

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

MINUTES

March 3, 2014

REGULAR MEETING 7:00 P.M.
Ethics Training 6:00pm

I. CALL TO ORDER BY THE BOARD PRESIDENT at 6:00pm

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	
FRANKLIN	JEANINE PASZKIEL	
FREDON	DAN HAUGE	
HAMBURG	CHARLOTTE AMBROSE	
HAMPTON	JOYCE ANDERSON	
HARDYSTON	DOROTHY BELTRAMINE	(absent)
HIGH POINT	DEBBIE ANDERSON	(arrived at 6:05)
HOPATCONG	MARGARET BONGIORNO	
KITTATINNY	DAVE GANUNG	
LAFAYETTE	LISA CARLSON	
NEWTON	JOANIE FAYE	(arrived at 6:08)
OGDENSBURG	NINA SUTERA	
STANHOPE	GIL MOSCATELLO	
SUSSEX-WANTAGE	TOM CARD	

Attendance: Robyn Meehan- NJ School Boards Association Andrea Romano, Superintendent
Marilyn Cuykendall, Interim BA

Ethics Workshop/Roles and Responsibilities/Evaluation Training

Discussion about fees for services provided by NJSBA

Packets provided to BOD members about Ethics.

Review Agenda

Participants take Quiz on School Ethics and review correct responses to Ethics Quiz

Read Code of Ethics in packets aloud and discuss what each means.

Questions fielded by BOD members regarding Ethics/Roles and Responsibilities

Plan for Next Session- Goal Setting

Discussion on Evaluation Process of Superintendent

April 2014 Evaluation forms provided to BOD members

May 2014 All copies of evaluations returned to SCESC and then provided to NJSBA so they can aggregate

Meet without Superintendent to review information and provide in writing Evaluation to Superintendent by State deadline of June 30, 2014.

Next Steps- meeting to set goals for 2014-2015 school year- June 2, 2014

Recess in Meeting 7:00-7:15pm

Meeting called back to order by President Gil Moscatello at 7:15pm

Attendance at Meeting: Rachel Hoffman, Amber Werner, Linda Behrens, Jeanne Ortiz, Chris Rudinsky, Erin Dunstan, Jaime Grady

V 1. APPROVAL OF THE MINUTES

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

March 3, 2014 Regular Meeting
March 3, 2014 Executive Minutes

MOVE: _____Joyce Anderson_____		2ND: _____Mary Ann Risley_____	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point AYE
Hopatcong AYE	Kittatinny AYE	Lafayette AYE	Newton AYE
Ogdensburg ABSTAIN	Stanhope AYE	Sussex-Wantage AYE	

MOTION CARRIED

VI. 2. PRESIDENT'S COMMENTS:

- A. Interview Process for BA and Principal- discussion of the process
- B. Construction update- Gil Moscatello expressed disappointment with weather and no progress on the addition.

VII. 3. CORRESPONDENCE

- 1. SPANN of NJ Meeting at NHA on March 11, 2014
- 2. Parent Training Workshop on March 13, 2014

VIII. COMMITTEE REPORTS

- Personnel- none
- Finance- none
- Buildings and Grounds-
- Programs and Services- none
- Curriculum- none
- Policy-

IV. SUPERINTENDENT'S REPORT

Northern Hills Academy

NHA staff has been incredibly busy completing the student alternate proficiency assessment portfolios (APA). The staff has sent off 7 portfolios at a variety of age and grade ranges. Although the task is great for each teacher, the NHA teaching staff understands that this method of assessing students is more appropriate for our student population.

Students have been working with the medical office on health topics. These topics include personal hygiene and building relationships. Students are exploring the issues of strangers and understand the dangers associated with that. Personal hygiene is an important life skill that many of our students are working on.

It seems that the winter months have really dragged on for students and staff. On the warmer days, staff has been outside walking with students. It is amazing what a little sunshine can do for all of us. The students

schedules have significantly been changed due to the inconsistent school days due to weather related events. However staff have been redirecting behaviors and encouraging students to do the next right thing.

Parent Teacher Conferences were held on Wednesday, February 19th and 23 parents participated in this. Teachers, therapists and administration were available throughout the afternoon and during the evening hours to meet with parents to review student progress, discuss strategies and review assessment methods.

Staff held professional development session with members of the Gruenert Center on Community Based Instruction. A workshop was held collaboratively with Sparta Parent Group on Applying ABA Techniques in the Home with the behavior specialists from NHA and Sparta. In addition, the PTA held their election meeting and a President, VP, Treasurer and Secretary were elected. This is the first PTA at NHA and parents and staff remain excited to begin collaborating.

Staff have sat in on interviews for the Principal and participated in identifying criteria for the search. Great questions were asked and a rubric system was implanted to review the staff's feedback.

Enrollment is holding steady at 42 students. One student recently transitioned back to his home district.

Superintendent has attended monthly Roundtable meetings for both Sussex County and Educational Services Commissions and will begin to attend the month Child Study Team Director's meetings in absence of Principal.

Non Public

Despite the snow, Sussex County ESC nonpublic program continues to grow. New students have been added in both BSI and Supplemental programs. There are approximately 35 students at Pope John receiving ESL services by our nonpublic program. Many come from China and Poland. There have been continuing reviews of progress reporting forms for both BSI and Supplemental programs.

With much professional development and Nonpublic teachers are now writing the service plan summaries and working on the service plan goals and objectives which are aligned with the Common Core Standards. Supervisor of Non-Public will be attending the state meeting regarding Dyslexia and the new law on March 17th.

Evaluations have been scheduled, despite all the snow closings for staff within the non-public programs.

Superintendent has attended the bi-monthly Non Public Director's meetings at the state level and most recently attended a session with John Worthington to review fiscal responsibilities and regulatory requirements of non-public programming.

Public School Services

Contracts are being identified and worked on for the 2014-2015 ESY and School year program.

X. BUSINESS ADMINISTRATOR'S REPORT- None Available

XI. PUBLIC PARTICIPATION- No Public Comments

XII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by __Tom Card_____, seconded by __Lisa Carlson_____, to adopt the following resolution and enter into closed Executive Session at 7:22 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 March 3, 2014 for the purpose of personnel and 2014-2015 budget.

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 __Mary Ann Risley__, seconded by __Charlotte Ambrose__, to close the Executive Session at 7:31 p.m.:

The Board entered into Regular Session entered into Regular Session at p.m.

MOVE: __Joyce Anderson__		2ND: __Mary Ann Risley__	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point AYE
Hopatcong AYE	Kittatinny AYE	Lafayette AYE	Newton AYE
Ogdensburg AYE	Stanhope AYE	Sussex-Wantage AYE	

MOTION CARRIED

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

- 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
Judy Vogel	Para-Professional Substitute		3/4/2014
TBD	Para-Professional	TBD	3/4/2014

- RESOLVED** that the Sussex County Educational Services Commission Board of Directors rescind motion to hire Dan Dryzga as a consultant at the rate of \$50.00 per hour as certified staff for the 2013/2014 school year as a consultant position at Northern Hills Academy and Non Public/Public Itinerant.
- 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 position at Northern Hills Academy and Non Public/Public Itinerant pending completion of paperwork. Rates are as noted: \$195.00 per case for evaluations, \$100.00 per case for annual reviews, \$50.00 per case for pre-evaluation planning meetings and \$150.00 per case for team leader.

NAME	POSITION	SALARY	EFFECTIVE DATE
Dan Dryzga*	LDTG	See above	2/07/14
Monique Garcia	School Psychologist	See above	3/4/2014

*correction

- RESOLVED** that the Sussex County Educational Services Commission Board of Directors to approve the request for NJFLA of Rachel Hoffman for child rearing purposes, 14 accumulated sick days may be applied to dates prior to delivery and/or after delivery, dates to be adjusted administratively on a retroactive basis based upon the actual date of delivery until depleted concurrent with NJFLA for 12 weeks subsequent to delivery date. Mrs. Hoffman's anticipated delivery date is May 4, 2014

BE IT FURTHER RECOMMENDED that the Board of Education recommended that Mrs. Hoffman shall return to work on September 1, 2014; and

BE IT FURTHER RECOMMENDED that the above leave dates may be administratively adjusted as appropriate, if necessary, in the event that the requested return to work date is changed or other relevant changes are requested to above leave dates.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2013/2014 school year 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
Dawn Di Lascio	Social Worker	\$30.58 Step 13	3/4/14

6. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors accept with regret resignations of:

NAME	POSITION	Reason	EFFECTIVE DATE
Elizabeth Thornton	Speech Consultant	FT Job	3/4/2014
Anne Grabowski	Substitute Para Professional	FT Job	3/4/2014

MOVE: _____ Tom Card _____		2ND: _____ Dan Hauge _____	
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Hopatcong AYE	Kittatinny AYE	Lafayette AYE	Newton AYE
Ogdensburg AYE	Stanhope AYE	Sussex-Wantage AYE	

MOTION CARRIED

B. POLICY:

MOVE: _____		2ND: _____	
Andover	Byram	Franklin	Fredon
Hamburg	Hampton	Hardyston	High Point
Hopatcong	Kittatinny	Lafayette	Newton
Ogdensburg	Stanhope	Sussex-Wantage	

C. FINANCE

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the list of bills from February 1, 2014 through February 28, 2014 as attached.

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the tentative 2014-2015 budget and forward the same to the County Superintendent of Schools for approval:

General Fund (Funds 10-13)	\$ 3,930,287
Special Revenue Fund (Fund 20)	\$ 20,000
	<u>\$3,950,287</u>

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the final 2014-2015 budget and forward the same to the County Superintendent of Schools for approval:

General Fund (Funds 10-13)	\$ 3,930,287
Special Revenue Fund (Fund 20)	\$ 20,000
	<u>\$3,950,287</u>

MOVE: ___ Dan Hauge _____		2ND: ___ Charlotte Ambrose _____	
Andover	Byram AYE	Franklin AYE	Fredon AYE
Hamburg AYE	Hampton AYE	Hardyston	High Point AYE
Hopatcong AYE	Kittatinny AYE	Lafayette AYE	Newton AYE
Ogdensburg AYE	Stanhope AYE	Sussex-Wantage AYE	

MOTION CARRIED

D. PROGRAMS AND SERVICES

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

Staff Member	Date	Location	Program	Cost
Andrea Romano	2.28.14	NJASA	Contract Administration-Tenure and FMLA	\$145.00
Amber Werner	3.25.14	Eden Autism	Teaching Social Skills	75.00 workshop 148.70 miles
Dana Nucera	May 13- May 16, 2014	Wyndam, Mt Laurel, NJ	CPI- Nonviolent Trainer Program	\$2285.00 227.20 miles = \$127.23

2. **RESOLVED** That the Sussex County Educational Services Commission Board of Director's approve a calendar adjustment as attached due to the weather related closings for the 2013-2014 school years.
3. **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 and Jen Beshada	5.2.2014	Lakota Wolf Preserve	Habitats	\$6.00 per ticket child \$10.00 per ticket adult Transportation costs- TBD
Tina Struble	4.17.2014	Sterling Hill Mining Museum	Minerals	a. per student 10.00 per adult Transportation costs TBD

MOVE: ___ Tom Card _____		2ND: ___ Lisa Carlson _____	
Andover	Byram AYE	Franklin AYE	Fredon AYE
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Hopatcong AYE	Kittatinny AYE	Lafayette AYE	Newton AYE
Ogdensburg AYE	Stanhope AYE	Sussex-Wantage AYE	

MOTION CARRIED

E. BUILDINGS AND GROUNDS

MOVE: _____		2ND: _____	
Andover	Byram	Franklin	Fredon
Hamburg	Hampton	Hardyston	High Point
Hopatcong	Kittatinny	Lafayette	Newton
Ogdensburg	Stanhope	Sussex-Wantage	

F. EXECUTIVE SESSION RESOLUTIONS

1. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jaime O’Grady, Principal at a salary of \$81,000 prorated from May 6, 2014- June 30, 2014 pending submission of all required paperwork.

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

MOTION CARRIED

2. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve an amendment to the Employment Contract with Jaime O’Grady and authorize the Board President, Gil Moscatello, to sign the amendment on behalf of the Board, an earlier commencement date in the event O’Grady is released from her former employment on less than 60 days’ notice.

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

MOTION CARRIED

3. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the hiring of Erin Dunstan, School Business Administrator at a salary of \$89,500 prorated from March 26 2014- June 30, 2014 pending approval of the Executive County Superintendent and submission of required paperwork.

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

MOTION CARRIED

XIV. OLD BUSINESS:

XV. BUSINESS:

June 2, 2014 Robynn Meehan, NJSBA Field Representative
Goal Setting

XVI. PUBLIC PARTICIPATION

Introduction and Welcome of Erin Dunstan- School Business Administrator
Introduction and Welcome of Jaime O'Grady- School Principal

XVII. RESOLUTION FOR EXECUTIVE SESSION – Not Applicable

XVIII. ADJOURNMENT

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

At 7:42 P. M.

Respectfully Submitted,

Andrea Romano
Superintendent

Important date:

**NEXT BOARD MEETING:
April 7, 2014**