

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

November Minutes

November 3, 2014

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

II. ANNOUNCEMENT OF NOTICE

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Sussex County Educational Services Commission has caused advance notice of this meeting by having the date, time and place published in the NJ Herald, Star Ledger, and at the County of Sussex Clerk's Office. Meeting notice was posted on the door at the Northern Hills Academy.

III. FLAG SALUTE

Mr. Moscatello led the salute to the flag.

IV. ROLL CALL

|                |                    |         |
|----------------|--------------------|---------|
| ANDOVER        | MIKE MOREL         | PRESENT |
| BYRAM          | MARY ANN RISLEY    | PRESENT |
| FRANKLIN       | JEANINE PASZKIEL   | PRESENT |
| FREDON         | DAN HAUG           | PRESENT |
| HAMBURG        | CHARLOTTE AMBROSE  | PRESENT |
| HAMPTON        | JOYCE ANDERSON     | ABSENT  |
| HIGH POINT     | DEBBIE ANDERSON    | PRESENT |
| HOPATCONG      | MARGARET BONGIORNO | ABSENT  |
| KITTATINNY     | TBD                | ABSENT  |
| LAFAYETTE      | LISA CARLSON       | PRESENT |
| NEWTON         | JOANIE FAYE        | PRESENT |
| OGDENSBURG     | NINA SUTERA        | ABSENT  |
| SPARTA         | BRENDA BEEBE       | PRESENT |
| STANHOPE       | GIL MOSCATELLO     | PRESENT |
| SUSSEX-WANTAGE | TOM CARD           | ABSENT  |

ALSO PRESENT: Andrea Romano, Superintendent  
Erin Dunstan, Business Administrator / Board Secretary  
Robin McMahon – Esq.  
Christine Rudinsky – Teacher  
Jeanne Ortiz – Physical Therapist

V 1. APPROVAL OF THE MINUTES

RESOLVED, that the Sussex County Educational Services Commission approve the following minutes:

October 6, 2014 Regular Meeting  
October 6, 2014 Executive Session

|                   |               |                |                |
|-------------------|---------------|----------------|----------------|
| MOVE: Ms. Carlson |               | 2ND: Mr. Morel |                |
| Andover Aye       | Byram Aye     | Franklin Aye   | Fredon Abstain |
| Hamburg Aye       | Hampton       | High Point Aye | Hopatcong      |
| Kittatinny        | Lafayette Aye | Newton Aye     | Ogdensburg     |
| Stanhope Aye      | Sparta Aye    | Sussex-Wantage |                |

**VI. 2. PRESIDENT’S COMMENTS:**

**VII. 3. CORRESPONDENCE**

1. Legal Opinion Regarding 192/193 Services
2. AmeriHealth Health Benefits
3. Letter from Parent – Playground Concerns

**VIII. COMMITTEE REPORTS-**

Personnel & Negotiations – Mr. Moscatello stated the negotiations Committee met last month and right before this meeting. We have a tentative meeting with the Union set for December 1<sup>st</sup> before the regular board meeting.

Buildings and Grounds / Finance – Mr. Moscatello stated the finance committee met in September and listened to a presentation from Brown & Brown Benefit Advisors regarding our health insurance. He said there is a motion on the agenda to pull out of state of health benefits and move into the Public Employer Trust with AmeriHealth. There will be significant savings moving into the Public Employer Trust.

Programs and Services- none  
Policy- none

**IX. SUPERINTENDENT’S REPORT**

Please check out the Sussex ESC website at [www.sussexesc.org](http://www.sussexesc.org). We have been actively updating our website with news from the school and with information that pertains to our school community. We have made connections to local Sussex County parent groups and to community activities that are beneficial to our student population.

The Superintendent and School Business Administrator attended Workshops in Atlantic City. The SCESC was represented at the ESC booth on the convention floor and Andrea Romano worked collaboratively with all ESC Superintendents to participate in the workshop, “How the ESC’s can save your districts money”

The Superintendent attended workshops on: Analyzing Salary Guides, Teacher Tenure and Discipline Policies, Special Education: New Strategies to Reduce Costs and Improve Outcomes, NJASA Women’s Leadership Initiative, Google Apps for School Leaders and How Private Special Education Schools Can Help Districts Reduce Costs and Improve Outcomes. All in all, workshop was beneficial as Erin and I connected with companies that SCESC does business with, or would like to do some business with.

The Superintendent and Business Administrator met with George Morville, Insurance Broker to review Safety and Security as it pertains to Sussex County ESC insurance policy and rate renewal. Some areas that have been concerns include staff protection from slips/trips and falls, and proximity training to prevent staff from getting bitten. With the nature of our student population training is essential so we can identify the areas that may mitigate insurance claims.

I attended the CST Director’s meeting at Centenary College in October and worked with Sussex County DOE Sandra Goggerty to plan a workshop on IDEA funding for CST Directors and Business Administrator’s in Sussex, Warren and Morris County to be held in November 2014 at Parsippany Troy Hills School District.

I also attended the NJASA Professional Development Committee meeting in Trenton as the representative for Sussex County Superintendent's. This venue provides an opportunity for SCESC to work with administrator's associations to implement sustained professional development for school districts. This blends nicely with the vision of professional development I have for SCESC.

The October Superintendent's Roundtable had a presentation by the Sussex county Department of Health on the topics of health management with issues about Ebola and viruses updated. Information was given to the schools and free resources were discussed.

### **Northern Hills Academy**

The students at Northern Hills Academy have had a busy October. Many classes enjoyed their fall field trips to Heaven Hill Farms and Ideal Farms. Our students were able to celebrate Oktoberfest and Fall Fest with a multitude of decorations, activities, and food. We had a number of parents attend the Halloween parade and classroom parties.

October began with Anti-Bullying Week. Classroom activities included anti-bullying activities and school-wide random acts of kindness initiatives were carried out. The Sparta Fire Department paid NHA a special visit with the fire truck. Students were able to climb into the cab and sit behind the steering wheel and ask plenty of questions. A future visit from the police department and the ambulance corp. are in the works as well.

All classes participated in Nature Day with a visit to Camp Winnebago. 'Oktoberfest' was held at month's end as part of our Scouting program. With the weather cooperating, students were able to spend time outdoors participating in Fall activities such as decorating pumpkins, going on scavenger hunts and eating donuts and cider. Halloween found staff and students alike dressed in costume, ending the day with parties and a Halloween parade around the cafeteria. Around 20 parents came to school for the parade and class parties.

There continues to be a significant interest in Northern Hills Academy throughout the Sussex County community. We had two new students start in October and the possibility of at least two more potential new students in the up-coming months. NHA gained a new Pre-School student this month. We continue to get calls from districts interested in placing their students into our program.

### **Non Public**

We continue to work with the non-public schools servicing needs of students under 192/193, Special education and ESL services with additional support services in Nursing, Chapter 226. We are servicing over 300 students in 18 schools. Services include language arts in both reading and writing instruction and math instruction. In addition, teachers are also provide instruction as special education teachers for supplemental and also English as a second language.

Sparta remains our largest public school and staff is spending a significant amount of time working to ensure compliancy with services and with funding. It is not without its' challenges but progress has been made. Erin and I have spent significant amount of time interviewing

Superintendent has held multiple meetings at a variety of schools to clarify non-public issues. Parent meetings at St. Joe's, Reverend Brown and Pope John have all clarified some issues with student services. Administrators at the Non-public schools have been cooperative with changes occurring and with support of the processes moving in a more compliant manner.

Sussex County ESC staff/consultants have been diligently working to ensure paperwork and services are provided. A staff meeting was held with speech agency to discuss testing measures and methods. Direction was provided to staff regarding students/parents who decline services under 192/193 but still remain eligible. Educating parents and districts has been a priority.

### **Public School Services**

Additional contracts for substitute nursing services have been discussed with a variety of schools. Requests continue to come in for professional development activities within schools. Two staff members, Sara Klejmont, Social Worker and Dana Nucera, Behaviorist worked with Superintendent to present "The Roles and Responsibilities of Para-professionals" at Kittatinny Regional School District to over 50 para's from a variety of school districts in the county.

A meeting was held at Sussex Tech regarding itinerant speech services and then follow up with J&B speech services to clarify scheduling issues and staffing issues. A meeting with Lenape Valley Regional School District was also identified to support their speech needs.

**X. BUSINESS ADMINISTRATOR’S REPORT**

I attended the following workshops at the NJ School Boards Convention in Atlantic City: Analyzing Salary Guides, Teacher Tenure and Discipline Policies, The New E-Rate What You Need To Know, Notices, Agendas, and Minutes Under the OPMA, NJASA Women’s Leadership Initiative, Google Apps for School Leaders and How Private Special Education Schools Can Help Districts Reduce Costs and Improve Outcomes.

I also attended a professional development workshop thorough NJASBO - Trends in Negotiations and Legal Update, which I found to be beneficial being that we are starting Negotiations.

At the October Sussex County ASBO meeting Brown & Brown Benefit Advisors spoke about the latest health care reform updates. Our one year measurement period for tracking part-time employee hours started October 1<sup>st</sup>.

**XI. PUBLIC PARTICIPATION**

There was no public participation.

**XII. BOARD ACTION ON AGENDA ITEMS:**

**A. PERSONNEL**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Certified Staff for Non-Public programs for the 2014-2015 school year.

| NAME         | POSTION   | SALARY  | EFFECTIVE |
|--------------|---|---|-----------|
| Michael Ness | PT Non-Public Teacher, TOSD, Elementary Ed, HQT-LAL | \$23.28 BA 1 per hour not to exceed 29.75 hours | 11/4/14   |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Valerie Puco, as a substitute teacher at Northern Hills Academy for the 2014-2015 school year at a rate of \$75 per day, not to exceed 29.75 hours a week, effective November 4, 2014.

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following non-certificated staff for Northern Hills Academy for the 2014-2015 school year.

| NAME         | POSITION             | SALARY   | EFFECTIVE |
|--------------|----------------------|--|-----------|
| Valerie Puco | PT Para-Professional | \$14.70 per hour step 8 not to exceed 29.75 hours per week | 11/4/14   |

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jacqueline Klinger as the part-time confidential administrative assistant at a rate of \$16.50 per hour, no benefits, up to 25 hours a week effective November 4, 2014 pending completion of all paperwork and required documentation with prorated sick time.

|                |               |                 |            |
|----------------|---------------|-----------------|------------|
| MOVE: Mr. Haug |               | 2ND: Ms. Risley |            |
| Andover Aye    | Byram Aye     | Franklin Aye    | Fredon Aye |
| Hamburg Aye    | Hampton       | High Point Aye  | Hopatcong  |
| Kittatinny     | Lafayette Aye | Newton Aye      | Ogdensburg |
| Stanhope Aye   | Sparta Aye    | Sussex-Wantage  |            |

**B. POLICY**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second reading of the following mandated policies and regulations:

- P1522 School-level (M) (Abolished)
- P5305 Health Services Personnel (Revised)
- P&R 5306 Health Services to Nonpublic Schools (M) (Revised)
- P&R 5308 Student Health Records (M) (Revised)
- P&R 5310 Health Services (M) (Revised)
- P 5339 Screening for Dyslexia (M) (New) **\*Tabled no motion taken**
- P&R 5600 Student Discipline/Code of Conduct (M) (Revised)
- P 5756 Transgender Students (New)
- P8505 Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)

|                 |               |                 |            |
|-----------------|---------------|-----------------|------------|
| MOVE: Mr. Morel |               | 2ND: Ms. Risley |            |
| Andover Aye     | Byram Aye     | Franklin Aye    | Fredon Aye |
| Hamburg Aye     | Hampton       | High Point Aye  | Hopatcong  |
| Kittatinny      | Lafayette Aye | Newton Aye      | Ogdensburg |
| Stanhope Aye    | Sparta Aye    | Sussex-Wantage  |            |

**C. FINANCE**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payment of the following bills:

|                                     |              |
|-------------------------------------|--------------|
| October 2014 Payroll                | \$267,658.42 |
| October (Fund 10) Additional Checks | \$ 1,500.00  |
| November (Fund 10) Bills List       | \$106,345.77 |
| November (Fund 20) List of Bills    | \$ 3,472.09  |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for September 2014 (as attached).

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for September 2014.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in September 2014 of \$111,033.60.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors give 60 day notice to terminate its participation in the State of New Jersey Health Benefits Program (Medical, Prescription Drug, and Dental) effective January 31, 2015.

6. **RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR INSURANCE CONSULTING SERVICES**

WHEREAS, the Sussex County Educational Services Commission has a need to acquire insurance consulting services; and

WHEREAS, insurance and insurance consulting services are exempt from public bidding by N.J.S.A. 18A:18A-5(a)(10); and

WHEREAS, the Business Administrator solicited at least two competitive quotations as required by N.J.S.A. 18A:18A-37 to provide insurance consulting services; and

WHEREAS, Brown & Brown Benefit Advisors provided a proposal dated October 30, 2014 in compliance with the RFP and submitted a completed Ownership Disclosure Certification, Non-Collusion Affidavit, Political Contribution Disclosure Form, and Iranian Sanctions Certificate, as required by the RFP; and

WHEREAS, the proposal appears to be the most advantageous, price and other factors considered, which are more fully set forth in the RFP; and

WHEREAS, the Business Administrator has certified that funds are available for the provision of insurance consulting services;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Sussex County Educational Services Commission, that Brown & Brown Benefit Advisors is hereby awarded a contract for the provision of insurance consulting services for 0 dollars from the Commission (and 4.85% of the premium cost from the health insurance carrier and 8% from the dental insurance carrier) for a term commencing February 1, 2015 and continuing through June 30, 2016 for the reasons stated hereinabove; and

BE IT FURTHER RESOLVED that the Business Administrator forthwith cause to be printed in the official newspaper of the Commission a brief notice of the award in accordance with the requirements of N.J.S.A. 18A:18A-5 (a)(10) and -5(a)(2); and

BE IT FURTHER RESOLVED that this resolution and the contract are on file and available for public inspection in the Office of the Business Administrator.

7. **RESOLUTION AUTHORIZING PARTICIPATION IN PUBLIC EMPLOYER TRUST FOR HEALTH AND DENTAL INSURANCE AND EXECUTION OF AGREEMENT**

WHEREAS, the Sussex County Educational Services Commission may directly or indirectly through a trust fund or otherwise enter into contracts of group health insurance for its employees; and

WHEREAS, insurance is exempt from public bidding by N.J.S.A. 18A:18A-5(a)(10); and

WHEREAS, at least two competitive quotations for employee health insurance have been solicited in accordance with N.J.S.A. 18A:18A-37; and

WHEREAS, AmeriHealth of New Jersey and Horizon Healthcare Dental, both via the Public Employer Trust administered by Brown & Brown Benefit Advisors, submitted proposals, the terms of which appear to be the most advantageous, price and other factors considered, for the Commission and its covered employees; and

WHEREAS, the respective health and dental insurers have represented that the benefits of their respective plans are equal to or better than the current benefit program offered by the Commission; and

WHEREAS, the Business Administrator has certified that funds are available for the provision of such insurance;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Sussex County Educational Services Commission, that the Commission participate in the Public Employer Trust Agreement for medical insurance for the period of February 1, 2015 through June 30, 2016 for the reasons stated hereinabove, in an amount not to exceed of \$580,000, and authorize the Board President to execute the trust agreement (Attachment); and

BE IT FURTHER RESOLVED that the Commission participate in the Public Employer Trust Agreement for dental insurance for the period of February 1, 2015 through June 30, 2015 for the reasons stated hereinabove, in an amount not to exceed of \$11,000, and authorize the Board President to execute the trust agreement (Attachment); and

BE IT FURTHER RESOLVED that the Business Administrator forthwith cause to be printed in the official newspaper of the Commission a brief notice of the award in accordance with the requirements of N.J.S.A. 18A:18A-5(a)(10) and -5(a)(2); and

BE IT FURTHER RESOLVED that this resolution and the trust agreements are on file and available for public inspection in the Office of the Business Administrator.

|                |               |                 |            |
|----------------|---------------|-----------------|------------|
| MOVE: Mr. Haug |               | 2ND: Ms. Risley |            |
| Andover Aye    | Byram Aye     | Franklin Aye    | Fredon Aye |
| Hamburg Aye    | Hampton       | High Point Aye  | Hopatcong  |
| Kittatinny     | Lafayette Aye | Newton Aye      | Ogdensburg |
| Stanhope Aye   | Sparta Aye    | Sussex-Wantage  |            |

**D. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following requests for Northern Hills Academy field trips:

| STAFF MEMBER                         | DATE     | FIELD TRIP    | LOCATION     | COST                              |
|--------------------------------------|----------|---------------|--------------|-----------------------------------|
| Linda Behrens & Karra Hansen-Mueller | 11/12/14 | Rockaway Mall | Rockaway, NJ | Cost \$0.00<br>Transportation:TBD |
| Linda Behrens & Karra Hansen-Mueller | 12/12/14 | Walmart       | Newton, NJ   | Cost:\$0.00<br>Transportation:TBD |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following professional development activities.

| Staff Member                            | Date                               | Location                        | Program   | Cost   |
|---|------------------------------------|---------------------------------|---|--|
| Dana Nucera                             | 1/9/15                             | Montclair University            | Beyond the Basics – Getting Your Student with ASD to the Next Level       | Cost: \$0.00<br>Mileage: TBD   |
| Erin Dunstan                            | 11/19/14                           | Hilton Garden Inn, Rockaway     | Get Ready NOW for Changes in Education Grants Management & Federal Audits | Cost: \$50.00<br>Mileage: TBD  |
| Andrea Romano                           | 11/21, 11/22                       | Vernon Township School District | Sibshop Model   | Cost:\$0.00<br>Mileage:TBD   |
| Rebecca Pietrowski                      | 12/9, 1/15, 1/16, 2/13, 3/19, 3/20 | College of New Jersey           | PD Series: Intervener and Individualized Educational Support              | Cost: \$300 *grant from NJDOE<br>Mileage: 6 trips at 72 miles each way = 864 miles for all 6 trips |
| Andrea Romano, Erin Dunstan, Jane Ayers | 11/18/14                           | Parsippany Troy Hills           | Non-Public IDEA Funding   | Cost: \$0.00<br>Mileage: TBD   |

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2014-2015 professional development improvement plan for board goals, as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2014-2015 district goals action plan, as attached.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following addendum to the J&B Therapy agreement for Northern Hills Academy, Itinerant, and Non-public programs:
  1. The minimum charge for services for a single student at a single location or at an offsite location will be .5 hours more than the treatment time, making the minimum charge no less than one hour.
  2. Planning Periods: Planning Periods will be scheduled and billed as mutually agreed upon by both parties.

|                 |               |                 |            |
|-----------------|---------------|-----------------|------------|
| MOVE: Mr. Morel |               | 2ND: Ms. Risley |            |
| Andover Aye     | Byram Aye     | Franklin Aye    | Fredon Aye |
| Hamburg Aye     | Hampton       | High Point Aye  | Hopatcong  |
| Kittatinny      | Lafayette Aye | Newton Aye      | Ogdensburg |
| Stanhope Aye    | Sparta Aye    | Sussex-Wantage  |            |

**E. BUILDINGS AND GROUND**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2013-2014 NJSIG Safety Grant in the amount of \$3,100.00.



|                  |               |                |            |
|------------------|---------------|----------------|------------|
| MOVE: Ms. Risley |               | 2ND: Mr. Morel |            |
| Andover Aye      | Byram Aye     | Franklin Aye   | Fredon Aye |
| Hamburg Aye      | Hampton       | High Point Aye | Hopatcong  |
| Kittatinny       | Lafayette Aye | Newton Aye     | Ogdensburg |
| Stanhope Aye     | Sparta Aye    | Sussex-Wantage |            |

**XIII. OLD BUSINESS:**

**NEW BUSINESS:**

**XIV. PUBLIC PARTICIPATION**

There was no public participation.

**XV. OTHER BOARD ACTION**

There were no other board actions.

**XVI. ADJOURNMENT**

- a. There being no further business to come before the Board, the Meeting was called to adjourn by Mr. Morel and Seconded by Mr. Haug, all in favor.

**At 7:40 P. M.**

Respectfully Submitted,

Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**December 1, 2014 at 7 PM**