

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION
Minutes**

RESCHEDULED Meeting February 6, 2014

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY THE BOARD SECRETARY at 7:03pm

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	Absent
BYRAM	MARY ANN RISLEY	Present
FRANKLIN	JEANINE PASZKIEL	Present
FREDON	DAN HAUGE	Present
HAMBURG	CHARLOTTE AMBROSE	Present (arrived at 7:06)
HAMPTON	JOYCE ANDERSON	Present
HARDYSTON	DOROTHY BELTRAMINE	Absent
HIGH POINT	DEBBIE ANDERSON	Absent
HOPATCONG	MARGARET BONGIORNO	Absent
KITTATINNY	DAVE GANUNG	Present
LAFAYETTE	LISA CARLSON	Absent
NEWTON	JOANIE FAYE	Present
OGDENSBURG	NINA SUTERA	Absent
STANHOPE	GIL MOSCATELLO	Present
SUSSEX-WANTAGE	TOM CARD	Present

Administration: Andrea Romano, Superintendent

Staff: Caitlin O'Brien Diaz

Amber Werner

Public: Marilyn Cuykendall

V 1. APPROVAL OF THE MINUTES

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

January 13, 2014 Regular Meeting
January 13, 2014 Executive Minutes

MOVE: ___ Dave Ganung ___		2ND: ___ Tom Card ___	
Andover	Byram AYE	Franklin AYE	Fredon ABSTAIN
Hamburg	Hampton AYE	Hardyston	High Point
Hopatcong	Kittatinny AYE	Lafayette	Newton
Ogdensburg	Stanhope AYE	Sussex-Wantage	Stanhope AYE

Motion is carried

VI. 2. PRESIDENT'S COMMENTS:

With snow and weather challenges, construction is not where we would like it to be. Doubtful for end of February completion date. Problems with leakage. Architect on site to assess.

VII. 3. CORRESPONDENCE

1. Letter to Sussex County Superintendent- regarding Membership/Representation
2. Invite to Budget Presentation- Representative Assembly members
3. Parent Workshop- Feb 12, 2014
4. Parent Training Series – Save the Date- March 13, 2014
5. Woodcock Johnson IV Training Flyer
6. PTA Meeting Update
7. ESY 2014 Flyer

VIII. COMMITTEE REPORTS

- Personnel- none
- Finance- none
- Buildings and Grounds-
- Programs and Services- none
- Curriculum- none
- Policy- updates from Strauss Esmay

IV. SUPERINTENDENT'S REPORT

Northern Hills Academy

NHA had two new students start on Monday January 27th. We also had visits from two other students, parents, and case managers. For the month of February there are currently two more visits scheduled.

The second round of observations utilizing the Stronge Evaluation Model are being scheduled, as well as, the mid-year Student Growth Objective meeting. We successfully ran an active shooter lockdown drill along with our monthly fire drill.

On Friday January 31st NHA students celebrated the Chinese New Year through our Boy Scout Pack meeting. Each classroom had different activities for students to participate in and foods to sample.

During the in-service day on January 20th the certified staff met to discuss and learn more about Community Based Instruction. Topics included how to improve planning and generalization of skills taught and learned within the classroom. Our teachers have been busy redesigning how their CBI trips will look.

Our full-time staff also benefitted from a presentation from Jim Finn from Brown and Brown Benefit Advisors regarding Flexible Spending Accounts.

At our monthly meeting our Behavior Specialists, Dana Nucera and Rachel Hoffman, did a presentation on Social Skills for the Classroom.

The weather continues to delay the completion of our new classroom. Some progress has been made. We are still hopeful that the classroom will be ready to open on March 1st.

Non Public

A teacher in-service was held 1/20/2014. The agenda included a review of writing service plans, goals and objectives that are aligned with the common core standards, reviewing and revising progress reports. Progress reports are provided several times per year for Basic Skill Instruction students and four times per year for supplemental students. The non-public schools are following the same marking period deadlines as the NHA is using.

The Woodcock-Johnson IV, a test, is being released summer of 2014. Trainings for the summer 2014 are being scheduled and SCESC have been in contact with Riverside Publishing to coordinate trainings for learning consultants in the Sussex, Warren and Hunterdon counties. The cost of the trainings will be split amongst districts wanting to send personnel with a limit of 25 people.

Community Parents Group in conjunction with NHA and the Sparta School district will be presenting a program dealing with behavioral programs on Wed., February 12th at the Northern Hills Academy School. The program presenter is Ms. Tara Armstrong, a contracted behaviorist from Sparta School District and the behavior specialist team at Sussex ESC of Dana Nucera and Rachel Hoffman .

Child Study Team Consultants needed, especially Learning Disability Teacher Consultants. There is a need for hiring at least one if not two part time consultants to fill spots for re-evaluations and initial evaluations.

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.

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.

X. BUSINESS ADMINISTRATOR'S REPORT

- o Continued to work with CDK and R&L Data to make corrections to Minimum Chart of Accounts, set up accounts by Dept for payroll
- o Follow up with insurance, pension, school ethics documents

XI. PUBLIC PARTICIPATION

XII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the letter of resignation, with regret, from School Principal Anthony Giordano effective March 31, 2014.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors advertise for a Supervisor/Principal effective immediately.
3. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the hiring of a Marilyn Cuykendall, Interim School Business Administrator, at a rate of \$500.00 per diem for up to 25 days from February 4, 2014 - June 30, 2014 pending completion of paperwork and approval from Sussex County Department of Education.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the letter of resignation, with regret, from Alexander Kays, Part-time Art Teacher, effective February 7, 2014.
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
Melanie Radice*	Para-Professional	13.85 Step 7	1/27/14
Mark Bajkowski*	Para-Professional	12.95 Step 2	1/27/14
Joanne Morro	Substitute Nurse-LPN at NHA	\$100.00 per diem	2/4/14
Donna Hurley	Substitute Teacher	\$75.00 Donna Hurley	2/07/14

Donna Hurley	Substitute Para-Pro	\$54.00	2/07/14
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- Positions were approved at January 13, 2014 BOE meeting, names are being approved at 2/6/14 meeting

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certified staff as home instructors, as needed, for the 2013-2014 school year . .

NAME	POSITION	SALARY	EFFECTIVE DATE
Rachel Hoffmann	Special Ed teacher-home instructor	35.00 per hour	2/4/14
Amber Werner	Special Ed teacher-home instructor	35.00 per hour	2/4/14

7. **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
Michelle Anderson*	Physical Therapist Consultant	50.00 per hour	2/07/14
TBD	Occupational Therapist Consultant	50.00 per hour	2/07/14
Alexa Mignone	School Psychologist Consultant	50.00 per hour	2/07/14
Luba Shtarr	Speech-Language Specialist	50.00 per hour	2/07/14
Dan Dryzga	LDTC	50.00 per hour	2/07/14

- Positions were approved at January 13, 2014 BOE meeting, names are being approved at 2/6/14 meeting

MOVE: ___ Tom Card _____		2ND: ___ Mary Ann Risley _____	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point
Hopatcong	Kittatinny AYE	Lafayette	Newton AYE
Ogdensburg	Stanhope AYE	Sussex-Wantage AYE	

Motion is carried

C. FINANCE

1. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the payment of \$15,200 to Howard Storer, LLC for partial payment of construction project for work done inclusive of amounts up to:

General Conditions	\$2,000
Earthwork	\$2,000
Unit Masonry	\$4,000
Carpentry	\$8,000

MOVE: ___ Tom Card _____		2ND: ___ Joyce Anderson _____	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point
Hopatcong	Kittatinny AYE	Lafayette	Newton AYE
Ogdensburg	Stanhope AYE	Sussex-Wantage AYE	

Motion is carried

Motion is carried

Newton

Sussex-Wantage

D. PROGRAMS AND SERVICES

1. **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-home instruction

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors to enter into tuition contracts with the following school districts for their students to attend educational programs at Northern Hills Academy for the 2013-2014 school year at the BOE tuition rates:

Jefferson Township Public School – Non Member Rate

3. **RESOLVED** That the Sussex County Educational Services Commission Board of Director's approve a calendar adjustment on February 19, 2014 as an early dismissal for Parent Teacher Conferences.

MOVE: <u>Tom Card</u>		2ND: <u>Joyce Anderson</u>	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point
Hopatcong	Kittatinny AYE	Lafayette	Newton AYE
Ogdensburg	Stanhope AYE	Sussex-Wantage ABSTAIN on D.1 AYE on D2, D3	

Motion is carried

XIII. OLD BUSINESS:

XIV. NEW BUSINESS:

- March 3, 2014 6:00pm Robynn Meehan, NJSBA Field Representative
Topic- Bylaws, Ethics and Roles and Responsibilities of BOE members
- June 2, 2014 Robynn Meehan, NJSBA Field Representative
Goal Setting

XV. PUBLIC PARTICIPATION

XVI. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Dan Haug, seconded by Tom Card, to adopt the following resolution and enter into closed Executive Session at 7:24p.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 February 6, 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 Jeanine Paszkiel, to close the Executive Session at 7:40 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:41 p.m.

MOVE: Tom Card		2ND: Jeanine Paszkiel	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point
Hopatcong	Kittatinny AYE	Lafayette	Newton AYE
Ogdensburg	Stanhope AYE	Sussex-Wantage AYE	

Motion is carried

XVII. ADJOURNMENT

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

At 7:44 P. M.

Respectfully Submitted

Corinne Steinmetz
Business Administrator/Board Secretary

Important date:

NEXT BOARD MEETING:
March 3, 2014
6:00 pm WORK SESSION with Robynn Meehan (light dinner will be served)
7:00pm Full Representative Assembly Meeting- Budget Presentation