

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**December Minutes**

**December 1, 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	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT 7:12 P.M.
HAMPTON	JOYCE ANDERSON	PRESENT
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	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	TOM CARD	ABSENT

ALSO PRESENT: Andrea Romano, Superintendent  
Erin Dunstan, Business Administrator / Board Secretary  
Robin McMahan – Esq.  
Christine Rudinsky – Teacher  
Barbara Bajkowsky – Para-Professional  
Cathy Lubey - Para-Professional

**V 1. APPROVAL OF THE MINUTES**

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

November 3, 2014 Regular Meeting

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

**VI. 2. PRESIDENT’S COMMENTS:**

Mr. Moscatello attended the Thanksgiving day celebration along with Mr. Morel. It was great to see all the parents that came out to celebrate.

**VII. 3. CORRESPONDENCE**

1. Northern Hills students honor Vets.
2. Fuh Mei Han 25 years recognition.
3. Thank you letter to Roneco Shop Rite for Thanksgiving Donation.
4. Thank you letter to NHA PTA for donation of Go Pro Camera.
5. Dyslexia Training – Making it Personal, Wednesday Dec. 10<sup>th</sup> at Sparta Middle School.

**VIII. COMMITTEE REPORTS-**

Personnel & Negotiations – We had a meet and greet with the Association for negotiations. We have set the next 2 meeting dates.  
 Buildings and Grounds / Finance -none  
 Programs and Services- none  
 Policy- none

**IX. SUPERINTENDENT’S REPORT**

**Northern Hills Academy**

November was a busy month at Northern Hills Academy. On Wednesday November 29<sup>th</sup> NHA students and staff participated in our Thanksgiving Feast. We had approximately 25 parents join us. A special thanks to Ms. Linda Behrens, Teacher and the Speech Therapists, Erin Marie Ciallella and Caitlin Conahan who helped organize the event. Ronetco Supermarkets generously donated three turkeys which were prepared by staff and served to students, faculty and guests.

November was the last month that our students went swimming at the YMCA. During the colder months, alternative activities will take place (we are all going to a sensory-friendly movie in December). Swimming will resume in March.

There continues to be ongoing interest in placements at NHA, with continued phone calls and visits from CST case managers and parents.

Administration is also working collaboratively with districts to ensure that our students have access to technology for PARCC testing. Our teaching staff will ensure that students have the appropriate instructional practice materials.

**Non-Public Programming**

A workshop was held in collaboration with Parsippany Troy Hills School District on IDEA funding. Pat Gray from NJDOE was the guest speaker. She discussed updates to Non Public Grant programs, allowable expenses, appropriate requests under the funds and structure of programming. Approximately twenty school districts from Sussex, Warren and Morris County attended, with two Non Public Schools in attendance.

A staff meeting was held with teachers regarding professional development, teacher evaluation systems and lesson plan writing. Google Docs was introduced to staff and follow up instruction from Principal Jennifer Kaufman on Google Docs will be added to the next staff meeting.

Non-public programming tends to be cyclical. Based on the end of the first marking period SCESC has seen an increase in the number of new referrals.

### **Public Itinerant**

SCESC has met with several school districts to support their needs with regard to CST Services and to vacant positions. Currently we were asked to supplement several school districts Child Study Teams with 2 or 3 day a week positions for Social Workers and Speech Therapists.

In addition, professional development requests continue to be reviewed. We are also working with the districts to meet their requested needs. SCESC will be working with Montague on Dyslexia Training and with Andover on Special Needs SIB workshops.

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

I attended a professional development workshop through NJASBO – Get Ready Now for Changes in Educational Grants Management & Federal Audits. I also attended a workshop at Parsippany Troy Hills Non-Public IDEA Funding.

Howard C Storer LLC, is working on finishing up the punch list for the new classroom. The windows and doorways have been caulked. The floor installer is waiting for the vinyl base supplier to make a run of the 6” base in the color we want. The outside playground area will be finished in the spring time, once the grass starts growing.

The business office continues to work to prepare for the audit. The auditors started the 2013-2014 audit the last week in November and all departments have been organizing to prepare for the audit by utilizing the time to respond to the needs and request of the auditors.

A significant amount of time has been spent on the preparation for the transition to Amerihealth and new dental program. A meeting was held with Brown and Brown to introduce and to update all new health care information packets to employees. Individual meetings occurred with staff to assist and support them.

Information was identified regarding previous tier placement and deductions from employees pay regarding dental/healthcare. The Business office has worked to remediate and rectify the employees impacted. Refunds through payroll will be processed, and all staff will be appropriately placed on correct tiers. A meeting was held with all impacted and individual meetings were held if necessary.

Budget analysis is ongoing and Administration hopes to have a snapshot view for the next meeting.

## **XI. PUBLIC PARTICIPATION**

Mr. Moscatello, on behalf of the board would like to recognize Fuh Mei Han for 25 years of service as a para-professional.

Ms. Rudinsky said that Fuh Mei was also nominated for Educational Support Person of the year by the Association.

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

### **A. PERSONNEL**

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

NAME	POSTION	SALARY
Judy Comment	Substitute Teacher	\$19.15 per hour + \$5 per hour

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Elizabeth Arniella as a home instructor for the 2014-2015 school year at a rate of \$35 per hour, not to exceed 29.75 hours per week.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following substitute teachers at Northern Hills Academy.

NAME	POSITION	SALARY	EFFECTIVE
Melissa O'Callahan	Substitute Teacher	\$16.80 per hour + \$5 per hour not to exceed 29.75 hours a week	11/17/14-6/30/14
Judy Comment	Substitute Teacher	\$75 per day	12/2/14-6/30/14
Elizabeth Arniella	Substitute Teacher	\$75 per day	12/2/14-6/30/14

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve hiring of a part-time para-professional at Northern Hills Academy, not to exceed 29.75 hours a week, a rate per the union contract, effective 12/2/14.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Elizabeth Zetterstrom as a literacy coach for the Jump Start After School Program at Sussex County Vo-Tech effective 12/1/14-6/30/15 at a rate of \$60 per hour.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Kathleen Jade Malasig, Occupational Therapy student to complete a minimum of 40 hours of observation under Northern Hills Academy staff Occupational Therapy license in an approved program through Kean University.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve following teachers for after school curriculum writing as assigned by administration per the union agreement.

Jennifer Beshada  
 Kathy Diaz  
 Karra Hansen-Mueller  
 Mike Matthews  
 Alesandra Kasharian  
 Rebecca Pietrowski  
 Chris Rudinsky  
 Amber Werner  
 Judy Comment  
 Sally Crabb  
 Scott Dubiel  
 Wes Baughman  
 Mike Ness  
 Valerie Puco  
 Stephanie DeFelice

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

**B. POLICY**

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

5339 Screening for Dyslexia (M).

MOVE: Ms. Carlson		2ND: Mr. Morel	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	High Point Aye	Hopatcong
Kittatinny	Lafayette Aye	Newton Aye	Ogdensburg
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:

November 2014 Payroll	\$239,732.94
December (Fund 10) Bills List	\$105,458.47
December (Fund 20) List of Bills	\$2,528.08

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for October 2014 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for October 2014.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in October 2014 of \$247,988.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the refunds per the attached list to employees for their 2013/2014 overpayment of health insurance contributions.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Participating Addendum with Western State Contracting Alliance for Wireless Services.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve a resolution concerning Chapter 78 – Section 125 Flexible Spending Account and Premium Only Plans.

Pursuant to the requirements of N.J.P.L. 2011 Chapter 78, the Sussex County Educational Services Commission hereby resolves to continue a Section 125 Flexible Spending Account (FSA) program for the period of January 1, 2015 – December 31, 2015.

1. The Commission designates Ameriflex as FSA Administrator.
2. The Commission establishes an annual maximum employee contribution of \$1,000.

MOVE: Mr. Morel		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	High Point Aye	Hopatcong
Kittatinny	Lafayette Aye	Newton Aye	Ogdensburg
Stanhope Aye	Sparta	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
Maria Villano, Christine Rudinsky, Rebecca Pietrowski, Alesandra Kasharian, Amber Werner	12/9/14	Rockaway Mall	Rockaway, NJ	Cost \$0.00 Transportation:TBD
School Wide	12/18/14	AMC Theater – Sensory Friendly Movie (Penguins of Madagascar)	Rockaway, NJ	Cost: \$450.00 (\$6 per ticket) Transportation: TBD
Linda Behrens & Karra Hansen- Mueller	12/12/14	Walmart	Newton, NJ	Cost:\$0.00 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	11/21/14	Mt. Laurel, NJ	30 Function – Based Interventions for Serve Behaviors	Cost: \$90.00 Mileage: TBD
Jen Yawger	11/21/14	Mt, Laurel, NJ	30 Function – Based Interventions for Serve Behaviors	Cost: \$90.00 Mileage: TBD

Andrea Romano	1/5/15	Rider University, Lawrenceville, NJ	BCBA Requirements	\$149.00 Mileage: TBD
Andrea Romano	11/20, 11/21	Vernon, NJ	Sib Workshops	\$100.00 Mileage: TBD
Erin Dunstan	12/16/14	Webinar	The Complete Guide to Payroll Taxes and 1099 Issues	Cost: \$0.00
Eric Pace	12/10/14	Morris County Training Facility	Working with Young Children and Their Parents	Cost: \$0.00 Mileage:\$21.70 (70 miles)

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised 2014-2015 school calendar, as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into a contract with Riverdale School District for a Social Worker.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into a contract with Montague School District for Dyslexia Training, and for a Behavior Specialist.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into a contract with Sussex County Vo-Tech for an after school reading program through Jump Start.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept a donation of a Go Pro Camera from the Northern Hills Academy PTA.

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

#### E. BUILDINGS AND GROUND

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the proposal from Karl Environmental Group for the online submission of the 2013/2014 Right to Know Survey in the amount of \$200.00

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

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

**Motion by Ms. Ambrose, seconded by Ms. Joyce Anderson**, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:31 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 December 1, 2014 for the purpose of legal.

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. Carlson**, to close the Executive Session, all voiced in favor at 7:42 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:42 p.m.

**XIV. OLD BUSINESS:**

**NEW BUSINESS:**

**XV. PUBLIC PARTICIPATION**

There was no public participation.

**XVI. OTHER BOARD ACTION**

There was no other board actions.

**XVII. ADJOURNMENT**

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



**At 7:42 P. M.**

Respectfully Submitted,

Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**January 5, 2014 at 7 PM**