

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

April Minutes

April 13, 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	ABSENT
FRANKLIN	JEANINE PASZKIEL	ABSENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HIGH POINT	DEBBIE ANDERSON	PRESENT 7:08 PM
HOPATCONG	ROBERT NICHOLSON	PRESENT
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	PRESENT 7:11 PM

ALSO PRESENT: Andrea Romano -- Superintendent  
Robin McMahon -- Esq.  
Erin Dunstan -- Business Administrator / Board Secretary  
Amber Werner -- Teacher  
Caitlin O'Brien Diaz -- Teacher  
Christine Rudinsky -- Teacher  
Jeanne Ortiz -- Physical Therapist  
Jennifer Kaufman - Principal

V. APPROVAL OF THE MINUTES

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

February 23, 2015 Regular Meeting

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

**Motion is carried**

**VI. PRESIDENT’S COMMENTS:**

Ms. Debbie Anderson arrived

**VII 3. CORRESPONDENCE**

1. CPI: Sharing Strategies with Parents / Caregivers Training
2. 2014-2015 Revised School Calendar
3. Thank you letter from Passaic County Educational Services Commission
4. Paw prints Newspaper
5. ESY Application
6. Workshop Brochure

**VIII. COMMITTEE REPORTS-**

Personnel & Negotiations – Negotiations are moving slowly. Our next negotiations date is May 12<sup>th</sup>.  
 Buildings and Grounds / Finance – We just met today. We are discussing consultant rates for the 15-16 school year. SCESC will be getting a non-public audit. Lawn care proposals were reviewed, and we had a discussion regarding going out for request for proposals for an architect.

Mr. Card arrived

Programs and Services- SCESC will be hosting a summer school remedial program for the county that will be hosted at Sussex Vo-tech. The flyers will be going out at the end of the week.

Policy- We are discussing creating an attendance policy for NHA that would be more flexible for our students.

**IX. SUPERINTENDENT’S REPORT**

Information has been provided to Child Study Teams regarding ESY program and Professional Development. In April, Remedial Summer School information will be provided to all the Sussex County, Morris County and Warren County school districts. Partnerships and collaborations with Sussex Technical School in the areas of facility usage for Remedial Summer School and staffing for summer school have been reviewed. Partnerships with other schools have been reviewed for facilities services.

**Northern Hills Academy**

Northern Hills Academy welcomed two new pre-school students to our pre-school program, with a third student starting on May 1. This helps to compensate for the two students we recently had move away from the area. Currently enrollment stands at 37 students.

The Alternate Proficiency Assessment (APA) portfolios were submitted at the beginning of the month for Science. Preparations are in progress for the new computer-based Dynamic Learning Maps Assessment (DLM), which will replace the APA and which our APA student will take this year in the areas of English Language Arts and Math. This is the first year this assessment has been made available. NHA teachers have spent a great deal of time taking the seven required teacher tests in order to qualify to administer the DLM. Students will complete a total of 14 testlets over a period of six weeks using computers and Ipads.

As the weather warms up, swimming resumed in March and will continue through the rest of the school year. St. Patrick's Day was celebrated with class parties and the "wearing of the Green". The month of March was the first official meeting of the NHA Girls' Club. Participants received ID cards with name tags and designed their own t-shirts. The second issue of Paw Prints, the NHA newspaper was issued in March.

### **Non Public School Services**

Sussex ESC was notified in mid-March that a fiscal audit of the 2013-2014 school year would be conducted in April for two districts we provide services for. The districts are Sparta and Newton.

Preparations continued throughout the month to track down information from teachers that aligns their lesson plans, with their attendance records to the Non-Public School attendance records and service records of teachers and related services personnel. In addition all related services evaluations and student evaluations for initial examinations and re-evaluations has to be accounted for at each of the schools, and accounting for student files that have been transferred back to the public schools.

The 2013-2014 school year for the Non- Public Services Department was a transition for the following reasons: Sparta returning late in August, transition of new BA in July 2013; Interim Superintendent in July and August 2013, Supervisor of Non-Public Consultant hired in August 2013 for 2 days per week; and finally a new Superintendent in September 2013. Later in the year, a transition from an Administrative Assistant with 17 years' experience to someone who never worked in Non-Public. This was followed with a new BA mid-year. After everyone "survived" the transitions, many issues were identified with areas of concerns and corrective actions internally occurred so that the program could run in more compliance and with more efficiency.

The audit will examine the services that were reported and billed for. Staff from Superintendent to Secretary have been preparing for this and working very hard to get things aligned as best as they can while still managing the everyday activities.

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

The 15/16 school year budget has been approved by the County office.

I attended two professional development workshops in March pension update and purchasing. I also attended the Morville Agency's quarterly insurance meeting. The topic of the quarterly insurance meeting was on the new reporting requirements for the affordable care act that start in 2015.

In March the business office went out for quotes for lawn care services. Request for quotes were sent out to four businesses and only two responded.

### **XI. PUBLIC PARTICIPATION**

Mr. Demsak from Hardyston Township Board of Education introduced himself as the SCESC delegate for Hardyston. He stated he plans on attending all our meetings.

**XII. 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 Linda Behrens, teacher at Northern Hills Academy, effective June 30, 2015.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve a unpaid leave of absence for Caitlin O'Brien Diaz from September 1, 2015 – January 3, 2015, upon return from leave of absence Ms. Diaz will be on step 7BA.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time non-public Teacher, not to exceed 29.75 hours a week:

NAME	POSITION	SALARY	EFFECTIVE
Christopher Schul	Part-time Teacher	\$34.59 per hour Step 18	3/23/15

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time paraprofessional for NHA, not to exceed 29.75 hours a week:

NAME	POSTION	SALARY	EFFECTIVE
Christopher Schul	Part-time Paraprofessional	\$19.75 per hour, Step 18	3/23/15

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following substitute teachers at NHA not to exceed 29.75 hours a week:

NAME	POSTION	SALARY	EFFECTIVE
Christopher Schul	Substitute Teacher	\$19.75 plus \$5 per hour	3/23/15

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Christopher Schul, effective April 20, 2015.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Kathleen Malasig to observe under a license Occupational Therapist, Jennifer Satamaria.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Suzanne Potter, part-time Chapter 226 non-public nurse, at a rate of \$32.57 per hour, not to exceed 29.75 hours a week.
9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Elizabeth Arniella as a substitute teacher at rate of \$28.19 per hour, not to exceed 29.75 hours a week.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve a family medical leave of absence under the FMLA for the following staff member(s):

1. Sharon Ryker, Paraprofessional, from March 9, 2015 – April 2, 2015. (with continuation of medical benefits)

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

Motion is carried

**B. POLICY**

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the first reading of the following revised policies and regulations:

- P 0134 Board Self Evaluation (Revised)
- P 0152 Board Officers (Revised)
- P 2622 Student Assessment (M) (Revised)
- P&R 3218 Substance Abuse (M) (Revised)
- P&R 4218 Substance Abuse (M) (Revised)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)

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

Motion is carried

**C. FINANCE**

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

March 2015 Payroll	\$257,756.09
March (Fund 10) Additional Bills	\$ 1,828.60
April (Fund 10) Bills List	\$125,332.62
April (Fund 20) List of Bills	\$ 4,868.00

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February 2015 (as attached).
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for March 2015.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in February 2015 of \$31,119.00.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the cancellation of the following prior year's accounts receivable.

MOVE: Mr. Morel		2ND: Mr. Card	
Andover Aye	Byram	Franklin	Fredon
Hamburg Aye	Hampton Aye	High Point Aye	Hopatcong Aye
Kittatinny Aye	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 April 14, 2015 – June 30, 2015:

**WHEREAS**, there exists a need for a School Psychologist consultant, 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:

Cheryl Banks be appointed to provide Psychological Services at a rate \$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 April 14, 2015 – June 30, 2015.

Amanda Landwehrle be appointed to provide Psychological Services at a rate \$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 April 14, 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 April 13, 2015 regular meeting:

- Cheryl Banks – School Psychologist
- Amanda Landwehrle – School 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 July 1, 2015 – June 30, 2016:

**WHEREAS**, there exists a need for Occupational Therapy, Physical Therapy, and Speech Therapy 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 Occupational / Physical / Speech Therapy Services at a rate of \$79 per hour, for a maximum amount not to exceed \$300,000 for the period of July 1, 2015 – June 30, 2016.

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 2015-2016 contracts for a maximum amount not to exceed \$300,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its April 13, 2015 regular meeting:

J&B Occupational Therapy – Occupational, Physical, and Speech Therapy

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 increase the not-to-exceed amount for J&B Occupational Therapy for the 14-15 school year from \$150,000 to 300,000.

**Notice of Professional Services Increase in Not-to-Exceed Amount**

The Sussex County Educational Services Commission Board of Directors increased the not-to-exceed amount for J&B Occupational Therapy from \$150,000 to \$300,000 for the 14-15 fiscal year at its April 13, 2015 regular meeting.

4. **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
All	5/21/15	Annual Fisheree	Camp Somers/Mt. Allamuchy Boy Scout Camp Stanhope, NJ	Cost: \$114 (\$3 per Student) Transportation: Approximately \$1,260
Rebecca Pietrowski	4/25/15	Petco & Bensi	Roxbury Mall, Succasunna, NJ	Cost: \$59.96 Transportation: TBD

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

Staff Member	Date	Location	Program	Cost
Caitlin Conahan	5/15/15	Parsippany, NJ	Treating Speech & Feeding Disorders	Cost: \$199 Mileage: TBD
Erin Dunstan	5/13/15	Washington, NJ	CDK Accounting End of Year Meeting	Cost: \$0.00 Mileage: TBD
Dana Nucera	4/15/15	Mt. Arlington, NJ	Self Harming /Behaviors	Cost:\$0.00 Mileage: TBD
Erin Dunstan	4/16/15	Rockaway, NJ	How to Prepare for your Annual Audit	Cost:\$0.00 Mileage: TBD
Erin Dunstan	5/8/15	Allamuchy, NJ	IDEA Grant EWEG Training	Cost:\$0.00 Mileage: TBD
Andrea Romano	5/8/15	Allamuchy, NJ	IDEA Grant EWEG Training	Cost: \$0.00 Mileage: TBD
Sally Crabb	8/28/14	Online	Prepping for PARCC	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	8/30/14	Online	What Should Students Be Writing	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	8/31/14	Online	Problem Solving & Operations: Addition & Subtraction	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	8/31/14	Online	Problem Solving & Operations: Transitioning From Addition to Multiplication	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	8/31/14	Online	School is Starting: Now What Do I Do About the Summer Slide	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	9/11/14	Online	What is a Formative Assessment	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	10/14/14	Online	Questioning to Support Formative Assessment	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	10/23/14	Online	Collaboration and Assessment Using the Ipad	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	10/24/14	Online	Resources for Online Tools and Strategies to Support Instruction	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	11/7/14	Online	Strategies for Teaching Students How to Write a Summary	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	12/21/14	Online	Difficulty and Complexity in the Classroom-Doing Both and Saving Time	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	1/17/15	Online	Every Child Reading-Linking Knowledge & Practice to Support	Cost: \$0.00 Mileage: \$0.00



			School Systems for All Children Including Millions Impacted by Dyslexia	
Sally Crabb	1/28/15	Online	Decoding Dyslexia NJ-Decoding Executive Function Skills; Working Memory and Executive Function	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	2/10/15	Online	Fractions Focus Part 1; Foundations of Fractions	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	2/9/15	Online	Input Output -- Learning Memory Strategies for Students who Struggle with Tests and Exams	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	2/10/15	Online	Prepping for the Grade 8 and Algebra I STARR Assessment with IT Technology	Cost: \$0.00 Mileage: \$0.00
Sally Crabb	4/11/15	Albany, NY	K-5 Handwriting Workshop	Cost: \$0.00 Mileage: TBD

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Judy Comment to serve in the role of state mandated district mentors for the 2014-2015 school year.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following activities.

WHAT	DATE	FROM	AMOUNT	PURPOSE
Watch Us Grow Gardening Grant	4/15/15	Amerigroup	\$500.00	To establish an NHA Student Garden

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

**Motion is carried**

**E. BUILDINGS AND GROUND**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the proposal from Greco Landscaping & Lawn Maintenance for lawn maintenance at a cost of \$4,500.00 from April 2015 – December 2015.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the 2015 Safety Grant application, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2015 NJSIG Annual Loss Control Safety Questionnaire, as attached.

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

**Motion is carried**

**XIII. OLD BUSINESS:**

1. Superintendent's Evaluation

**NEW BUSINESS:**

**XIV. PUBLIC PARTICIPATION**

Ms. Ortiz asked if the vendor that will be doing the lawn care services will also be doing the snow plowing. Ms. Dunstan stated we don't know each year we got out for quotes.

Ms. Ortiz asked if Ms. Glander will be back at Northern Hills Academy now that a Part-time has been hired for Pope John. Ms. Romano stated yes she should be.

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

**Motion by Ms. Carlson, seconded by Ms. Ambrose**, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:38 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 April 13, 2015 for the purpose of Superintendents evaluation.

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 8:20 p.m.:**

The Board entered into Regular Session entered into Regular Session at 8:20 p.m.

**XVI. OTHER BOARD ACTION**

There was no other board action.

**XVII. 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. Nicholson

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

Respectfully Submitted,



Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**May 4, 2015 at 7 PM**