

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

January Minutes

January 5, 2015

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	ABSENT
FREDON	TBD	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	TBD	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	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent  
Erin Dunstan - Business Administrator / Board Secretary  
Yaacov Brisman - Esq.  
Thomas Ferry – Auditor  
Jennifer Kaufman - Principal  
Amber Werner – Teacher  
Maria Villano – Teacher  
Christine Rudinsky – Teacher  
Linda Behrens – Teacher  
Jeanne Ortiz – Physical Therapist

V 1. APPROVAL OF THE MINUTES

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

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

**Motion is carried**

**VI. 2. PRESIDENT’S COMMENTS:**

**VII. 3. CORRESPONDENCE**

1. Thank you letter to Ronetco Supermarkets for annual holiday visit.
2. Thank you letter to Knights of Columbus for donation.
3. Thank you letter to Harmony In Motion for caroling.
4. News article: Community pours out donations to Family Promise.

**VIII. COMMITTEE REPORTS-**

Personnel & Negotiations – Mr. Moscatello stated that the Negotiations committee is close to finalizing their proposal.  
 Buildings and Grounds / Finance – Mr. Moscatello stated the finance committee met in December to discuss the rate increases for the 15/16 school year.

Programs and Services- none  
 Policy- none

**IX. SUPERINTENDENT’S REPORT**

Superintendent hosted several meetings with school districts to review and discuss new programs/services. Interested school districts included Andover- for speech services and Sussex Vo-Tech to assist and support summer programs. A remedial summer school program was discussed with the high school superintendents’ in the county and all agreed it would be a good idea. BA and Superintendent met with Sussex County NJDOE and Passaic County ESC on supporting technology initiatives and business office programs.

Superintendent and colleague Roger Jinks, attended the NJASA Professional Development Meeting which was combined with Curriculum meeting to review training information, scheduling information and curriculum resources for PARCC.

Superintendent attended the Child Study Team Director’s Meeting and reviewed new and existing programs at Sussex County ESC. Superintendent shared that Principal Jennifer Kaufman would be sending invites to meet and greet staff/students and/or go out to CST meetings within districts to discuss programming.

**Northern Hills Academy Blurb: January 2014**

December was a busy month at NHA, with five potential new students taking a tour of our school. Student activities included a school-wide trip to a sensory-friendly movie to replace swimming. Alternative activities, such as movie trips or physical recreational activities, are being planned to replace swimming in the colder months. Student school photos and class photos were taken. The NHA PTA donated a new GoPro camera for

our school to use, ran a Holiday Shoppe that allowed students to purchase holiday gifts for family and sold Spirit wear that depicted our new school mascot, the bear. In November, students wrote to students at a special education school in Norway and in December, we received a package from Frydenhaug skole (school) with cards, letters and photos for our students to read and enjoy!

Northern Hills Academy had a festive holiday month, including a visit from Santa on December 4<sup>th</sup>, a lively concert by Harmony in Motion and a Staff breakfast on December 22, culminating with a holiday Sing-A-Long on December 23. Teachers and students had a great time decorating their doors and making props for the final song, Twelve Days of Christmas.

**Non-Public**

Non Public staff are working on their progress reports and meeting the requirements that they need to (ie...lesson plans and evaluation particulars). Programs continued throughout the month scheduling around holiday activities within each of the Non Public Schools. January will be busy identifying any students and progressing with ISP meetings.

**X. BUSINESS ADMINISTRATOR’S REPORT**

Ms. Dunstan introduced Thomas Ferry from the auditing firm Ferraioli, Wielkotz, Cerullo & Cuva, P.A. who presented the results of the 2013/2014 fiscal year audit. The synopsis of the audit were available to those present.

We are in the process of starting the 2015/2016 budget.

**XI. PUBLIC PARTICIPATION**

Maria Villano read aloud a letter to the board regarding her employment at SCESC.

**XII. 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
Andrew Wank	Part-time Paraprofessional	1/15/15
Lisa Zerner	Part-time Paraprofessional	1/23/15

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors terminate Maria Villano as a teacher at NHA effective January 6, 2014 based on lack of proper certification. (Maria Villano will remain as a substitute teacher and paraprofessional through June 30, 2015)
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following contracts for the 2014-2015 school year.

NAME	POSITION	SALARY	REASON
Amanda Kawczynski	PT Paraprofessional	\$13.45 per hour Step 2	Incorrect Step

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following non-certificated staff contract for the 2014-2015 school year, not to exceed 29.75 hours weekly.

NAME	POSITION	SALARY	EFFECTIVE DATE
Amanda Kawczynski	PT Paraprofessional	\$13.35 per hour Step 1	1/6/15
Lisa Zerner* <b>added</b>	Part-time Paraprofessional	\$54.00 per diem	1/26/15

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following non-tenured staff not to exceed 29.75 hours weekly, as needed for the 2014/2015 school year.

NAME	POSTION	SALARY	EFFECTIVE DATE
Melissa Moffett	PT Paraprofessional	\$13.45 per hour Step 2	1/6/15
Regina Murphy	PT Paraprofessional	\$13.35 per hour Step 1	1/12/15
Maria Villano	PT Paraprofessional	\$13.70 per hour Step 4	1/6/15
Michelle Craig	PT Paraprofessional	\$15.05 per hour Step 9	1/19/15
TBD* <b>added</b>	PT Paraprofessional	\$TBD as per the SCESC- EA union agreement	TBD (to fill position)

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Stephanie Surie, Speech Language Pathologist at the rate of \$53,300 prorated, MA step 9, with benefits pending completion of all required paperwork effective January 6, 2015 through June 30, 2015.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Amanda Kawczynski, Social Worker at the rate of \$23.28 part-time hourly, as needed up to 29.75 hours, Step 1, effective January 6, 2015 through June 30,2015 for Public Itinerant/Non-Public programs.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following substitute teachers at Northern Hills Academy.

NAME	POSITION	SALARY	EFFECTIVE
Maria Villano	Substitute Teacher	\$13.70 per hour + \$5 per hour not to exceed 29.75 hours a week	1/6/15
Judy Vogel	Substitute Teacher	\$15.05 per hour + \$5 per hour not to exceed 29.75 hours a week	12/2/14
Abby Groggaard	Substitute Teacher	\$18.55 per hour + \$5 per hour not to exceed 29.75 hours a week	1/6/15

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following leave of absence for the purpose of student teaching.

NAME	POSTION	DATES
Lindsay Carrieria	PT Paraprofessional	1/19/15-5/9/15

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

**Motion is carried**

**B. POLICY**

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

5339 Screening for Dyslexia (M).

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

**Motion is carried**

**C. FINANCE**

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

December 2014 Payroll	\$246,890.65
January (Fund 10) List of Bills	\$145,311.62
January (Fund 20) List of Bills	\$734.00
January (Fund 30) List of Bills	\$1,334.80

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for November 2014 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for November 2014.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in November 2014 of \$30,000.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the recommendation of its group insurance broker of record, Brown & Brown Benefit Advisors, Inc., the Sussex County Educational Services Commission hereby resolves, effective February 1, 2015, to make the following changes to its COBRA and Retiree Billing Services Administrator:

- a. Pursuant to their electronic proposal of December 8, 2014, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriHealth Administrators as the Board's COBRA and retiree billing services administrator.
  - b. The Board appoints Brown & Brown Benefit Advisors, Inc. as its COBRA and retiree billing services broker-of-record.
  - c. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation of \$880.00 from the New Jersey Council Knights of Columbus.
  7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2015-2016 Tuition and Program Rate fee schedule for the Sussex County ESC programs as attached.
  8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2014-2015 Non-Public IDEA funding, as attached.
  9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Comprehensive Annual Financial Report and Auditors' Management Report on Administrative Findings as presented by the Districts auditing firm of Ferraioli, Wielkotz, Cerullo, & Cuva for the fiscal year ending June 30, 2014.
  10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following Corrective Action Plan resulting from the 2013-2014 fiscal year audit.

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
2a.	All employees will be made to file new W-4's to ensure that going forward all employees have W-4's on file.	Business Administrator requested all employees fill out new W-4's.	Business Administrator	12/4/14
2b.	All employees health benefit deductions be maintained and updated periodically.	Business Administrator will review all employees health benefit deductions.	Business Administrator	12/1/14
2c.	Employees health benefit waiver payments will not exceed 25% of the district savings.	Business Administrator will review employee waivers.	Business Administrator	9/2/14
2d.	All PERS, TPAF, and DCRP contributions will be filed within a timely manner.	Business Administrator will ensure filings are done in a timely manner.	Business Administrator	7/1/14
3a.	Ensure all professional services adhere to pay-to-play requirements.	Request documentation from the professionals.	Business Administrator	7/1/14
3b.	Ensure all bid packets have certificate of availability of funds,	Request documentation from contractors prior to	Business Administrator	1/5/15

	non-collusion affidavits and owner disclosure.	awarding bids.		
9a.	All travel reimbursements will be approved by the board in the minutes.	Travel reimbursements will be placed on the agenda.	Business Administrator	7/1/14
9b.	Service plans will be updated and approved in a timely manner.	Procedures were developed to ensure service plans will be updated and approved in a timely manner.	Superintendent	9/2/14

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

**Motion is carried**

**D. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the following appointment be made for the period of January 6, 2015 – 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:

Margaret Dubanowich 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 January 6, 2015 – 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 January 5, 2015 regular meeting:

Margaret Dubanowich – 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 appointment be made for the period of January 6, 2015 – June 30, 2015:

**WHEREAS**, there exists a need for Learning Disabilities consultants for Public/ Itinerant, 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:

Carol LaStarza be appointed to provide LDTC Services at a rate of \$50 per hour for a maximum amount not to exceed \$100,000 for the period of January 6, 2015 – 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 January 5, 2015 regular meeting:

Carol LaStarza – LDTC

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 the following requests for Northern Hills Academy field trips:

STAFF MEMBER	DATE	FIELD TRIP	LOCATION	COST
School-Wide	1/14/15	Dreamfields	Sparta, NJ	Cost: \$130.00 Transportation: TBD

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

Staff Member	Date	Location	Program	Cost
Kathy Diaz	11/20/14	Bleshman Regional Day School	Dyslexia Making it Personal	Cost:\$0.00 Mileage: TBD
Erin Dunstan	1/20/15	Rockaway, NJ	Pension Update – Mort Reinhart	Cost: \$45.00 Mileage: TBD
Erin Dunstan	12/11/14	Rockaway, NJ	Voting Requirements, Roberts Rules of Order and Other BOE Meeting Issues	Cost:\$45.00 Mileage:TBD



Erin Dunstan	2/26/15	Rockaway, NJ	Affordable Care Act	Cost:\$45.00 Mileage:TBD
Erin Dunstan	3/26/15	Rockaway, NJ	Purchasing	Cost: \$45.00 Mileage:TBD
Dawn DiLascio	1/16/15	St.Moritz Grill Sparta, NJ	Writing Behavior Plans that Work	Cost:\$25 MileageLTBD

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into a contract with Hunterdon County Educational Services Commission for professional development at a rate of \$150 per hour, not to exceed 3 hours.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the memorandum of Understanding with Therapy Dogs International so that they can provide therapeutic visitations with dogs to the students at Northern Hills Academy free of charge.

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

**Motion is carried**

#### **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:

Description	C.O. No.	C.O. Amount
Supply labor & materials to install a chain link gate on existing fence with a 3" post, cut in half mounted to building.	6	\$800.00

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve change order #6 in the amount of \$800.00 to Zitone Construction & Supply Co, Inc.

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

**Motion is carried**

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

**Motion by Ms. Joyce Anderson, seconded by Mr. Card**, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:48 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 January 5, 2015 for the purpose of 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. Card, seconded by Mr. Morel**, to close the Executive Session, all voiced in favor at 8:18 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:18 p.m.

### **XIV. OLD BUSINESS:**

#### **NEW BUSINESS:**

1. Negotiations committee meeting on February 5, 2015 at 5 p.m.

### **XV. PUBLIC PARTICIPATION**

Mr. Moscatello addressed Maria Villano's letter regarding her employment at SCESC.

### **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 Mr. Card and Seconded by Mr. Morel, all voiced in favor.

**At 8:21 P. M.**

Respectfully Submitted,

Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**February 2, 2015 at 7 PM**