

VIA

BOARD OF DIRECTORS MEETING

November 1, 2016

Minutes

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Adult Literacy Building, 8 Bartles Corner Rd, Suite 205, Flemington, New Jersey on Tuesday, November 1, 2016

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

Tom Bruhl, Vice President (DELAWARE)
William Martin (DEL-VAL REG)
Joseph Sommers (HOLLAND)
Cheryl Filler (READINGTON) 4:16 PM
Donna Herbel (KINGWOOD)

Jennifer Giordano (BEDMINSTER)
Dr. Maryrose Caulfield (FLEMINGTON/RARITAN)
Dr. Kimberly Metz (HUNT. VOCATIONAL)
Marlene Baldinger (LEBANON BORO)

ADMINISTRATION / STAFF PRESENT

Marie B. Kisch (SUPERINTENDENT)

Corinne Steinmetz (SCHOOL BUS ADMIN)

III. CALL TO ORDER

At 4:15 pm at the ESC Adult Basic Education 8 Bartles Corner Road (Suite 205) Flemington, Board Vice President Thomas Bruhl called the meeting to order

IV. CITIZENS ADDRESS THE BOARD OF DIRECTORS

William Martin moved, seconded by Dr. Kimberly Metz to adopt the agenda

MOTION PASSED UNANIMOUSLY

V. APPROVAL OF MINUTES

Dr. Maryrose Caulfield moved, seconded by Dr. Kimberly Metz to approve the following Meeting minutes, respectfully submitted by the Board Secretary:

- A October 4, 2016 Board of Directors Meeting minutes, respectfully submitted by the Board Secretary
- B August 23, 2016 Board of Directors Executive Session No.1 Meeting minutes, respectfully submitted by the Board Secretary
- C August 23, 2016 Board of Directors Executive Session No.2 Meeting minutes, respectfully submitted by the Board Secretary
- D October 4, 2016 Board of Directors Executive Session Meeting minutes, respectfully submitted by the Board Secretary

MOTION PASSED WITH DONNA HERBEL ABSTAINING

Dr. Maryrose Caulfield moved, seconded by Dr. Kimberly Metz to approve action items VI and VII to:

VI. FINANCIAL REPORTS

- A approve the line item transfers and budget appropriations for the period of October 2016 (Adj #86-108)
- B approve the unaudited October 2016 Board Secretary Report

VII. LIST OF BILLS

A approve the following list of bills:

| | | | |
|---|-------------------------------------|-----------------------|--------------------|
| 1 | October 2016 Payroll | \$998,245.26 | Payroll |
| 2 | October 2016 | \$10,747.78 | Hand checks |
| 3 | October 14, 2016 Consultant Payroll | \$6,291.50 | Payroll |
| 4 | November 1, 2016 List of Bills | \$540,197.95 | Computer Generated |
| | | <u>\$1,555,482.49</u> | |

MOTIONS PASSED UNANIMOUSLY

VIII. CORRESPONDENCE/COMMUNICATION

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, did not meet

At 4:16 PM Cheryl Filler arrived

X. POLICY (no action items)

XI. SUPERINTENDENT'S REPORT

Marie B. Kisch, Superintendent discussed the following:

Business Office Services

Back to School night

Committee for Summer Camps at Hoffmans Crossing (Mad Scientist, Sports Camp, Lego, Environmental)

Lebanon Twp student visit - Apple Cider, visit Alpaca and Donkeys

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Goals are to arrive

Vet visits arranged for proper care of animals

Annual Shearing of Alpaca

Insurance Broker consulted

Facility - removal of underground storage tank at house at Hoffmans. Removal will be completed in next 6 weeks, followed by installation of new above ground tank. Core testing / sampling will be completed as required.

Heating system update at WO

Hunterdon County School Boards - February meeting at Hoffmans Crossing location

William Martin moved, seconded by Dr. Kimberly Metz, to approve action items XI A, B, E, G and H to:

A ADMINISTRATION

- 1 approve 2016/17 budget for Business Office Services in the amount of \$45,000.00

B SCHOOLS

- 1 contract with R.G.I. Landscaping, lowest responsible quote respondent, for snow plowing and salting at ESC School West Amwell Campus, effective October 21, 2016, at the following rates:

| Inch of Snow | RGI Landscaping, LLC | Ribsam's Landscapes | Consistent Pest Services Inc. |
|--------------|----------------------|---------------------|-------------------------------|
| 0" - 4" | \$225.00 | \$950.00 | \$930.00 |
| 4.1" - 8" | \$495.00 | \$1,150.00 | \$1,130.00 |
| 8.1" - 12" | \$800.00 | \$1,350.00 | \$1,430.00 |
| 12.1" - 16" | \$1,300.00 | \$1,550.00 | \$1,830.00 |
| 16.1" + | \$1,500.00 | \$1,750.00 | \$2,330.00 |
| Salt (Bulk) | \$200.00 per ton | \$290.00 per ton | \$258.00 per ton |

C TECHNOLOGY (no action items)

D ADULT BASIC EDUCATION (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 |
|-----|--------------------------------|
| 409 | Garwood Board of Education |
| 410 | Camden County Community School |

- 2 award the Musical Instruments - Equipment, Supplies, Repair & Conditioning Bid #HCESC-CAT-16-07 to K&S Music, effective November 14, 2016 through November 13, 2017 - All Counties

| a | Repair & Conditioning | Rate Per Hour | Discount off Parts |
|---|------------------------|---------------|--------------------|
| | Woodwind Instruments | \$59.95 | 5% |
| | Brass Instruments | \$59.95 | 5% |
| | Stringed Instruments | \$59.95 | 5% |
| | Percussion Instruments | \$59.95 | 5% |

| b | Instruments, Equipment & Supplies | Discount off Catalog |
|---|-----------------------------------|----------------------|
| | K & S Catalog | 5% |
| | RS Berkeley Catalog | 15% |
| | Reeds | 50% |

- 3 extend the Assessment & Data Management System for Students & Teachers #TEC-05-RFP, effective November 1, 2016 through December 31, 2016

- 4 extend the Physical Security Bid #TEC 13-08 with ePlus Technology, effective November 6, 2016 through February 5, 2017

- 5 ratify the Water Testing Services Bid #HCESC-SER-16-02, effective October 17, 2016 through October 16, 2017, as authorized at the October 4, 2016 Board of Directors meeting, as follows:

| a | Company | Services | Regular Hours | After Hours / Weekends | Counties Awarded |
|---|---|------------|---------------|------------------------|--|
| | PARS Environmental, Inc. | Consulting | \$80.00/hr | \$100.00/hr | Hudson, Camden, Gloucester, Atlantic, Salem, Cumberland & Cape May Counties |
| | HAKS Engineers, Architects & Land Surveyors, PC | Consulting | \$86.30/hr | \$86.30/hr | Passaic, Bergen, Essex, Union, Middlesex, Mercer, Hunterdon, Somerset, Burlington, Monmouth, Sussex, Warren and Ocean Counties |

| b | Company | Services | Fees | Counties Awarded |
|---|--------------------------|------------------------|----------------|------------------|
| | PARS Environmental, Inc. | Water Sampling | \$15.00/Sample | All Counties |
| | PARS Environmental, Inc. | Lab Fees - Lead | \$24.50/Test | All Counties |
| | PARS Environmental, Inc. | Lab Fees - Copper | \$20.00/Test | All Counties |
| | PARS Environmental, Inc. | Lab Fees - Corrosivity | \$55.00/Test | All Counties |

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| | | | |
|--------------------------|----------------------|--------------|--------------|
| PARS Environmental, Inc. | Lab Fees - Phosphate | \$25.00/Test | All Counties |
| PARS Environmental, Inc. | Lab Fees - Turbidity | \$20.00/Test | All Counties |

- 6 amend the award of Electrical Services Bid #SER-10B, awarded at the October 4, 2016 Board of Directors meeting, effective November 2, 2016 through November 1, 2017:

Electrical #SER-10B

| Company | Counties Awarded | Rate per Hour / Parts Mark-up % |
|-----------------------------------|--|---------------------------------|
| Magic Touch Construction | Ocean, Mercer & Monmouth Counties | \$99.35 / 10% |
| Tatbit Energy Solutions | Bergen, Passaic & Morris Counties | \$82.00 / 0% |
| Tatbit Energy Solutions | Essex, Hudson, Sussex, Somerset & Middlesex Counties | \$84.00 / 0% |
| Redmann Electric & Communications | Warren & Hunterdon Counties | \$89.00 / 10% |

to:

| Company | Counties Awarded | Rate per Hour / Parts Mark-up % |
|-----------------------------------|--|---------------------------------|
| Magic Touch Construction | Ocean, Mercer & Monmouth Counties | \$99.35 / 10% |
| Tatbit Energy Solutions | Bergen, Passaic, Morris & Union Counties | \$82.00 / 0% |
| Tatbit Energy Solutions | Essex, Hudson, Sussex, Somerset & Middlesex Counties | \$84.00 / 0% |
| Redmann Electric & Communications | Warren & Hunterdon Counties | \$89.00 / 10% |

- 7 amend the award the following Maintenance Bids, awarded at the October 4, 2016 Board of Directors meeting, effective November 2, 2016 through November 1, 2017, as follows:

Plumbing #SER-10C

| Company | Counties Awarded | Rate per Hour / Parts Mark-up % |
|----------------------------------|--|---------------------------------|
| Falasca Mechanical | Mercer, Burlington, Ocean, Camden, Gloucester, Cumberland, Cape May, Atlantic & Salem Counties | \$80.00 / 18% |
| Robert Griggs Plumbing & Heating | Union, Morris, Somerset, Hunterdon & Middlesex Counties | \$92.50 / 25% |
| Magic Touch Construction | Bergen, Essex, Hudson, Passaic, Warren & Monmouth Counties | \$99.35 / 10% |
| Aero Plumbing & Heating | Sussex County | \$120.00 / 15% |

to:

| Company | Counties Awarded | Rate per Hour / Parts Mark-up % |
|----------------------------------|---|---------------------------------|
| Robert Griggs Plumbing & Heating | Union, Morris, Somerset, Hunterdon, Mercer & Middlesex Counties | \$92.50 / 25% |
| Magic Touch Construction | Bergen, Essex, Hudson, Passaic, Warren, Ocean & Monmouth Counties | \$99.35 / 10% |
| Aero Plumbing & Heating | Sussex County | \$120.00 / 15% |

H DEPARTMENT OF SCHOOL SERVICES

- 1 provide Affirmative Action Officer services, at a rate of \$85.00 per hour, effective October 10, 2016

MOTION PASSED UNANIMOUSLY

Cheryl Filler moved, seconded by Dr. Maryrose Caulfield to approve to:

I TRANSPORTATION

- provide Michael Lenahan training for Class B CDL License with Passenger and "S" endorsements, at no cost, effective September 1, 2016
- provide Wayne Scheffmeyer training for Class B CDL License with Passenger and "S" endorsements, at no cost, effective September 1, 2016
- contract with USA Architects Planners and Interior Designers, PA, for architectural and engineering services necessary for the design services and permit level documentation of installation of new overhead garage door at the West Orange terminal, not to exceed \$5,000.00, effective November 2, 2016

DISCUSSION: USA is Architect of record. Adding additional garage / door. Non Bearing wall. Architect fee for developing specifications

- 4 rescind award for the sale of School Transportation Vehicles for Bid #Trans 16-01, to Northern Star, approved at the June 28, 2016 Board of Directors Meeting, as follows:

| Unit # | V12 | V14 |
|---------------|------------------|------------------|
| YEAR | 2000 | 2000 |
| DESCRIPTION | GM/Blue Bird 16P | GM/Blue Bird 16P |
| VIN | 1183943 | 1248008 |
| Northern Star | \$500.00 | \$500.00 |

- 5 authorize Administration to negotiate sale of the following vehicles, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and (2) the board of education has rejected such bids on two occasions because it determined that they are not reasonable as to price, on the basis of cost estimates prepared for the board of education, effective November 2, 2016:

| Unit # | V12 | V14 |
|-------------|------------------|------------------|
| YEAR | 2000 | 2000 |
| DESCRIPTION | GM/Blue Bird 16P | GM/Blue Bird 16P |
| VIN | 1183943 | 1248008 |

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- 6 approve Coordinated Transportation, effective July 1, 2016 through June 30, 2017, for the following:
Henry Hudson Regional School District
- 7 approve Coordinated Transportation, effective September 1, 2015 through April 4, 2016, for the following:
Camden Public School District

- 8 approve Special Education Transportation Routes, as listed:

| Quoted Routes - Sussex County Cooperative | | | September 1, 2016 - June 30, 2017 | |
|---|-------------------|------------------|-----------------------------------|----------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem |
| Q-209 | North St. Voctech | Orange | HCESC | \$175.00 |

- 9 approve Special Education Transportation Routes, as listed:

| Contracted Routes | | | September 1, 2016 - June 30, 2017 | |
|-------------------|---------------|--------------------------|-----------------------------------|----------------|
| Route# | Destination | Sending District | Contractor | Route Per Diem |
| 1731T | Center School | Delaware Twp/East Amwell | Joy Transport | \$270.00 |
| 1730T | For Keeps | High Bridge | HCESC | \$150.00 |

- 10 approve Joint Transportation Agreement, for trips to various locations, for the 2016-17 School Year, at a cost to be determined based on destination, with the following:

Immaculate Conception School Hunterdon County YMCA Hunterdon County Polytech

- 11 amend the purchase of transportation vehicles for the 2016-17 Budget year, approved February 9, 2016 as follows:

FROM:

| QTY | LOC | Description | Vendor | Price | Total | Bid # |
|-----|-----|------------------------------------|-------------|-------------|--------------|----------------------|
| 1 | WO | 2017 Thomas 24 Passenger Van | H.A. DeHart | \$53,932.29 | \$53,932.29 | ESC Bus Trans #13-04 |
| 2 | GG | 2017 Thomas 19 Passenger plus 3 WC | H.A. DeHart | \$63,975.81 | \$127,951.62 | ESC Bus Trans #13-04 |
| 6 | WO | 2017 Thomas 54 Passenger Bus | H.A. DeHart | \$97,672.21 | \$586,033.26 | ESC Bus Trans #13-05 |
| 6 | GG | 2017 Thomas 54 Passenger Bus | H.A. DeHart | \$92,371.59 | \$554,229.54 | ESC Bus Trans #13-05 |

TO:

| QTY | LOC | Description | Vendor | Price | Total | Bid # |
|-----|-----|------------------------------|-------------|--------------|--------------|----------------------|
| 2 | WO | 2017 Thomas 24 Passenger Van | H.A. DeHart | \$53,932.29 | \$107,864.58 | ESC Bus Trans #13-04 |
| 2 | WO | 2017 Thomas 54 Passenger Bus | H.A. DeHart | \$97,672.21 | \$195,344.42 | ESC Bus Trans #13-05 |
| 5 | WO | 2018 Thomas 54 Passenger Bus | H.A. DeHart | \$102,112.26 | \$510,561.30 | ESC Bus Trans #13-05 |
| 1 | GG | 2017 Thomas 54 Passenger Bus | H.A. DeHart | \$92,371.59 | \$92,371.59 | ESC Bus Trans #13-05 |
| 4 | GG | 2017 Thomas 54 Passenger Bus | H.A. DeHart | \$96,811.64 | \$387,246.56 | ESC Bus Trans #13-05 |

\$1,293,388.45

- 12 amend amortization of Lease Purchase award to TD Equipment Finance in the amount of \$1,322,146.71 to \$1,293,388.45 (decrease of \$28,758.26)

MOTIONS PASSED UNANIMOUSLY

J PERSONNEL

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

1 Appointments

approve the following 2016-2017 appointment(s):

| Name | Position | Location | Rate/Salary | Effective |
|--------------------|------------------------|---------------|-------------|-----------|
| Christine Kirkland | PT Monitor | West Orange | \$9.90/hr | 9/13/16 |
| Adam Silveira | Substitute Bus Monitor | Glen Gardner | \$11.00/hr | 10/5/16 |
| Alyssa Silveira | Substitute Bus Monitor | Glen Gardner | \$11.00/hr | 10/5/16 |
| Elizabeth Kapral | Substitute Bus Monitor | Glen Gardner | \$11.00/hr | 10/5/16 |
| Yasmin Findels | PT Teaching Assistant | Holland Twp | \$16.26/hr | 10/11/16 |
| Tinlsha Williams | PT Monitor | West Orange | \$9.90/hr | 10/11/16 |
| Theresa Nanius | PT Teaching Assistant | Lebanon Twp | \$16.00/hr | 10/17/16 |
| Dara Kalnas | PT Bus Driver | Glen Gardner | \$21.00/hr | 10/19/16 |
| Lorraine Heldt | PT Teaching Assistant | FRSD - Hunter | \$15.75/hr | 10/25/16 |
| Laurie Givand | PT Teaching Assistant | FRSD - Copper | \$15.75/hr | 11/1/16 |
| Jennifer Sedlacek | PT Nurse | EXT/NP | \$33.00/hr | 11/2/16 |
| Karen Giffen | PT Teaching Assistant | FRSD - Hunter | \$15.75/hr | TBD* |
| Emily Schlipper | PT Teaching Assistant | Clinton | \$15.75/hr | TBD* |

*pending completion of paperwork

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2 Leaves of Absence (LOA)

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Reason</u> | <u>Effective</u> |
|--------------|---------------------|-----------------|---------------|------------------|
| Shawn Mercer | Technician Level II | Technology | FMLA | TBD* |

3 amend the following leave of absence approved at October 4, 2016 Board of Directors Meeting:
to:

| | | | | |
|----------------|-----------------------|-----------------|---------|-------------------------|
| Anita Auriemma | PT Teaching Assistant | FRSD - Desmares | Medical | 10/24/2016 - TBD* |
| Anita Auriemma | PT Teaching Assistant | FRSD - Desmares | Medical | 10/24/2016 - 11/23/2016 |

4 Resignations / Retirements / Terminations

| <u>Name</u> | <u>Position</u> | <u>Location</u> | <u>Reason</u> | <u>Effective</u> |
|--------------------|-----------------------|------------------------|---------------|------------------|
| Williams Bataille | PT Bus Driver | West Orange | Resignation | 9/1/16 |
| Bianca Andrews | PT Bus Driver | West Orange | Resignation | 9/30/16 |
| Mary Clarke | PT Bus Monitor | West Orange | Resignation | 10/3/16 |
| Tanise Pierre | PT Bus Monitor | West Orange | Resignation | 9/30/16 |
| LaQuisha Jones | PT Bus Monitor | West Orange | Resignation | 10/19/16 |
| Michelle Kleinwaks | PT Teaching Assistant | FRSD- Hunter | Resignation | 10/24/16 |
| Collin Faherty | Teaching Assistant | ESC School West Amwell | Termination | 11/2/2016 |
| Stacey Gaskill | Personnel Coordinator | Administration | Resignation | 11/8/2016 |

5 approve A. Nisha Littel, ESC Teacher, to provide home instruction as needed to students at a rate of \$35.00/hr for public school services effective November 2, 2016

6 approve 2016-2017 stipend of \$5000.00 to John Sousa, Network Administrator/Systems Support, for GoogleApps course development and to provide professional development/training to HCESC departments

7 approve stipend of \$2,500.00 to Donna Badgwell, for Health Occupations Student Association (HOSA) club advisor duties, effective October 13, 2016 through June 15, 2017

MOTIONS PASSED UNANIMOUSLY

William Martin moved, seconded by Cheryl Filler to:

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> |
|------------------------|----------------------------|------------------|-------------------------------|
| Vice Principal/Teacher | PARCC English | 10/5/2016 | \$149.00 |
| Supervisor CST Svcs | HPR Annual Fall Conference | 11/17/2016 | \$35.00 |
| Superintendent | School Boards Conference | 10/25-10/26/2016 | \$225, plus hotel as per regs |
| Business Administrator | School Boards Conference | 10/25-10/26/2016 | \$225, plus hotel as per regs |

MOTION PASSED UNANIMOUSLY

XII UNFINISHED BUSINESS

XIII NEW BUSINESS

Students are getting education in Microsoft (word/excel)

XIV CITIZENS ADDRESS THE BOARD OF DIRECTORS

Cheryl Filler moved, seconded by William Martin to adjourn the meeting. Since there was no further business, the meeting adjourned at 4:39 pm

Respectfully submitted by:


Corinne Steinmetz
Board Secretary