

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

Rescheduled Meeting February 23, 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 PASZKIÉL	ABSENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	ROBERT NICHOLSON	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT
OGDENSBURG	STACY WALSH	ABSENT
SPARTA	BRENDA BEEBE	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	TOM CARD	ABSENT

ALSO PRESENT: Andrea Romano – Superintendent
Yaacov Brisman – Esq.
Erin Dunstan – Business Administrator / Board Secretary
Jennifer Kaufman – Principal

V. OATH OF OFFICE FOR NEW BOARD MEMEBERS

Ms. Dunstan administered the oath of office to new board member Ms. Douglas.

VI. 1. APPROVAL OF THE MINUTES

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

January 5, 2015 Regular Meeting
January 5, 2015 Executive Session

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

Motion is carried

VII. PRESIDENT’S COMMENTS:

Mr. Moscatello gave an update on 2014/2015 Board’s Goals.

VIII. CORRESPONDENCE

1. Sandyston-Walpack’s Board of Education letter of interest to join as a member.
2. Understanding Services Thru The Educational Lens.
3. Paw Prints School Newsletter.

IX. COMMITTEE REPORTS-

Personnel & Negotiations – We had our second formal negotiations committee meeting tonight before the board meeting.

Buildings and Grounds / Finance - none

Programs and Services- none

Policy- none

X. SUPERINTENDENT’S REPORT

Ms. Romano gave an update on 2014/2015 District Goals.

Northern Hills Academy

We have had seven families visit and tour the school throughout the months of January and February. We are looking forward to accepting the students who are the best fit for our current program.

Currently we have made some moves within the school configuration of classrooms based on classes growing in size, certification of staff and student placement. In total three classrooms were moved. Teachers have been troopers as to the moving of furniture, realignment of students within classrooms and their patience with the ever changing population of students. Staff came in over the weekend to make last minute adjustments for a seamless transition. Phone calls were made to districts and parents. Kudos to all staff, inclusive of maintenance and administration who supported the behind the scenes actions required.

The second round of observations utilizing the Stronge Evaluation Model are being scheduled, as well as, the mid-year Student Growth Objective meetings. Each teacher/related services personnel have met with their Pre-Observation Conferences and first round reviews.

We successfully ran an active shooter lockdown drill along with our monthly scheduled fire drills. Staff have identified some areas of concern with regards to communication in event of drills, necessary items to be updated in classroom kits and brought concerns to the school safety committee to address.

During the in-service day in January, staff was trained on Crisis Prevention procedures, as well as SGO trainings. Dyslexia mandated training was also held. School staff from other Sussex ESC member districts attended, non-public staff was invited and vendors like J&B Therapy were also in attendance.

Non Public

Child Study Team services continue to need additional staffing which include- Learning Disability Teacher Consultants and School Psychologists. SCESC is actively advertising for these positions, interviewing prospective consultants and waiting to hear about their business registration processes.

Pre-planning has begun for meeting with non-public school directors regarding needs / procedures / non-public policy. Information has been sent to all non-public schools regarding remaining funding for services under Chapter 226 Nursing and with regard to supply orders.

Compliance issues are being reviewed and actions plans have been updated.

Public School Services

We are continuing to explore options with public schools to provide services that are both economically cost effective and personnel resource effective. Recently SCESC was able to provide services under speech to Hopatcong for a short-term medical leave. We have been actively completing evaluations and assessments for both Vernon and Parsippany Troy Hills as requested.

XI. BUSINESS ADMINISTRATOR'S REPORT

Any board member who has not completed their School Ethics Disclosure Forms please complete them at your earliest opportunity.

At our March 2nd board meeting we will be having our budget presentation. Full representative assembly is required at this meeting.

XII. PUBLIC PARTICIPATION

There was no public participation

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept, with regret, the retirement of Mary DeMeulenaere part-time Paraprofessional, effective 11/1/14.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Harriet Anderson, part-time non-public nurse, effective March 2, 2015.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following non-certified staff resignations.

NAME	POSITION	MEMO
Lisa Zerner	Part-time Paraprofessional	Employee is able to work part time while going back to school.

4. **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
Liza Zerner	Substitute Paraprofessional	\$54 a day	Employee is able to work part time while going back to school.
Michelle Craig	PT Paraprofessional	\$15.05 per hour not to exceed 29.75 hours	

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors terminate Amanda Kawczynski as a part-time social worker for Public Itinerant/Non-Public programs effective February 3, 2015 based on lack of school social worker certification.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Alyssa Summer as a substitute teacher at Northern Hills Academy, at rate of \$14.70 plus \$5 per hour, not to exceed 29.75 hours a week, effective 11/24/15.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Justine Mahon, Substitute nurse at a rate of \$100.00 per day, as needed, not to exceed 29.75 hours a week, effective February 24, 2015.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following non-certificated staff not to exceed 29.75 hours weekly, as needed for the 2014/2015 school year.

NAME	POSTION	SALARY	EFFECTIVE DATE
TBD	PT Paraprofessional	Not to exceed Step 26 \$25.25 per hour	TBD

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised job description for a Part-time Confidential Administrative Assistant, as attached.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the increase in hours for Jacqueline Klinger from 25 hours per week to 28 hours per week at a rate of \$16.50 per hour, effective February 24, 2015.

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

Motion is carried

B. FINANCE

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

January Payroll	\$257,040.60
January (Fund 20) Additional Bills	\$450.00
February (Fund 10) List of Bills	\$139,034.32
February (Fund 20) List of Bills	\$1,578.77
February (Fund 30) List of Bills	\$8,980.00

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for December 2014 (as attached).
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for December 2014.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in December 2014 of \$23,190.00.

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

Motion is carried

C. PROGRAMS AND SERVICES

- RESOLVED**, that the following appointment be made for the period of February 24, 2015 – June 30, 2015:

WHEREAS, there exists a need for Learning Disabilities consultants for Public/ Itinerant/non-public, 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:

J&B Occupational Therapy be appointed to provide LDTC Services at a rate of \$79 per hour for hourly services, \$350 for educational testing services, and \$350 for psychological testing services for a maximum amount not to exceed \$100,000 for the period of February 24, 2015 – June 30, 2015.

Joyce Neubig be appointed to provide LDTC Services at a rate of \$50 per hour for hourly services, \$195 for Initial or reevaluation assessment, \$100 for annual reviews, \$50 for evaluation planning meeting and \$150 for additional -- per case for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of February 24, 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 February 23, 2015 regular meeting:

J&B Occupational Therapy -- LDTC Services
 Joyce Neubig -- LDTC Services

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 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	2/23/15	Bowling	Sparta Lanes, Sparta, NJ	Cost: \$135.96 Transportation TBD
Rebecca Pietrowski	TBD	Petco	Roxbury, NJ	Cost:\$0.00 Transportation:TBD
School Wide	2/20/15	Sparta Lanes	Sparta, NJ	Cost: \$150 Transportation:TBD

3. **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	2/7/15	Somerset Hills School	NJIDA -- WIFFT (Winter Inst. Food For Thought)	Employee is paying cost herself.
Erin Dunstan	1/22/15	Rockaway, NJ	NJ Pension & Tax Shelter Information	Cost:\$50.00
Jennifer Kaufman	3/2/15	Monroe, NJ	The Administrators' Guide to Going 100% Google Apps for Ed.	Cost:\$149.00 Mileage: \$36.58
Dana Nucera	5/12/15,5/13/15	New Brunswick, NJ	CPI Training	Cost:\$0.00 Mileage: \$37.20
Christine Rudinsky	2/2/15	Newark, NJ	Early Intervention Strategies to Help Young Children with Challenging Behaviors and Pervasive Develop. Disorders (PreK-K)	Cost:\$235.00 Mileage:\$20.15
Jennifer Beshada	2/4/15 Snow Date 2/20/15	Lenape Valley Regional	PARCC LAL	Cost:\$0.00 Mileage: TBD
Eric Pace	3/25/15	Morristown, NJ	Student Morale: Self-Regulation & Internal Climate	Cost: \$0.00 Mileage: \$14.26

Eric Pace	4/29/15	Morristown, NJ	Youth Empowerment Alliance School Support Network meeting	Cost: 0.00 Mileage: \$14.26
Andrea Romano	3/12/15	NJASA Trenton, NJ	The Superintendent Evaluation Process	Cost: \$0.00 Mileage: TBD
Jeanne Ortiz	3/12/15	New Paltz, NY	Handle with Care Recertification	Cost: \$400.00 Mileage: TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised 2014-2015 school calendar, as attached.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the submission of the attached grant request to Petco, submitted by Northern Hills Academy Teacher Rebecca Pietrowski.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation of a five shelf book case from a Northern Hills Academy parent.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the Petco Pets in the Classroom grant.

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

Motion is carried

D.BUILDINGS AND GROUND

1. **RESOLVED**; that the Sussex County Educational Services Commission Board of Directors on the recommendation of the Architect, approve final payment (application #6) to Howard C. Storer, LLC in the amount of \$4,980.00 for addition to Northern Hills Academy and accept the project as complete.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the New Jersey Schools Insurance Group Errors and Omissions Assessment, as attached.

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

Motion is carried

XIV. OLD BUSINESS:

NEW BUSINESS:

1. Rescheduling April's board meeting to April 13, 2015.
2. Superintendent's Evaluation

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. Carlson and Seconded by Mr. Morel, all voiced in favor.

At 7:42 P. M.

Respectfully Submitted,



Erin Dunstan
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

March 2, 2015 at 7 PM

Full Representative Assembly and Budget Presentation