

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**September Minutes**

**September 8, 2014**

**REGULAR MEETING 5:30 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 and Star Ledger. 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	LEFT 7:00 PM
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HIGH POINT	DEB ANDERSON	PRESENT
HOPATCONG	MARGARET BONGIORNO	ABSENT
KITTATINNY	DAVE GANUNG	PRESENT
LAFAYETTE	LISA CARLSON	ABSENT
NEWTON	JOANIE FAYE	ABSENT
OGDENSBURG	NINA SUTERA	PRESENT
SPARTA	BRENDA BEEBE	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	TOM CARD	ABSENT

ALSO PRESENT: Andrea Romano - Superintendent  
Erin Dunstan – Business Administrator / Board Secretary  
Jennifer Kaufman – Principal  
Robin McMahon – Esq. – Arrived 7:00 PM  
Linda Behrens – Teacher – Arrived 7:00 PM  
Christine Rudinsky – Teacher – Arrived 7:00 PM  
Karra Hansen–Mueller – Teacher – Arrived 7:00 PM  
Jeanne Ortiz – Physical Therapist – Arrived 7:00 PM

**V. DISTRICT GOAL SETTING**

Robin Meehan from NJ School Boards worked with the Board of Directors on setting goals for the 2014 – 2015 school year.

**VI. APPROVAL OF THE MINUTES**

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

August 11, 2014 Regular Meeting  
 August 11, 2014 Executive Session

MOVE: Ms. Joyce Anderson		2ND: Ms. Ambrose	
Andover Abstain	Byram Abstain	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	High Point Abstain	Hopatcong
Kittatinny Aye	Lafayette Aye	Newton	Ogdensburg Aye
Stanhope Aye	Sparta	Sussex-Wantage	

**VII. PRESIDENT’S COMMENTS:**

Mr. Moscatello stated that it has been busy month. The construction is project is winding down. We had a problem with the hot water heater on opening day. Ms. Romano and Ms. Dunstan came to Stanhope and discussed the use of the Linden Ave. School. Stanhope is willing to lease the building to Sussex County Educational Services Commission for \$1.

**VIII. CORRESPONDENCE**

No correspondence.

**IX. COMMITTEE REPORTS-**

Personnel & Negotiations -  
 Buildings and Grounds / Finance – There will be a committee meeting on Wednesday September 17, 2014 at 3 pm.

Programs and Services- none  
 Policy- none

**X. SUPERINTENDENT’S REPORT**

**Northern Hills Academy:**

The month of August and beginning of September involved ensuring that we had staffing set for the opening of school. Many people were interviewed for the following positions; social worker, speech therapist, and para-professional to ensure that we could meet the needs of our student population. We welcome several new staff in those areas and worked hard to acclimate them to our school program. This was accomplished with assistance from all members of our staff but specifically, Our School Behavior Specialist and Physical Therapist. The veteran teaching staff have done an incredible job at making all new staff feel comfortable and supported. The Superintendent invited new staff to meet with several students during the month of August to ease the transitions for students. The families of several students came to meet with new teacher, Mike Matthews, as this was the biggest change for some students. Other new teachers, who had teaching certifications, were moved from para-professional positions to teacher positions with less anxiety of change.

School opened with a seamless transition. With new bus patterns, student arrival and departure has gone much more smoothly. Staff assigned to bus duty have been able to unload 4 busses at one time, and to have the

smaller vans and/or parents dropping off students utilize a different bus route. This has saved a substantial amount of time in the morning and afternoon.

Students were also introduced to a new map of the school. Several office spaces and classrooms have changed. So tours of the building were made available to students. Administrative offices were changed to accommodate more efficiency in the operations of running the school and managing the business office.

Several unanticipated student removals from our school program have occurred. Two students transitioned out of the program to other out of district placements, 1 student transitioned back to district and 2 students moved this dropped enrollment by 5, however, we have accepted a new student. Enrollment is at 38 students, currently. Marketing plans for an Open House and PR related activities at Child Study Team meetings are planned to increase enrollment.

#### **Non Public:**

Non- Public programming did not slow during August and early September. Information on all students was updated in a newly created data base. That information was then sent to all non-public schools to compare lists of student services. At that point revisions were made and scheduling of staff at each Non-Public School was begun. Certificated staff under 192 services are general education teachers with N-8 or K-5/K-6 and middle school certification. Under 193 services staff need to hold the certifications of TOH/TOSD with all required NJDOE requirements being met. SCESC has been working on ensuring certifications match assignments with support of NJDOE.

End of year reports and billing were reviewed. Plans were put in place to identify billing errors and corrections that need to be in place for a more efficient and accurate cost assessment to districts with non-public schools. The staffing situation within related services needed to be reviewed and adjusted. Services needed to be explored with agencies to help support SCESC's speech needs in non-public schools.

Superintendent met with new principals at local non-public schools. The planning process began for the opening of schools with appropriate staff and service dates started.

#### **Public School Services**

It was a busy summer with services being provided to many public school districts. Child Study Team services were used by several school districts with the most coming from Vernon. Testing and evaluations were completed for many students. Services were also provided to public schools in speech and occupational therapy.

The trend has continued with multiple requests from school districts for 2014-2015 with regards to public itinerant programming in related services and administrative services. Currently SCESC is providing services to Andover and Warren County Special Services in administration/supervisor role. Related services to Lenape Valley, Sussex Vo-Tech, Franklin Public Schools, and several others are being implemented in speech.

Professional development contracts have been secured with High Point Regional School District for an inservice on Para-Professional Training for October 13, 2014.

### **XI. BUSINESS ADMINISTRATOR'S REPORT**

We had to invoke 18A:18A-7 et seq. for an emergency repair of our hot water heater. The pressure valve blew and water poured out all over the custodial closet. On Friday night, the same thing happened again. We are in the process of getting this fixed and figuring out what is causing this to occur. We have also reported this to NJ School Boards and they are going to be sending out an adjuster to look at any possible damages.

### **XII. PUBLIC PARTICIPATION**

Ms. Behrens asked the board if they would like a formal letter to start negotiations. Mr. Moscatello stated yes, and said Ms. Dunstan is going to be working on scatter gram.

**XIII. RESOLUTION FOR EXECUTIVE SESSION (Closed)**

**Motion by Mr. Morel seconded by Ms. Risley**, to adopt the following resolution and enter into closed Executive Session, all voiced in favor at 7:20 p.m.:

WHEREAS, The Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Sussex County Educational Services Commission is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Sussex County Educational Services Commission, County of Sussex, State of New Jersey that a closed session will be held on September 8, 2014 for the purpose of personnel, programming, and negotiations.

BE IT FURTHER RESOLVED that the action of the board with regard to the above entitled subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, and would not result in a possible invasion of their right to privacy.

**Motion by Mr. Morel, seconded by Ms. Paszkiel**, to close the Executive Session, all voiced in favor at 7:55 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:55 p.m.

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

**A. PERSONNEL**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignations of the following:

NAME	POSITION	EFFECTIVE
Shannon Masnaghetti	PT Para-Professional	8/19/14
Caitlin Weingarten	PT Para-Professional	8/29/14

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following Long-Term Substitute leave replacement.

NAME	POSITION	SALARY	REASON
Lindsay Carrier	Long-Term Substitute	\$13.55 per hour +\$5 per hour	Maternity Leave Replacement from 9/2/14-10/14/14

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following ESY contracts for the 2014-2015 year.

NAME	POSITION	SALARY	REASON
Dana Nucera	Behavior Specialist	\$260.33 per diem	Incorrect Rate

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ESY contract for the 2014-2015 school year.

NAME	POSITION	SALARY	EFFECTIVE
Dana Nucera	Behavior Specialist	\$252.99 per diem	7/1/14-8/8/14

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following contract for the 2014-2015 school year.

NAME	POSITION	SALARY	REASON
Stephanie Defelice	PT Para-Professional	\$14.05 Step 6	Incorrect Step
Stephanie Defelice	Substitute Teacher	\$14.05 + \$5 per hour	Incorrect Step

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following Chapter 226 Nursing Contract for the 2014-2015 school year.

NAME	POSITION	SALARY	REASON
Sharon Messerle	PT Non-public Nurse	\$28.77 per hour not to exceed 29.75 hours a week	Non-public school started earlier than previous contract

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following Chapter 226 Nursing Contract for the 2014-2015 school year.

NAME	POSITION	SALARY	EFFECTIVE
Sharon Messerle	PT Non-public Nurse	\$28.77 per hour not to exceed 29.75 hours a week	8/25/14 – 6/30/15

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following home instructors for the 2014-2015 school year.

NAME	POSITION	SALARY	EFFECTIVE DATE
Amber Werner	Home Instructor	\$35 per hour	9/9/14-6/30/14
Judy Comment	Home Instructor	\$35 per hour	9/9/14-6/30/14
Scott Dubiel	Home Instructor	\$35 per hour	9/9/14-6/30/14
Mary Dunbar	Home Instructor	\$35 per hour	9/9/14-6/30/14

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following staff for the 2014-2015 school year.

NAME	POSITION	SALARY	STEP	EFFECTIVE DATE
Erinmarie Ciallella	Speech Therapist	\$49,600	MA 1	9/2/14
Caitlin Conahan	Speech Therapist	\$49,600	MA 1	9/2/14
Lisa Loewen	PT Para-Professional	\$13.85 per hour not to exceed 29.75 hours a		9/2/14

		week	5	
Stephanie Defelice	PT Para-Professional	\$17.35 per hour not to exceed 29.75 hours a week	14	9/2/14
Stephanie Defelice	Substitute Teacher	\$17.35 + \$5 per hour		9/2/14
Judy Comment	PT – Para-Professional	\$19.15 per hour not to exceed 29.75 hours a week	17	9/8/14
Judy Comment	Substitute Teacher	\$19.15 + \$5 per hour		9/8/14

MOVE: Ms. Risley		2ND: Ms. Anderson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	High Point Aye	Hopatcong
Kittatinny Aye	Lafayette	Newton	Ogdensburg Aye
Stanhope Aye	Sparta	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:

- P & R 2412 Home Instruction Due to Health Conditions
- P & R 2417 Student Intervention and Referral Services
- P & R 2481 Home or Out of School Instruction for General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
- P 3283 Electronic Communications Between Teaching Staff Members and Students
- P 4283 Electronic Communications Between Support Staff Members and Students
- P & R 5200 Attendance
- P & R 5610 Suspension
- P & R 5611 Removal of Students for Firearms Offense
- P & R 5612 Assaults on District Board of Education Members or Employees
- P & R 5613 Removal of Students for Assaults with Weapons Offenses
- P 5620 Expulsion
- P & R 8462 Reporting Potentially Missing or Abused Children

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

**C. FINANCE**

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

August 2014 Payroll	\$149,226.81
September (Fund 10) List of Bills	\$37,805.16
September (Fund 20) List of Bills	\$42.86
September (Fund 30) List of Bills	\$18,395.26

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for July 2014 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for July 2014.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in July 2014 of \$121,369.70
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payment to New Jersey Division of Pension & Benefits for DCRP Long Term Disability and Group Life from October 15, 2012 – June 30, 2014 amount \$4,525.08.

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

Ms. Dunstan item #4 is the budget increase for the chapter 192/193 funding that came out in August. Ms. Dunstan also stated that item #5 is for the DCRP Long Term Disability and Group Life that was going to an employee’s e-mail address that is no longer here. They used to send bills every 6 months and in March of 2012 they started e-mailing those bills.

**D. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the following appointment be made for the period of August 5, 2014 – June 30, 2015:

**WHEREAS**, there exists a need for School Psychologist consultants, and

**WHEREAS**, the funds are available for these purposes, and,

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 18A:18A-5 requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW, THEREFORE BE IT RESOLVED**, by the Sussex County Educational Services Commission Board of Directors as follows:

Kelly Edsall be appointed to provide Psychological Services at a rate of \$195 for Initial or Re-evaluation Assessment, \$100 for Annual Reviews, \$50 for Evaluation Planning Meeting, and \$150 for additional – Per Case for Case Manager (Initials & Reevaluations Only) for a maximum amount not to exceed \$100,000 for the period of August 5, 2014 – June 30, 2015.

These appointments are made without Competitive bidding as “Professional Services” under the provisions of N.J.S.A. 18A:18A-5. because such services are recognized professions licenses and regulated by law not allowing for competitive bids.

**Notice of Award of Professional Services**

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2014-2015 contracts for a maximum amount not to exceed \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its August 4, 2014 regular meeting:

Kelly Edsall – Psychologist

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary.

2. **RESOLVED**, that the following appointments be made for the period of August 5, 2014 – June 30, 2015,

**WHEREAS**, there exists a need for a Speech Therapist, and

**WHEREAS**, the funds are available for these purposes, and,

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 18A:18A-5 requires that the resolution authorizing the award of the contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW, THEREFORE BE IT RESOLVED**, by the Sussex County Educational Services Commission Board of Directors as follows:

Keri Carrio-Bracchi be appointed to provide Speech Services at a rate of \$50 per hour for a maximum amount not to exceed \$100,000 for the period of August 5, 2014 – June 30, 2015.

**Notice of Award of Professional Services**

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2014-2015 contracts for a maximum amount not to exceed \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its August 4, 2014 regular meeting:

Keri Carrio-Bracchi – Speech / Language Consultant

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary.

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve a stipend for teacher mentors at a rate of \$550 per mentoree, not to exceed 3 mentoree’s.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Anita Sullivan Speech Therapist Consultant to mentor speech therapists at a rate of \$500 per person.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the Rural Education Achievement Program grant (REAP) from 7/1/14-9/30/15 fiscal year in the amount of \$20,000.00
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the shared services agreement with Andover Regional Board of Education to provide a Child Study Team director 3 days a week to Andover Regional as set forth in the agreement for the 2014-2015 school year.

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the shared service agreement with Warren County Special Services for Child Study Team Director 2 days a week as set forth in the agreement for 2014-2015 school year.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2014-2015 Memorandum of Agreement with the Sparta Township Police Department.
9. **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
Jeannie Ortiz	9/17/14	YMCA Swimming	Hardyston, NJ	\$125+220(bus)
	9/19/14			\$125+220(bus)
	10/8/14			\$125+220(bus)
	10/10/14			\$125+220(bus)
	11/12/14			\$125+220(bus)
	11/14/14			\$125+220(bus)

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

Staff Member	Date	Location	Program	Cost
Elizabeth Arniella	10/8/14	Middlesex Community College	Experienced Bilingual ESL Supervisors Training	\$0.00 Mileage - TBD
Elizabeth Arniella	10/7/14	Middlesex Community College	Experienced Bilingual ESL Supervisors Training	\$0.00 Mileage - TBD
Andrea Romano	9/30/14	Parsippany Troy Hills School District	Commissioner's Convention	\$0.00 Mileage - TBD
Erin Dunstan	9/30/14	Parsippany Troy Hills School District	Commissioner's Convention	\$0.00 Mileage - TBD
Andrea Romano	10/16/14	Rockaway	Trends in Negotiations and Legal Update	\$50.00 Mileage - TBD
Erin Dunstan	10/16/14	Rockaway	Trends in Negotiations and Legal Update	\$50.00 Mileage - TBD
Christine Voorhees	10/13/14	Sussex Vo-Tech	Dyslexia Training	\$25.00 Mileage - TBD
Jennifer Kaufman	9/19/14	Saddle Brook Marriott	2014 NJ APA Fall Administrator Training	\$0.00 Mileage - TBD
Jennifer Kaufman	9/18/14	Lenape Valley High School	NJ Smart Training Session	\$0.00 Mileage - TBD

MOVE: Ms. Risley		2ND: Mr. Morel	
Andover Abstain #6	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	High Point Aye	Hopatcong
Kittatinny Aye	Lafayette	Newton	Ogdensburg Aye
Stanhope Aye	Sparta	Sussex-Wantage	

Ms. Romano stated we are asking that the mentoring fees be paid by SCESC because in the past mentoring fees have never been paid, so no teachers are interested in being mentors because of this.

Ms. Romano stated item #4 is because we have two new speech therapist that need to be mentored.

**E. BUILDINGS AND GROUND**

Change orders (CO's) represent contract revisions that are mutually agreed upon by the parties; construction change directives (CCD's) represent contract revisions that are directives given to the contractor. Once CCD-related work costs are finalized and agreed upon by the parties, the CCD is converted to a CO representing final costs of that work.

Change orders are required to the Northern Hills Academy as summarized below:

<i>Description</i>	<i>C.O. No.</i>	<i>C.O. Amount</i>
The cost of the Pull Station and 20/20 Technology will be absorbed by the credit given to Howard C. Storer LLC for the permission to re-use the existing door.	1	<b>\$0.00</b>

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve change order #1 in the amount of \$0.00 to Howard C. Storer, LLC.
2. **RESOLVED**, that the Sussex County Educational Services Commission authorize the Superintendent to declare miscellaneous items no longer needed and dispose of these items.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Annual Facilities Checklist.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payment to Zitone Construction & Supply Co, Inc. in the amount of \$10,452.76 per payment application #5.

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

Ms. Paszkiel asked if the item #4 was the last payment to Zitone Construction & Supply Co. Ms. Dunstan stated no it is not the last payment.

**XV. OLD BUSINESS:**

1. Goal Setting with NJ School Boards Robyn Meehan.
2. Committee Meetings
  - a. Finance Committee Meeting possibly September 17, 2014 at 3 PM

**NEW BUSINESS:**

No new business.

**XVI. PUBLIC PARTICIPATION**

No public participation.

**XVII. OTHER BOARD ACTION**

No other board action.

**XVIII. ADJOURNMENT**

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

**At 8:20 P. M.**

Respectfully Submitted,

Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**October 6, 2014 at 7 PM**