

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

Minutes

Rescheduled Meeting January 13, 2014

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY THE BOARD SECRETARY- 7:02 pm

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 and Star Ledger. Meeting notice was posted on the door at the Northern Hills Academy.

III. FLAG SALUTE

IV. ROLL CALL

ANDOVER	MIKE MOREL
BYRAM	MARY ANN RISLEY
FRANKLIN	JEANINE PASZKIEL
FREDON	DAN HAUGE
HAMBURG	CHARLOTTE AMBROSE
HAMPTON	JOYCE ANDERSON
HARDYSTON	DOROTHY BELTRAMINE
HIGH POINT	PAM FLYNN
HOPATCONG	MARGARET BONGIORNO
KITTATINNY	DAVE GANUNG
LAFAYETTE	LISA CARLSON
NEWTON	JESSICA EGNER
OGDENSBURG	NINA SUTERA
STANHOPE	GIL MOSCATELLO
SUSSEX-WANTAGE	TOM CARD

**Administration in Attendance:**

Superintendent Andrea Romano  
School Business Administrator/Board Secretary Corinne Steinmetz  
Principal- Anthony Giordano

**Attorney in Attendance:** Robin McMahan, attorney

**Public:** Linda Behrens, teacher at NHA  
Tina Struble, teacher at NHA  
Chris Rudinsky, teacher at NHA  
Jeanne Ortiz, Teacher at NHA  
Karol Ann Carleson

V 1. APPROVAL OF THE MINUTES

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

December 12, 2013 Regular Meeting  
December 12, 2013 Executive Minutes

MOVE: _____ Joyce Anderson _____		2ND: __ Mike Morel _____	
Andover- Aye	Byram Aye	Franklin - Aye	Fredon
Hamburg- Aye	Hampton- Aye	Hardyston	High Point- Abstain
Hopatcong_ Aye	Kittatinny- Aye	Lafayette-Aye	Newton-
Ogdensburg_ Aye	Stanhope- Aye	Sussex-Wantage- Aye	

The motion is carried.

- VI. 2. PRESIDENT'S COMMENTS: Introductions of new BOE members and Overview of SCESC  
 Highlights of activities within the Business Office- all financial information is as updated as it can be from the last few months. List of bills approved through January.  
 Information provided about signing off on payroll and list of bills.  
 Thanking Corinne Steinmetz for catching us up and the hard work that has been completed in business office..

- VII. 3. CORRESPONDENCE
1. Ski at Mountain Creek
  2. Northern Hills Academy Newsletter- Winter 2013
  3. Donation by Mr. & Mrs. Dry- student grandparent
  4. Photo from Holiday Gathering, NJ Herald

VIII. COMMITTEE REPORTS

- Personnel
- Finance
- Buildings and Grounds- report attached
- Programs and Services
- Curriculum
- Policy

IV. SUPERINTENDENT'S REPORT

**Northern Hills Academy**

Phase two of the construction is moving along. Plans are being formulated to open our new classroom. We are new bus pattern for unloading and loading our students is being formulated in conjunction with the administration at Willow Glen Academy.

NHA held it's annual Christmas Party on December 20th. Each classroom participated by performing a holiday song/skit in front of approximately 30 parents and the NHA Staff. After the songs the parents then went to their child's classroom to enjoy a holiday party.

NHA welcomed a new student on January 6th in our Behavior Disabilities classroom. The student visited our school on December 19th with his grandmother, father, and case manager. All were very impressed with our school and programs. On January 9th we also had a case manager from Jefferson Township visit our school for a possible student placement.

In addition, Superintendent attended the Child Study Team Director's meeting in January and is working with districts to support the survey handed out. CST Director's would like to expand programming in areas inclusive of related services and programming for ED/BD students.

**Non Public**

Working with the schools to continue programming and services under the Non-Public programs. The schools are working with the requirements of the NJDOE and understanding special education allocations within each of those schools.

An in-service was held with teachers to discuss the IEP process and to support the teachers in developing their progress reports and IEP's. See attached Non Public billing statement.

**Public School Services**

Public Itinerant continues to support the needs in the county by assisting schools with staffing needs. School district recent requests include filling a replacement Speech and Language Therapist at Sussex Wantage 4 days a week for the next month.

Occupational therapy evaluations have increased with Sparta School District.

Interviews have been held with additional related service personnel in the areas of occupational and physical therapy.

**X. BUSINESS ADMINISTRATOR'S REPORT**

- Working with Hunterdon County ESC to maintain daily basic business office operations
- Continuing to work with CDK to complete, edit and ensure compliancy with NJDOE Minimum Chart of Accounts
- Revising 2013-2014 SCESC Budget and Developing 2014-2015 School Budget
- List of Bills/Vendors is updated through November
- Nov./Dec. treasurers reports will be completed
- Budget- nothing alarming getting caught up.

**XI. PUBLIC PARTICIPATION**

Linda Behrens verbally thanked Corinne Steinmetz and welcomed her aboard.

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

**A. PERSONNEL**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors advertise for the position of Full-Time School Business Administrator effective immediately.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors advertise for the position of Full-Time Teacher of Students with Disabilities K-12, HQT TBD for the 2013-2014 school year.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2013/2014 school year with benefits.

NAME	POSITION	SALARY	EFFECTIVE DATE
TBD	TOSD- K-12 HQT- TBD	TBD- as per Salary Guide	February 1, 2014- June 2014

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following non-tenured staff for non-public nursing program as grant funded, not to exceed 29.75 hours weekly pending completion of all paperwork, as needed for the 2013/2014 school year:

NAME	POSITION	SALARY	EFFECTIVE DATE
Joanne Morro	PT Nurse- RN	\$32.32 Step 16	1/14/14

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 pending completion of all paperwork, as needed for the 2013/2014 school year:

NAME	POSITION	SALARY	EFFECTIVE DATE
Jean Marie Lanzilotti	Substitute Nurse-LPN	\$100.00 per diem	January 14, 2014
Michelle Nugent	Substitute Nurse-LPN	\$100.00 per diem	January 14, 2014
Diane Bock	Substitute Nurse-LPN	\$100.00 per diem	January 14, 2014
TBD* pending student placement	Para-Professional	As per Salary Guide	TBD
TBD	TOSD – K-12 Non Public ISP Meeting Coverage	TBD –as per salary guide	1/14/14

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2013/2014 school year as a consultant at Northern Hills Academy and Non Public/Public Itinerant pending completion of paperwork.

NAME	POSITION	SALARY	EFFECTIVE DATE
TBD	Physical Therapist Consultant	50.00 per hour	1/14/14
TBD	Occupational Therapist Consultant	50.00 per hour	1/14/14

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following non-tenured staff for non-public nursing program as grant funded, not to exceed 29.75 hours weekly pending completion of all paperwork, as needed for the 2013/2014 school year:

NAME	POSITION	SALARY	EFFECTIVE DATE
Joanne Morro	Substitute Nurse	\$32.32 Step 16	1/14/14

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2013/2014 school year as an hourly employee at Northern Hills Academy and Non Public/Public Itinerant pending completion of paperwork.

NAME	POSITION	SALARY	EFFECTIVE DATE
Joanne Morro	Substitute Nurse	\$32.32 Step 16	1/14/14

MOVE: _____ Tom Card _____		2ND: __Lisa Carlson_____	
Andover- Aye	Byram Aye	Franklin - Aye	Fredon
Hamburg- Aye	Hampton- Aye	Hardyston	High Point-Aye
Hopatcong_ Aye	Kittatinny- Aye	Lafayette-Aye	Newton-
Ogdensburg_ Aye	Stanhope- Aye	Sussex-Wantage- Aye	

The motion is carried.

B. FINANCE

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2014-2015 Tuition and Program Rate fee schedule for the Sussex County ESC programs as attached.

2. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the 2014-2015 Extended School Year Program dates:

Northern Hills Academy ESY July 1, 2014-August 8, 2014 (28 days)

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Winter Snow Removal Proposal for 2014 with Grecco Landscaping & Lawn Maintenance as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Ameriflex FSA Account at rate of \$6.00 per person or minimum of \$90.00 per month through December 2014.

MOVE: _____ Tom Card _____		2ND: __ Lisa Carlson _____	
Andover- Aye	Byram Aye	Franklin - Aye	Fredon
Hamburg- Aye	Hampton- Aye	Hardyston	High Point-Aye
Hopatcong Aye	Kittatinny- Aye	Lafayette-Aye	Newton-
Ogdensburg Aye	Stanhope- Aye	Sussex-Wantage- Aye	

The motion is carried.

**VI. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following 2013-2014 School Calendar change as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following requests for field trips:

Staff Member	Date	Location	Program	Cost
Tina Struble	Feb 24, 2014	William Paterson University	Ellis Island- Gateway to a Dream	\$8.00 per ticket 9 people = \$72.00 Transportation costs- TBD

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following requests for professional development:

Staff Member	Date	Location	Program	Cost
Anthony Giordano	Jan. 22., 2014	LRC North	SGO Workshop	Free Mileage- TBD
Karra Hanson-Mueller	January 14, 2014	SCARC	Open House	Free Mileage- TBD
Linda Behrens	January 14, 2014	SCARC	Open House	Free- Mileage- TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors to enter into contracts for child study team services with the following public school districts:

**Sussex Wantage- Speech and Language Services**

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation of educational materials (Time for Kids and Scholastic News) from DonorsChoose.org to support non-public and NHA school programming in the amount of \$91.36.

MOVE: _____ Mike Morel _____		2ND: ___Joyce Anderson_____	
Andover- Aye	Byram Aye	Franklin - Aye	Fredon
Hamburg- Aye	Hampton- Aye	Hardyston	High Point-Aye
Hopatcong_ Aye	Kittatinny- Aye	Lafayette-Aye	Newton-
Ogdensburg_ Aye	Stanhope- Aye	Sussex-Wantage- Aye	

Sussex Wantage, Tom Card abstained from motion #4  
**The motion is carried.**

XIII. OLD BUSINESS:

Board Goals 2013-2014- see handout for DRAFT District and Board Goals

XIV. NEW BUSINESS:

March 3, 2014 6:00pm Robynn Meehan, NJSBA Field Representative  
 Topic- Bylaws, Ethics and Roles and Responsibilities of BOE members  
 Budget presentation- will need to be Full Representative Assembly

June 2, 2014 Robynn Meehan, NJSBA Field Representative  
 Goal Setting  
 Reorganization Meeting- will need to be Full Representative Assembly

Reminder of Ethics Disclosure Forms – need to be completed

XV. PUBLIC PARTICIPATION

XVI. RESOLUTION FOR EXECUTIVE SESSION (Closed)

**Motion by \_\_\_Mike Morel\_\_\_\_\_, seconded by \_\_\_Tom Card\_\_\_\_\_**, to adopt the following resolution and enter into closed Executive Session at 7:40 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 13, 2014 for the purpose of personnel.

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 \_\_\_Tom Card\_\_\_\_\_**, seconded by **\_\_\_Mike Morel\_\_\_\_\_**, to close the Executive Session at 8:20 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:21 p.m. and recommended the following resolutions:

**Board President Gil Moscatello read aloud the following :**

1. RESOLVED, that the Sussex County Educational Services Commission Board of Directors approve the following stipend for Sharon Haggerty, Administrative Assistant to the Business Office in the amount of \$3000.00.
2. RESOLVED that the Sussex County Educational Services Commission Board of Directors approve the following stipend for Anita Sullivan, Speech Therapist with Certificate of Clinical Competencies in the amount up to \$1000.00 for supervision of speech and language staff to complete their clinical fellowship.

MOVE: __Joyce Anderson__		2ND: __Charlotte Ambrose__	
Andover	Byram	Franklin	Fredon
Andover- Aye	Byram Aye	Franklin - Aye	Fredon
Hamburg- Aye	Hampton- Aye	Hardyston	High Point-Aye
Hopatcong_ Aye	Kittatinny- Aye	Lafayette-Aye	Newton-
Ogdensburg_ Aye	Stanhope- Aye	Sussex-Wantage- Aye	

The motion is carried.

Board President Gil Moscatello read aloud the following :

3. RESOLVED that the Sussex County Educational Services Commission Board of Directors extend the Shared Services Agreement with the Hunterdon County BSC from the preapproved 10 days by January 31, 2014 through February 28, 2014, pending NJDOE approval.

MOVE: __Mike Morel__		2ND: __Mary Ann Risley__	
Andover	Byram	Franklin	Fredon
Andover- Aye	Byram Aye	Franklin - Aye	Fredon
Hamburg- Aye	Hampton- Aye	Hardyston	High Point-Aye
Hopatcong_ Aye	Kittatinny- Aye	Lafayette-Aye	Newton-
Ogdensburg_ Aye	Stanhope- Aye	Sussex-Wantage- Aye	

The motion is carried.

XVII. ADJOURNMENT

- a. There being no further business to come before the Board, the Meeting was called to adjourn by Mike Morel and Seconded by Tom Card

At 8:25 P. M.

Respectfully Submitted

Corinne Steinmetz  
Business Administrator/Board Secretary

Important date:

**NEXT BOARD MEETING:  
February 3, 2014**