

**BOARD OF DIRECTORS MEETING**

**May 3, 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, May 3, 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 was 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)  
Dr. Kimberly Metz (HUNT POLYTECH)  
Jason Kornegay (LEBANON TWP)  
Cheryl Filler (READINGTON)

Tom Bruhl, Vice President (DELAWARE)  
Joseph Somers (HOLLAND)  
Donna Herbel (KINGWOOD)  
Teresa Kane (MILFORD)

**ADMINISTRATION / STAFF PRESENT**

Marie B. Kisch (SUPERINTENDENT)  
Corinne Steinmetz (SCHOOL BUS ADMIN)

**III. CALL TO ORDER**

At 4:19 pm in the HCESC Adult Literacy building at 200 Main Street, Flemington, Board President, Charles Miller called the meeting to order

**IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS**

Cheryl Filler moved, seconded by Thomas Bruhl to adopt the agenda, including additional items as highlighted:

**MOTION PASSED UNANIMOUSLY**

**V. APPROVAL OF MINUTES**

A Donna Herbel moved, seconded by Jason Kornegay to approve the April 12, 2016 Board of Directors Meeting minutes, respectfully submitted by the Board Secretary

**MOTION APPROVED with Cheryl Filler ABSTAINING**

**VI. FINANCIAL REPORTS**

Thomas Bruhl moved, seconded by Cheryl Filler to:

A approve the line item transfers and budget appropriations for the period of April 2016 (Adj #201-213)

B approve the unaudited April Board Secretary Report

**MOTION PASSED UNANIMOUSLY**

**VII. LIST OF BILLS**

A Thomas Bruhl moved, seconded by Jason Kornegay to approve the following list of bills:

1 April 2016	\$976,801.76 Payroll
2 April 2016	\$131,545.76 Hand checks
3 May 3, 2016 List of Bills	\$487,570.60 Computer Generated
4 May 3, 2016 List of Bills ADDED	\$5,423.06 Computer Generated
5 May 2016 Consultant Payroll	\$13,797.50 Payroll
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	\$1,615,138.68

**MOTION PASSED UNANIMOUSLY**

**VIII. EXECUTIVE SESSION**

At 4:16 pm, Cheryl Filler moved, seconded by Jason Kornegay 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 discussions of PERSONNEL matters; 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**

At 4:28 pm, the Board returned to Public Session

**IX. CORRESPONDENCE/COMMUNICATION, presented by Marie Kisch**

1 April 2016 Teacher Assistant Newsletter

**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, April 26, 2016
- F Finance, did not meet
- G Executive, did not meet

**XI POLICY**

The following policies were presented for first read:

- 1 Policy 3570 District Records and Reports (Revision)
- 2 Policy 5120 Assessment of Individual Needs (Revision)
- 3 Policy 9250 Expenses and Reimbursement (Revision)

DISCUSSION: Mandatory revisions provided by school boards

**XII SUPERINTENDENT'S REPORT**

6/14/2016 - Graduation at Hoffmans in the afternoon - noon

6/16/2016 - Graduation at West Amwell in the evening - 7pm

6/11/2016 - Hooked on Fishing, Not on Drugs - Department of Environmental Protection

Marketing: Hunterdon NJ, press release, flyers, announcements to schools/counselors

10/15/16 - Apple fest at Hoffmans Crossing, partnering with Hunterdon Prevention Resources

Caretaker position currently under review with proposal at next month's meeting

Domain name change: www.hunterdonesc.org current domain will automatically transfer

**A ADMINISTRATION**

Jason Kornegay moved, seconded by Thomas Bruhl to:

- 1 authorize administration to pay New Jersey Council of ESC's \$5,000.00, for Hunterdon County Educational Services Commission's portion of anticipated legal fees incurred
- 2 approve 2016-17 Business Services Subcontract Agreement with Hunterdon County Vocational School District at an annual rate of \$48,960.00
- 3 approve 2015-16 budget for Biomedical Teacher program through Hunterdon County Vocational School District in the amount of \$5,000.00
- 4 approve 2016-17 budget for Biomedical Teacher program through Hunterdon County Vocational School District in the amount of \$80,000.00
- 5 authorize administration to act as pass through for Hunterdon County Association of School Administrators professional development program, effective April 18, 2016

**MOTIONS PASSED with Dr. Kimberly Metz ABSTAINING**

Cheryl Filler moved, seconded by Thomas Jason Kornegay to approve action items XII B, G & H:

**B SCHOOLS**

- 1 approve School Bus Emergency Exit Drills completed at ESC Academy on April 26, 2016 for the following bus routes:

HCESC - 1019R	AKAB-Q1551	Cassidy - 1205B
Garas - 16097	Snyder - E943	

- 2 approve the 2016-17 School Calendar

**C TECHNOLOGY (no action items)**

**D ADULT BASIC EDUCATIO (no action items)**

**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
355	Lindenwold Board of Education
356	Winslow Township Board of Education
357	North Brunswick Board of Education
358	Riverdale Board of Education
359	Ramsey Board of Education
360	Westville Board of Education
361	Jackson Township Board of Education
362	Elmwood Park Board of Education
363	Green Brook Township Board of Education

DISCUSSION: Apple Bid is currently the only option for districts to purchase from. It is offered at no cost and does not generate revenue, however fills a need of our member districts.

- 2 renew the Commercial Floor Covering & Installation Bid #160 with Commercial Interiors Direct, with no changes, effective July 1, 2016 through June 30, 2017

**H DEPARTMENT OF SCHOOL SERVICES**

- 1 approve 2016-17 Non Public Security Aid program administration at a rate of 8% of entitlement

**DISCUSSION:** Allocation based on number of students in NP schools to be used for security purposes. Fees need to be paid by district, cannot be paid out of entitlement

**MOTIONS PASSED UNANIMOUSLY**

**I TRANSPORTATION**

Thomas Bruhl moved, seconded by William Martin to :

- 1 approve Special Education Transportation Routes, as listed:

Summer - North Hunterdon				July 6, 2015 - August 14, 2015	
Route#	Sending District	Destination	Contractor	Daily Rate	Aide Rate
S1502	North Hunterdon	ESC West Amwell Campus	HCESC	\$138.00	N/A

- 2 approve addendum to Special Education Transportation Routes, as listed:

Contract Renewal - Sussex County Cooperative 2016				April 8, 2016 - June 30,	
Route#	Sending District	Destination	Contractor	Mileage Increase	Aide Added
E-222	W. Orange, Livingston	Shepard High School	HCESC	\$48.00	\$53.50

- 3 amend to Special Education Transportation Routes, approved at the April 12, 2016 Board of Directors meeting, at the following rates:

BID Routes - Sussex County Cooperative 2016				April 1, 2016 - June 30,	
Route#	Sending District	Destination	Contractor	Daily Rate	Aide Rate
E-318	Orange	Mt. Carmel Guild	HCESC	\$196.00	\$66.00
E-149	Orange, West Orange	New Beginnings	HCESC	\$196.00	\$66.00

- 4 approve to Summer Transportation Route, as listed:

Contract Renewal - West Orange 2016				July 5, 2016 - July 29,	
Route#	Sending District	Destination	Contractor	Daily Rate	Aide Rate
ESL	W. Orange	West Orange	HCESC	\$172.28	N/A

**MOTIONS PASSED UNANIMOUSLY**

**J PERSONNEL**

Thomas Bruhl moved, seconded by William Martin to:

- 1 approve 2016-17 Certified and School staff positions
- 2 approve job description for Biomedical Teacher in conjunction with contract approved at April 12, 2016 Board meeting to provide Biomedical Teacher to Hunterdon County Vocational School District

**3 Appointments**

Name	Position	Location	Rate/Salary	Effective
Marybeth Walsh	PT Teaching Assistant	FRSD - Desmares	\$15.75	5/11/2016
Catherine Orrei	PT Teaching Assistant	FRSD - Copper Hill	\$15.75	5/11/2016

- 4 amend the following appointment:

Kathy Vandenburg	PT Teaching Assistant	Holland Twp	\$15.75	4/25/2016
to				
Kathy Vandenburg	PT Teaching Assistant	Holland Twp	\$15.75	4/26/2016

**5 Leaves of Absence (LOA)**

Name	Position	Location	Reason	Effective	
Robert Em	Mechanic	Glen Gardner	Medical	4/18/2016 - 6/30/16	(48 paid days)

- 6 amend the following leave of absence:

Lawrence Zanetti	Custodian	ESC - HC	Medical - FMLA	4/25 - 5/04/2016	(8 sick days)
to					
Lawrence Zanetti	Custodian	ESC - HC	Medical - FMLA	4/25 - 6/07/2016	(29 paid days, 2 unpaid)

**7 Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective</u>
Rebecca Young	PT Instructional Aide	ABE/ESL	Resignation	4/28/2016
Lynn Hurley	PT Teaching Assistant	Bedminster	Resignation	5/6/2016
Danielle Altavilla	PT Teaching Assistant	Franklin Twp.@East Amwell	Resignation	6/30/2016
Donna Knechel	Admin. Asst./School Secretary	ESC School at West Amwell	Retirement	6/30/2016
Tom Rago	MSW/Counselor	ESC School at West Amwell	Retirement	6/30/2016

**8 rescind the following resignation:**

Anthony Moore	PT Bus Driver	West Orange	Resignation	4/7/2016
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**MOTION PASSED UNANIMOUSLY**

**K BENEFITS**

Thomas Bruhl moved, seconded by Cheryl Filler to:

- 1 approve Medical and Prescription Benefit plan for the 2016-2017 school year with Horizon Blue Cross Blue Shield of New Jersey. Whereas plan details reflect 11.11% increase over 2015-2016 rates. Employees will contribute 1.5% of salary or a percentage of premium as per statute; whichever is higher

**Employees eligible on or before June 30, 2013**

	Horizon POS Monthly Premium (Base Plan)	Horizon MyWay HSA- DA Monthly	Horizon Omnia Monthly Premium
Single	\$649.28	\$605.33	\$590.05
Parent/Children	\$1,157.53	\$1,082.84	\$1,051.59
Employee/Spouse	\$1,536.59	\$1,451.05	\$1,394.61
Family	\$2,076.46	\$1,960.89	\$1,884.60

**Employees eligible July 1, 2013 or after**

	Horizon MyWay HSA-DA Monthly (Base Plan)	Horizon Omnia Monthly Premium
Single	\$605.33	\$590.05

- 2 approve employee paid buy up option as follows:

**Employees eligible on or before June 30, 2013**

	Horizon POS Monthly Premium (Base Plan)	Horizon DA Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$649.28	\$847.24	\$197.96
Parent/Children	\$1,157.53	\$1,511.04	\$353.51
Employee/Spouse	\$1,536.59	\$2,008.12	\$471.53
Family	\$2,076.46	\$2,713.66	\$637.20

**Employees eligible July 1, 2013 or after**

	Horizon MyWay HSA-DA Monthly (Base Plan)	Horizon MyWay HSA- DA Monthly	ADDITIONAL Monthly Cost to Employee
Single	\$605.33		
Parent/Children		\$1,082.84	\$477.51
Employee/Spouse		\$1,451.05	\$845.72
Family		\$1,960.89	\$1,355.56

	Horizon MyWay HSA-DA Monthly (Base Plan)	Horizon Omnia Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$605.33		
Parent/Children		\$1,051.59	\$446.26
Employee/Spouse		\$1,394.61	\$789.28
Family		\$1,884.60	\$1,279.27

	Horizon MyWay HSA-DA Monthly (Base Plan)	Horizon POS Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$605.33	\$649.28	\$43.95
Parent/Children		\$1,157.53	\$552.20
Employee/Spouse		\$1,536.59	\$931.26
Family		\$2,076.46	\$1,471.13

	Horizon MyWay HSA-DA Monthly (Base Plan)	Horizon DA Monthly Premium	ADDITIONAL Monthly Cost to Employee
Single	\$605.33	\$847.24	\$241.91
Parent/Children		\$1,511.04	\$905.71
Employee/Spouse		\$2,008.12	\$1,402.79
Family		\$2,713.66	\$2,108.33

- 3 approve Opt-Out option to employees in lieu of Medical, Prescription and Dental Benefits. Payout will be made through payroll, accordingly:

**Employees eligible on or before June 30, 2013**

	Annual OPT OUT AMOUNT	Monthly Payout (10 months)	Monthly Payout (12 months)
Single	\$1,000.00	\$100.00	\$83.33
Parent/Children	\$2,000.00	\$200.00	\$166.67
Employee/Spouse	\$2,400.00	\$240.00	\$200.00
Family	\$3,500.00	\$350.00	\$291.67

**Employees eligible July 1, 2013 or after**

	Annual OPT OUT AMOUNT	Monthly Payout (10 months)	Monthly Payout (12 months)
Single	\$500.00	\$50.00	\$41.67

**MOTION PASSED UNANIMOUSLY**

**L PROFESSIONAL DEVELOPMENT**

Jason Kornegay moved, seconded by Cheryl Filler to:

- 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

Position	Workshop	Date	Cost
Special Ed Coordinator	Understanding Anger-Related Disorders	5/12/2016	\$79.00
Assistant to the SBA	Workers Compensation Law in the Schools	5/17/2016	\$150.00
School Business Administrator	Workers Compensation Law in the Schools	5/17/2016	\$150.00

**MOTION PASSED UNANIMOUSLY**

**XIII UNFINISHED BUSINESS**

**XIV NEW BUSINESS**

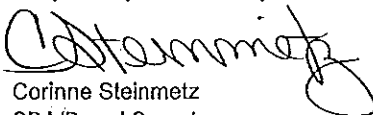
**XV CITIZENS ADDRESS THE BOARD OF DIRECTORS**

Joseph Somers informed the Board that Holland Township has an opening for a full-time Business Administrator and is willing to consider a shared arrangement. Excellent support staff.

**XVI ADJOURNMENT**

Jason Kornegay moved to adjourn the meeting. Since there was no further items to discuss, the meeting was adjourned at 5:05 pm

Respectfully submitted by:

  
Corinne Steinmetz  
SBA/Board Secretary