

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

October Minutes

October 5, 2015

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MRS. CARLSON, VICE 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

Mrs. Carlson led the salute to the flag.

IV. ROLL CALL

ANDOVER	MIKE MOREL	PRESENT (7:15)
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	ABSENT
HARDYSTON	NICK DEMSAK	PRESENT (7:10)
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	ROBERT NICHOLSON	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	ABSENT
SUSSEX-WANTAGE	TBD	ABSENT
VERNON	DAVID ZWEIER	PRESENT

ALSO PRESENT: Andrea Romano – Superintendent
Robin McMahon – Esq.
Erin Dunstan – Business Administrator / Board Secretary
Sally Crabb – Part-time non-public Teacher
Christine Rudinsky – Teacher
Jeanne Ortiz – Physical Therapist

V. APPROVAL OF THE MINUTES

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

September 14, 2015 Regular Meeting

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

Motion is carried

VI. PRESIDENT’S COMMENTS:

Mr. Demsak arrived

VII. CORRESPONDENCE

1. Invitation to Barbara & Sharon’s Retirement Party
2. Survey for Parent Trainings
3. ESC Workshop in Atlantic City
4. Paw Prints Newsletter

VIII. COMMITTEE REPORTS-

Personnel – none

Negotiations – There is a negotiations meeting set for October 7th at 5 p.m.

Buildings and Grounds / Finance - none

Programs and Services / Policy- We will be looking to set up a programs and services meeting within the next few weeks.

Mr. Morel arrived

IX. SUPERINTENDENT’S REPORT

September was an incredibly busy month with attendance at meetings representing SCESC. Superintendent attended Roundtable, which was held at Skyland’s Stadium. A tour of the facility was had and opportunities exist to partner with the Skyland’s Stadium for events, PR related activities and student events. Members of the State Police and Sussex County Safety Program attended the meeting to discuss utilizing the Standard Response Protocol in all districts so that common terminology and collaborative planning occurs for any incidences that may occur. The Prosecutor and members of his office were in attendance along with the Sheriff’s Department and local police. They were all committed to making this work. Erin attended Sussex County School Business Administrator’s meeting and Morville Insurance Agency meeting.

The ESC Superintendent’s meeting was held at the Union County ESC where the topic of conversation was the School Boards Convention. All of the ESCs’ will be presenting a workshop at the Convention entitled, “What can your local ESC do for your district?” Erin and I have signed up for slotted time frames to represent the Sussex County ESC. In addition, we will be bringing with us fliers and business cards. Please make sure to stop by. School Business Administrators can earn their CEU’s for their QPA’s.

Administration is scheduling the first round of teacher evaluations and working to develop the required school committees to help support the school improvement plans.

Marketing Sussex County ESC continues to be a priority with Administration and the Board of Directors. Representation at CST meetings, Principal meetings, Superintendent Roundtable and NJASBO meetings are a great way to have school districts identify name and face with SCESC. However, SCESC has a unique opportunity to participate with Rutgers's Graduate School on a Marketing campaign by a graduate business class. Superintendent, BA and Principal will be meeting with the class early in October to review who we are, what we do and the best way to publicize our efforts. We will keep you posted and update regularly our joined effort.

Goal setting workshop with Robyn Meehan has been set for November 2, 2015 at 5:30pm for all Board members who can attend.

Northern Hills Academy

As Northern Hills Academy students settle into their classroom routines, the swimming schedule at the Sparta YMCA has resumed. NHA will be celebrating Nature Day at Camp Winnebago and will be pumpkin picking at Heaven Hill Farms at the end of the month.

During the first week of October, we will be observing Anti-Bullying Week with a theme of Kindness Counts! It Starts With YOU!

The NHA PTA has transitioned to a PTO, and they are selling Kids' Stuff Coupon Books as the first fundraiser of the year.

The first round of observations for certified staff has begun, with teachers completing their SGO's, Professional Development Plans and Self-Assessments.

Back to School Night was held October 1st and was well attended. Every class had parent representation.

We continue to receive phone calls from districts interested in placing their students at NHA and have had two new students begin in September.

Sara Klejmont, School Social Worker, helped out at Warren Hills Regional High School after the tragic death of their high school quarterback. She was able to assist in supporting staff and students while trying to help them understand and cope with the death of a student.

A Parent Survey was sent out to begin our Parent Training Academy. The Superintendent, working collaboratively with Principal Jennifer Kaufman, Social Worker Sara Klejmont, and Behaviorist Dana Nucera, planned a series of workshops for parents to attend throughout the school year. Topics were presented and dates identified based on parent feedback.

NORTHERN HILLS ACADEMY ENROLLMENT BY DISTRICT

DISTRICT	COUNTY	# OF STUDENTS	MEMBER	NON-MEMBER
Butler	Morris	2		X
Byram	Sussex	1	X	
Frankford	Sussex	1		X
Franklin	Sussex	2	X	
Fredon	Sussex	2	X	
Great Meadows	Warren	1		X
High Point	Sussex	2	X	
Hopatcong	Sussex	2	X	
Jefferson	Morris	2		X

Lafayette	Sussex	2	X	
Lenape Valley	Sussex	1	X	
Montague	Sussex	4	X	
North Warren	Warren	1		X
Sparta	Sussex	5	X	
Sussex/Wantage	Sussex	1	X	
Vernon	Sussex	3	X	
Wallkill	Sussex	2	X	
Warren Hills	Warren	1		X
Total		35		

Non Public

Currently there are 18 schools in Sussex/Warren County that are receiving services under Non-Public programs. The programs offered include: Comp Ed Instruction in Language Arts Literacy and Math, Home Instruction, English as a Second Language/ELL, Supplemental instruction, Speech and Language and Child Study Team Exam and Classification services. Additional funding occurs through IDEI- funding which is a Federal Grant. Each of the Non-Public Schools have a slightly different array of services depending on their enrollment. The public schools still manage the textbook and technology funding under the Non Public programming. New this year is School Security Aid to Non Public Schools.

Each of the Non-Public teachers assigned are working through scheduling the students around their daily schedules and integrating the 30 minute sessions into their workloads. The teachers are working collaboratively with Speech, OT and PT's in addition to their academic classes at the Non Public Schools. With all of the changes in both staffing and programming implemented last school year, and funding cut to 85% this year, SCESC Non Public staff offered to attend Back to School Night at NP Schools. Only Reverend Brown accepted the offer.

Scheduled meetings to revise programming was held at several non-public schools. The impact of reduced aid to the schools has SCESC and Administrators at Non Public Schools are looking for creative ways to meet the student's needs. Grouping students has been the utmost of importance to maximize the dollars for longer school year programming. Northwest Christian School and its respective host districts Kittatinny and Hampton, held meetings to review funding. St. Joe's and Newton held a meeting to review program impact.

Nursing Services have started at the Non-public Schools with 9 nurses placed at 15 schools. Funding shares for each of the non-public schools allow for limited nursing on-site and supplies. Each Non-Public school decides how best to allocate their funds over on site and/or supplies. SCESC oversees the paperwork, the nursing service plans and the staffing coverage.

The results of the Non Public Audit have come back from the 2013-2014 school year. The NJDOE- Office of Fiscal Accounting will be following up with information to the two school districts identified Newton and Sparta. All in all, the financial totals of the audit results were kept to a minimum. Information will be available to be presented when the final report is certified by NJDOE-OFAC.

Public School Services

Sussex ESC has started the school year with 4 districts working under itinerant services with contracts that vary from a few hours a week to several days per week. Services are being provided to public schools in child study team services and related services in the areas of speech, occupational therapy and CST services.

Requests for evaluations and assessments are constant to public schools. SCESC is providing assessments in the areas of Speech, Occupational Therapy, Physical Therapy, Functional Behavioral Assessments and Social Histories.

Meetings have been held with several school districts in and out of county to discuss sharing services and/or outsourcing CST services. Interviews for CST Supervisor position at Andover were held collaboratively with Interim Superintendent at Andover and their Director of Curriculum and Assessment. A final candidate was selected in a shared decision making model.

X. BUSINESS ADMINISTRATOR'S REPORT

The business office has given CDK the rest of the information to complete the set-up of the personnel package. CDK will be updating the information and then setting up a time to come to the school to train the employees.

XI. PUBLIC PARTICIPATION

There was no public participation.

XII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

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

NAME	POSITION	EFFECTIVE DATE	MEMO
Regina Murphy	Part-time Paraprofessional	10/2/15	

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time non-certificated staff as needed, not to exceed 29.75 hours a week, pending completion of all paperwork.

NAME	POSITION	SALARY	STEP	EFFECTIVE DATE
Jennifer D'Alessandro	Part-time Paraprofessional	\$13.35 per hour	1	9/21/15

TBD	Part-time Paraprofessional	Not to exceed \$25.25 per hour	26	
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*Salary subject to change upon Contract Ratification

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Doreen Everett, a full time Itinerant CST Supervisor, 10 months at a salary of \$80,000, pending completion of all required paperwork.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the hiring of Christina Bryant, part-time non-public paraprofessional for the 2015-2016 school year at a rate of \$13.35 per hour, step 1, not to exceed 29.75 hours per week.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following long term substitute with a CE in TOSD for the 2015-2016 school year, not to exceed 29.75 hours a week, as needed.

NAME	POSITION	STEP	SALARY	EFFECTIVE
Michael Ness	Long Term Substitute with a CE in TOSD	1	\$23.28 per hour	10/6/15-6/30/16

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

P3322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
P4322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
P&R 5330 Administration of Medication
P5339 Screening for Dyslexia
P5615 Suspected Gang Activity
P5756 Transgender Students
P8540 School Nutrition Programs
P8820 Opening Exercises/Ceremonies

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

September 2015 Payroll	\$228,192.61
October (Fund 10) List of Bills	\$ 34,865.48
October (Fund20) List of Bills	\$ 240.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for August 2015 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for August 2015.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for August 2015 of \$181,748.64.

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

Motion is carried

D. PROGRAMS AND SERVICES

1. **RESOLVED**, that the following appointment be made for the period of October 6, 2015 – June 30, 2016:

WHEREAS, there exists a need for a Learning Disabilities Teacher 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:

Cindy Woodall be appointed to provide LDTC Services at a rate \$55 an hour for hourly services, \$205 for Initial or reevaluation assessment, \$110 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional – per case for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of October 6, 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 \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its October 5, 2015 regular meeting:

Cindy Woodall - LDTC

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 October 6, 2015 – June 30, 2016:

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:

Elisa Stern be appointed to provide Psychological Services at a rate \$55 an hour for hourly services, \$205 for Initial or reevaluation assessment, \$110 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional – per case for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of October 6, 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.

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Elisa Stern – School Psychologist

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	10/28/15	Heaven Hill Farms	Vernon, NJ	\$8 per student / \$4 per paraprofessional Transportation: \$1,089.36

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

Staff Member	Date	Location	Program	Cost
Erin Dunstan	2/9/16	Rockaway, NJ	Purchasing	Cost: Part of \$250.00 NJASBO Subscription fee for workshops Mileage: 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
Erin Dunstan	10/23/15	Rockaway, NJ	NJ Law & Ethics	No cost to SCESC granting use of PD Day
Jennifer Kaufman	10/9/15	Wayne, NJ	Keeping Our Children Safe; One School at a Time	Cost: \$0.00 Mileage: TBD
Erin Dunstan	2/11/16	Rockaway, NJ	Purchasing	Cost: Part of \$250.00 NJASBO Subscription fee for workshops Mileage: TBD
Rebecca Pietrowski	10/23/15, 1/22/16, 2/24/16, 3/16/16, 4/27/16	Wayne, NJ	NJKEA Kindergarten Seminar	Cost: \$0.00 Milaege:\$29.20
Amber Werner	10/21/15	Online	Rethink Rural and Small School Support Through Technology	Cost: \$0.00
Andrea Romano *ADDED	10/30/15	Sparta, NJ	Everything McKinney	Cost: \$0.00 Mileage: TBD

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary services under Public School Itinerant Programming with the following public school districts.

Montague Township School District
Lenape Valley Regional High School
Fredon Township School District
High Point Regional High School

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

Motion is carried

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2015 NJ School Boards Insurance Group Safety Grant in the amount of \$1,000.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2015-2016 Annual Facilities Checklist, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the annual Comprehensive Maintenance Plan Report and Form M-1, as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Greco Landscaping & Lawn Maintenance for snow plowing services from 10/15/15-10/15/16 as attached.

MOVE: Mr. Risley		2ND: Mr. Zweier	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton	Hardyston Aye	High Point Aye
Hopatcong	Kittatinny Aye	Lafayette Aye	Newton Aye
Stanhope	Sussex-Wantage	Vernon Aye	

Motion is carried

XIII. OLD BUSINESS:

1. Goal Setting with Robyn Meehan – November 2, 2015 at 5:30 p.m.
2. Negotiations Meeting – October 7, 2015 at 5 p.m.

NEW BUSINESS:

XIV. PUBLIC PARTICIPATION

Ms. Ortiz asked what the school security grant will be used for? Ms. Romano said the security grant will be used for cameras and signs on the playground.

Ms. Ortiz asked if the goal setting was for board members only? Ms. Romano responded no anyone from the public can attend

XV. OTHER BOARD ACTION

There was no other board action.

XVI. ADJOURNMENT

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

At 7:33 P. M.

Respectfully Submitted,



Erin Dunstan
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

November 2, 2015

New Jersey School Boards Goal Setting at 5:30 PM

Board Meeting at 7 PM