffman III	Substitute Custodian	ESC Academy Hoffmans	resignation	2/2/2016
Sam Stancheck	PT Teaching Assistant	ESC School WA	resignation	2/10/2016

5 extend contracts for temporary PT Teaching Assistants:

<u>Name</u>	<u>Location</u>	<u>Hourly Rate</u>	<u>Effective</u>
Maura Perry	FRRSD - Barley Sheaf	\$15.75	1/23/2016 - 6/30/2016
Christine Galloway	FRRSD - Desmares	\$15.75	2/2/2016 - 6/30/2016
Anita Auriemma	FRRSD - Desmares	\$15.75	2/17/2016 - 6/30/2016

6 increase Marsha Atkinson, 12 month ABE teacher, from .65 to .7 FTE effective January 1, 2016 at a revised salary of \$36,162.48, an increase of \$2721.05

7 approve Carol Petrosino as ABE Instructor for evening ESOL (26 classes @101.25 per class) effective January 4, 2016

8 approve Marina Bartelli as ABE Instructor for evening ESOL program (27 classes @\$72 per class) effective January 11, 2016

K PROFESSIONAL DEVELOPMENT

1 approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
(2) ESC School Secretary	School Law for Administrative Assistants	4/27/2016	\$100 each

MOTIONS PASSED UNANIMOUSLY

At 4:58 pm Donna Herbel leaves

XII UNFINISHED BUSINESS

- A Transportation services and proposal with local district
- B Vehicle replacement cycle

XIII NEW BUSINESS

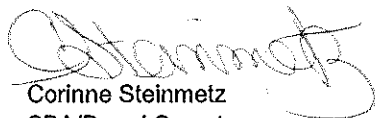
- A Cheryl Filler informed the board of the nomination of Corinne Steinmetz for NJASBO's BA of Year
- B Analysis of HCESC programs and services, particularly in the current school programs
- C Administration is working to develop long term plan meet the current needs of districts and evaluate efficacy and viability of struggling programs

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS - NONE

XV ADJOURNMENT

Bill Martin moved, seconded by Tom Bruhl to adjourn the meeting. Since there was no further items to discuss the meeting adjourned at 5:12pm

Respectfully submitted by:


Corinne Steinmetz
SBA/Board Secretary