

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

June Minutes

June 27, 2016

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 (Arrived 7:15) |
| BYRAM          | MARY ANN RISLEY   | PRESENT                |
| FRANKLIN       | SUZANNE ROSS      | ABSENT                 |
| FREDON         | THOMAS KNUTELSKY  | PRESENT                |
| HAMBURG        | CHARLOTTE AMBROSE | PRESENT                |
| HAMPTON        | JOYCE ANDERSON    | ABSENT                 |
| HARDYSTON      | SUSANA POHL       | PRESENT                |
| HIGH POINT     | DEBBIE ANDERSON   | PRESENT                |
| HOPATCONG      | TBD               | ABSENT                 |
| KITTATINNY     | MOIRA DOUGLAS     | PRESENT                |
| LAFAYETTE      | LISA CARLSON      | PRESENT                |
| NEWTON         | JOANIE FAYE       | PRESENT (Arrived 7:15) |
| STANHOPE       | GIL MOSCATELLO    | PRESENT                |
| SUSSEX-WANTAGE | SUSAN LANGAN      | PRESENT                |
| VERNON         | DAVID ZWEIER      | ABSENT                 |

ALSO PRESENT: Andrea Romano -- Superintendent  
Erin Dunstan -- Business Administrator / Board Secretary  
Christine Rudinsky -- Teacher  
Barbara Bajkowsky -- Paraprofessional  
Jeanne Ortiz -- Physical Therapist  
Cathy Lubey - Paraprofessional

V. OATH OF OFFICE BOARD OF DIRECTORS

Ms. Dunstan led the oath office to Ms. Douglas, Ms. Deb Anderson, Ms. Langan.

VI. APPROVAL OF THE MINUTES

Motion by Ms. Risley, Seconded by Ms. Carlson, to approve the following minutes:

Voice vote: All in favor                      Motion is carried

**VII. PRESIDENT'S COMMENTS:**

**VIII. CORRESPONDENCE**

1. Google Training – GAFE Crash Course for Administrative Assistants

**IX. COMMITTEE REPORTS-**

Personnel & Negotiations -- none  
Buildings and Grounds / Finance - none  
  
Programs and Services / Policy - none

Mr. Morel and Ms. Faye arrived

**X. SUPERINTENDENT'S REPORT**

The end of the school went very smoothly with 2 students graduating from our preschool program, 1 student moving up to 7th grade, and 3 students graduating 8th grade. We had several families in attendance and staff spoke about each of the students. The preschool graduation was held in the preschool classroom with a video montage of students throughout their time in our program. Afterwards light refreshments were held in the cafeteria.

Summative evaluations were completed by administration of staff after certificated staff completed their uploads to the My Learning Plan system, updated final SGO information and reviewed with administration. Supervisor and Superintendent attended the Stronge Evaluation System Interrater Reliability Workshop at Vernon School District.

Interviews and schedules for Extended School Year and open positions for 2016-2017 have begun. A team of staff and a parent will be participating on the interview team for the position of Asst./Vice Principal. Staff worked with Supervisor Pam Brillante on last day of school to discuss character traits that staff would like for the candidate to have.

**XI. BUSINESS ADMINISTRATOR'S REPORT**

In accordance with Chapter 47 P.L. 2015 attached is a list of contracts that the board previously awarded and intends to renew, award, or permit to expire.

**XII. PUBLIC PARTICIPATION**

There was no public discussion.

**XIII. BOARD ACTION ON AGENDA ITEMS:**

**A. PERSONNEL**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following 2016 ESY board motion from June 6, 2016.

| NAME         | POSITION | STEP | SALARY            |
|--------------|----------|------|-------------------|
| Amber Werner | Teacher  | 8 BA | \$271.36 per diem |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following staff members for the 2016 ESY program from 7/1/16 – 8/15/16.

| NAME         | POSITION | STEP | SALARY            |
|--------------|----------|------|-------------------|
| Amber Werner | Teacher  | 6 BA | \$271.36 per diem |

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following board motion for part-time paraprofessionals for the 2016-2017 school year.

| NAME           | POSITION                   | STEP | SALARY           |
|----------------|----------------------------|------|------------------|
| Cathy Zalewski | Part-time Paraprofessional | 2    | \$13.55 per hour |

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following part-time paraprofessionals for the 2016-2017 school year, not to exceed 28 hours per week.

| NAME           | POSITION                   | STEP | SALARY  |
|----------------|----------------------------|------|---------|
| Cathy Zalewski | Part-time Paraprofessional | 3    | \$13.65 |

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Ellen Trien as a substitute paraprofessional for the 2016 ESY program from 7/5/16 – 8/15/16, at a rate of \$54 per day, as needed, not to exceed 28 hours a week.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Ellen Trien as a substitute teacher for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$75 per day, as needed, not to exceed 28 hours a week.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Melissa Moffett, as a substitute paraprofessional for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$13.78 per hour, step 4, not to exceed 28 hours a week.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Melissa Moffett, as a substitute teacher for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$75 per day, not to exceed 28 hours a week.
9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Melissa Moffett, as a substitute teacher for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$13.78 per hour plus an additional \$5 per hour, not to exceed 28 hours a week.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Shannon Masnagheti, Part-time paraprofessional for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$13.92 per hour, step 5, not to exceed 28 hours a week.
11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certificated staff to work additional days during July and August 2016.

| NAME          | POSITION      | NUMBER OF DAYS | SALARY            | EFFECTIVE        |
|---------------|---------------|----------------|-------------------|------------------|
| Dawn Dilascio | Social Worker | Up to 15 days  | \$329.32 per diem | 7/1/15 – 8/31/16 |

12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of a part-time ESY nurse, Susan Moor at the per diem rate of \$309.67, pending completion of all required paperwork from 7/5/16 – 8/15/16.
13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Sussex County Educational Services Commission approve Alyssa Summer as an 2016 ESY Teacher from 7/5/16 – 8/15/16 at the per diem rate of \$248.14, step 2 BA.
14. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Alyssa Summer as a Teacher of Students with Disabilities, CE for the 2016-2017 school year at a salary of \$48,140.00, step 2 BA.
15. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the position of Principal TBD from the May 2, 2016 board meeting.
16. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the position of Assistant Principal for the 2016-2017 school year with the job description as attached.
17. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of a TBD Assistant Principal for the 2016-2017 at a salary not to exceed \$87,000.00(prorated) with benefits pending completion of all required paperwork.
18. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Kathleen Fugaro Confidential Administrative Assistant for the 2016-2017 school year, \$40,000.00 (prorated) with benefits pending completion of all required paperwork.
19. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve to move Jeanne Ortiz to MA step 21 \$69,195.00 effective 7/1/16, as she completed her master's degree.
20. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following full-time speech therapist, Jennifer Merkler for the 2016-2017 school year, at a rate of \$57,945 step 12 MA, with benefits, pending completion of all required paperwork.
21. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jennifer Merkler, Speech Therapist for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$314.92 per diem, step 12 MA, as needed, pending completion of all required paperwork.
22. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Katherine Ciliberti, part-time paraprofessional for the 2016-2017 school year at a rate of \$15.49 per hour, step 12, not to exceed 28 hours a week, pending completion of all required paperwork.
23. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following student teacher placement of Christina Bauer, a William Paterson University student for her practicum in K-6, TOSD from 7/5/16 – 8/10/16.
24. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certificated staff to work additional days during July and August 2016.

| NAME           | POSITION                  | NUMBER OF DAYS | SALARY            | EFFECTIVE        |
|----------------|---------------------------|----------------|-------------------|------------------|
| Dareen Everitt | Supervisor CST<br>Andover | Up to 30 days  | \$372.73 per diem | 7/1/16 – 8/31/16 |

25. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves Pam Brillante, as a part-time supervisor for the 2016 ESY program at a rate of \$76.88 per hour, as needed from 7/5/16 – 8/15/16.
26. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of TBD, a part-time custodian for the 2016-2017 school year, not to exceed step 6, \$19.18 per hour, not to exceed 28 hours a week.

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

**Motion is carried**

**B. FINANCE**

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

|                              |              |
|------------------------------|--------------|
| June(Fund 10) Bills List     | \$ 17,857.22 |
| June (Fund 20) List of Bills | \$ 2,480.72  |
| June (Fund 30) List of Bills | \$ 77.44     |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for May 2016 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for May 2016.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in May 2016 of \$31,384.00.

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

**Motion is carried**

## C. PROGRAMS AND SERVICES

1. RESOLVED, that the following appointment be made for the period July 1, 2016 – June 30, 2017, or until a replacement is named:

WHEREAS, there exists a need for legal services

WHEREAS, there are funds available for these purposes

WHEREAS, the Board solicited multiple proposals from legal firms; and

WHEREAS, the Board has determined the Provider's proposal to be most advantageous to the board; and

WHEREAS, that it is in the intention of the Board and Provider to enter into an agreement for legal services.

NOW, THEREFORE, BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$175.00 per hour for the period of July 1, 2016 – June 30, 2017, for a maximum amount not to exceed \$100,000.00

### **Notice of Award of Professional Services**

At its Regular Meeting on June 27, 2016, the Sussex County Educational Services Commission Board of Directors authorized the awarding of contracts to:

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$175.00 per hour for the period of July 1, 2016 – June 30, 2017, for a maximum amount not to exceed \$100,000.00

This resolution and contracts are on file and available for public inspection at the in the School Business Administrator's office located at 10 Gail Court, Sparta, New Jersey.

2. RESOLVED, that the following appointment be made for the period of July 1, 2016 – June 30, 2017:

WHEREAS, there exists a need for a Social Worker 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:

Lucille Stern Kays be appointed to provide Social Worker 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 July 1, 2016 – June 30, 2017.

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 2016-2017 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 June 27, 2016 regular meeting:

Lucille Stern Kays – Social Worker

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 following appointment be made for the period of July 1, 2016 – June 30, 2017:

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:

Judith Rocco 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 July 1, 2016 – June 30, 2017.

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 2016-2017 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 June 6, 2016 regular meeting:

Judy Rocco – LDTC

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary.

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

| Staff Member  | Date    | Location     | Program   | Cost                         |
|---------------|---------|--------------|---|------------------------------|
| Andrea Romano | 10/6/16 | Hamilton, NJ | Beyond Medication: Improving Executive Function in Students with ADHD | Cost: \$0.00<br>Mileage: TBD |
| Andrea Romano | 9/28/16 | Hamilton, NJ | Building Consensus: Best Practices for                                | Cost: \$0.00<br>Mileage: TBD |

|               |         |              |   |                              |
|---------------|---------|--------------|---|------------------------------|
|               |         |              | Successful Collaboration Between Parents and CST  |                              |
| Sara Klejmont | 9/28/16 | Hamilton, NJ | Building Consensus: Best Practices for Successful Collaboration Between Parents and CST | Cost: \$0.00<br>Mileage: TBD |
| Sara Klejmont | 10/6/16 | Hamilton, NJ | Beyond Medication: Improving Executive Function in Students with ADHD                   | Cost: \$0.00<br>Mileage: TBD |
| Andrea Romano | 7/12/16 | Webinar      | MLPOASYS: NJ End of Year Review   | Cost: \$0.00<br>Mileage: TBD |
| Andrea Romano | 7/5/16  | Webinar      | MLPOASYS Roll Over  | Cost: \$0.00<br>Mileage: TBD |

5. **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 for the 2016-2017 school year.

|                              |
|------------------------------|
| Warren Hills School District |
| Kittatinny                   |
| Parsippany Troy Hills        |
| High Point Regional          |
| Lenape Valley                |

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the Full-Time Principal Waiver as requested by NJDOE – Sussex County Office.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the HIB report period 2 as required by NJDOE.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the Statement of Assurances for School Security Drills for the 2015-2016 school year as required by the NJDOE.

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

**Motion is carried**

**XIV. OLD BUSINESS:**

1. Final District Goals (see attached)



2. Final Board Goals (see attached)

**XV. NEW BUSINESS:**

**XVI. PUBLIC PARTICIPATION**

There was no public participation.

**XVII. OTHER BOARD ACTION**

1. **WHEREAS**, the Sussex County ESC Board of Directors (the "Board") approved Merit Goals for the Superintendent for the 2015-2016 school year consisting of one (1) quantitative merit goal and one (1) qualitative goals (collectively referred to as the "Merit Goals") and submitted the Merit Goals to the Executive County Superintendent for approval in accordance with the provisions of N.J.A.C. 6A:23A-3.1; and

**WHEREAS**, on or about August 25, 2015, the Executive County Superintendent approved the Merit Goals, thereby authorizing the Board to award to the Superintendent merit pay upon her successful achievement of each Merit Goal; and

**WHEREAS**, upon the continued evaluation of the Superintendent's performance, the Board has determined that to date, the Superintendent has successfully achieved completion of Qualitative Goal #1, the goal of establishing a Parent Training Academy and held at minimum 5 workshops, thereby entitling the Superintendent to a qualitative bonus of 2.5% of her annual salary, or \$3,250.00; and has successfully achieved completion of Quantitative Goal #1, the goal of increasing student enrollment by 10% (4 students) by June 2016, thereby entitling the Superintendent to a quantitative bonus of 3.33% of her annual salary, or \$4,290

1. NOW, THEREFORE, BE IT RESOLVED, that the Board hereby certifies that the Superintendent, Ms. Andrea Romano, has satisfactorily achieved this qualitative merit goal for 2015-2016 school year and approves payment of the merit bonus for achievement of these goal upon approval by the Executive County Superintendent that Goal #1 Qualitative and Goal #1 Quantitative have been satisfied.

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

**Motion is carried**

**XVIII. ADJOURNMENT**

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

**At 8:01 P. M.**

Respectfully Submitted,



Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**August 29, 2016 at 7 PM – Regular Meeting**