

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

MINUTES

April 7, 2014

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT, AT 7:00 P.M

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

Mr. Moscatello, led the salute to the flag.

IV. ROLL CALL

ANDOVER	MIKE MOREL	PRESENT
BYRAM	MARY ANN RISLEY	ABSENT
FRANKLIN	JEANINE PASZKIEL	PRESENT
FREDON	DAN HAUG	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	DOROTHY BELTRAMINE	ABSENT
HIGH POINT	DEBBIE ANDERSON	ABSENT
HOPATCONG	MARGARET BONGIORNO	PRESENT
KITTATINNY	DAVE GANUNG	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT (7:10)
OGDENSBURG	NINA SUTERA	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	TOM CARD	ABSENT

ALSO PRESENT: Andrea Romano, Superintendent
Erin Dunstan, School Business Administrator / Board Secretary
Robin McMahon, Esq.

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: Mr. Dan Haug		2ND: Ms. Lisa Carlson	
Andover Abstain	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

VI. 2. PRESIDENT'S COMMENTS:

Congratulations to Barbara Talmadge on the start of her 35th year with the Sussex County ESC- certificate presentation.

The new Business Administrator started March 26, 2014, she is in the process of getting everything organized.

VII. 3. CORRESPONDENCE

- A. 2013-2014 Sussex County Distinguished Student of the Year – Dylan Monahan- Fredon Township
- B. Sparta Independent News Article- NJ Devils Read to NHA
- C. March Wellness Newsletter

VIII. COMMITTEE REPORTS

- Personnel- none
- Finance- none
- Buildings and Grounds- see attached report
- Programs and Services- none
- Curriculum- none
- Policy-

IV. SUPERINTENDENT'S REPORT

Northern Hills Academy: NHA has been busy with annual reviews and IEP's. Student's have been working on their goals and objectives and staff have been measuring their criteria. The NJ Devil's visted / read to the students in celebration of "Read Across America" week. The first Monday of every month service dogs from Therapy Dogs International, come to interact with our students during morning activities.

Students have gone on several field trips and are working on community based instruction and social skill activities. The Scout Pack Meeting was held at the end of the month where students had a chance to play a game of jeopardy focusing on character counts.

The PTA held a Gertrude Hawk Fundraiser to sell candy for Easter.

The Behavior specialists are working tirelessly with the staff to support students behaviors in the classroom.

Non Public:

Services continue to be provided at the non-public schools. Compliance issues are continual and SCESC is working towards being in compliance with all scheduled meetings and services. A review and analysis of the agencies that SCESC uses to provide services will begin to determine needs for the 2014-2015 school year.

Superintendent and Supervisor attended a meeting called "everything Non-Public." Challenges have come with the lack of a secretary for the program and coordination of all meetings has been endless.

Public School Services

Requests have come in for speech services for the remainder of the school year as maternity replacements and SCESC is working to fill those spots.

X. BUSINESS ADMINISTRATOR'S REPORT

Ms. Erin Dunstan stated the following is on the agenda for board motion tonight:

- November and December Treasurer of School Monies reports, and Board Secretary reports.
- Bill lists for February - April
- Payroll for November – March

Ms. Erin Dunstan stated that she is working with CDK on the chart of accounts.

Ms. Erin Dunstan also stated that we are going to have to have a special meeting in April, in order to approve the budget in the required format by the NJDOE.

XI. PUBLIC PARTICIPATION

XII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Mr. Mike Moral, seconded by Mr. Dan Haug, to adopt the following resolution and enter into closed Executive Session at 7:20 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 April 7, 2014 for the purpose of personnel and budget 2014-2015.

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 Mr. Mike Moral, seconded by Mr. Dan Haug, to close the Executive Session at 7:40 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:40 p.m.

MOVE: Mr. Mike Moral		2ND: Mr. Dan Haug	
Andover Aye	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton Aye
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **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
Kristen Van Clief	Para Professional	Step 1 \$13.35	April 8, 2014

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring Jennifer Kaufman, Principal at a salary of \$88,500 prorated from May 8, 2014 – June 30, 2014 pending submission of all required paperwork.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve an amendment to the Employment Contract with Jennifer Kaufman and authorize the Board President, Mr. Gil Moscatello, to sign the amendment on behalf of the Board, an earlier commencement date in the event Kaufman is released from her former employment on less than 60 days' notice
4. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors accept with regret resignations of:

NAME	POSITION	Reason	EFFECTIVE DATE
Virginia Van Tassel	Confidential Secretary to Non-Public	Resignation	March 12, 2014 (60 days)
Mark Bajkowsky	Para-Professional	Resignation	April 16, 2014 (2 weeks)
Tina Struble	Special Education Teacher	Resignation	April 2, 2014 (30 days)
Jamie O'Grady	Principal	Resignation	March 13, 2014 Effective immediately

5. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the position of Long Term Substitute for a special education teacher TBD at the established rate in the bargaining agreement for 2013-2014 not to exceed 250.00 per diem.
6. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the hiring of a Confidential Administrative Assistant for Non-Public Programs, candidate TBD at a salary not to exceed \$35,000 plus benefits pending completion of all required paperwork.
7. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the Superintendent's Goal's for 2013-2014 school year as follows:
- A. Implement the STRONG teacher and Principal evaluation system, according to guidelines set by the state.
 - B. Continue to monitor and improve student achievement through the use of Student Growth Objectives, state test scores and/or alternative student based achievement measures.
 - C. Investigate and analyze results of a needs assessment survey to schools in Sussex County to identify potential program initiatives that are cost effective to member districts.
8. **RESOLVED** that the Sussex County Educational Services Commission Board of Directors approve the District Goals for 2013-2014 school year as follows:
- A. Improve the board's infrastructure through the use of committees

- B. Obtain professional development for the board regarding the board's Roles and Responsibilities through NJSBA.
- C. Support the Superintendent in new role to secure permanent administrative staff in the next 3-5 years

MOVE: Ms. Jeanine Paszkiel		2ND: Ms. Lisa Carlsen	
Andover Aye	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton Aye
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

B. FINANCE

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

a. November 2013 Payroll (Fund 10)	\$227,732.27
b. December 2013 Payroll (Fund 10)	\$204,274.27
c. January 2014 Payroll (Fund 10)	\$237,621.37
d. February 2014 Payroll and hand checks (Fund 10)	\$345,554.24
e. February 2014 (Fund 20)	\$1,430.00
f. February 2014 (Fund 30)	\$15,200.00
g. March 2014 Payroll and hand checks (Fund 10)	\$365,180.30
h. March 2014 (Fund 20)	\$1,125.00
i. March 2014 (Fund 30)	\$972.79
j. April 2014 (Fund 10) LIST OF BILLS	\$133,946.46
k. April 2014 (Fund 20) LIST OF BILLS	\$2,148.00
l. April 2014 (Fund 30) LIST OF BILLS	\$12,866.25
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report from November 2013 and December 2013 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve budget increase for November 2013 \$116,090.56.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve budget increase for December 2013 \$65,056.35.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget transfer for November 2013 from 11-190-101-101 to 11-000-219-100 in the amount of \$70,993.

MOVE: Mr. Dan Haug		2ND: Ms. Lisa Carlsen	
Andover Aye	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton Aye
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

C. 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
Tina Struble	3.28.2014	Bergen Community College	Content and Instructional Look-fers	Free Mileage-TBD
Erin Dustan	5.2.2014	Middlesex Regional ESC	Co-Op Vendor Fair	Free Mileage -TBD
Sharon Haggerty	5.2.2014	Middlesex Regional ESC	Co-Op Vendor Fair	Free Mileage -TBD
Jeanne Ortiz	3.13.2014	High Land, NY	Handle with Care Instructor Recertification	400.00 Mileage 147 miles at .31= \$45.57
Kim Forrest	6.6.2014	Peosh Rockaway, NJ	Air Quality Standards for School Nurses	Free Mileage 40 miles at .31= 11.77
Kim Forrest	4.8.14	Sussex Tech	Gender Identity	\$40.00 0 mileage
Jenifer Yawger	4.7.14	Crowne Plaza, Monroe	New Jersey Association of School Social Workers Institute	95.00 70 miles at .31= \$21.70
Andrea Romano	4.7.14	Morris Union Jointure Commission	Everything Non-Public	Free- Mileage TBD
Deb Haff	4.7.14	Morris Union Jointure Commission	Everything Non-Public	Free- Mileage TBD
Dawn DiLascio	4.7.14	Morris Union Jointure Commission	Everything Non-Public	Free- Mileage TBD
Heather McCloskey	5.1 and 5.2	Ocean Place Resort, Long Branch, NJ	NJSHA Convention	Not to exceed \$400 Mileage 85.2 miles x 4 x .31=\$105.65
Jennifer Moss	4.14.14	Willow Glen Academy	CPR/First Aid/AED	Free
Erin Dunstan	5.2.14	Hawk Pointe Golf Club, 4 Clubhouse Drive, Washington, NJ 07882	CDK Training	Free – Mileage TBD
Sharon Haggerty	5.2.14	Hawk Pointe Golf Club, 4 Clubhouse Drive, Washington, NJ 07882	CDK Training	Free – Mileage

2. **RESOLVED** That the Sussex County Educational Services Commission Board of Director's approve a calendar adjustment on Thursday, April 17th from a full day to an early dismissal (12:30 pm) to complete essential construction project without students/staff on campus.
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
Caitlin Diaz	4.24.14	Turtle Back Zoo		\$8.00 per student @ 12 students= \$96.00 \$11 per staff @12 staff=\$132 Total Cost \$228.00 Transportation Costs -TBD
Jen Beshada	4.1.14	Friendly's		Transportation Costs -TBD
Jeannie Ortiz	May 15, 2014	Scouting Fishoree		Transportation Costs -TBD

4. **RESOLVED** that the Sussex County Educational Services Commission accept the request of membership by the Lenape Valley Regional High School District for the 2014-2015 school year.
5. **RESOLVED** that the Sussex County Educational Services Commission approve the Northern Hills Academy School Calendar for ESY 2014 and School Year 2014-2015 as attached.
6. **RESOLVED** that the Sussex County Educational Services Commission approve the 12 month Administrative Calendar for the 2014-2015 school year as attached.

MOVE: Mr. Dan Haug		2ND: Ms. Lisa Carlsen	
Andover Aye	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton Aye
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

D. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission approve the proposal from Grecco Landscaping for Lawn Maintenance and Spring Clean Up, as attached at the cost of \$6,500 from April 2014 through December 2014.
2. **RESOLVED**, that the Sussex County Educational Services Commission approve the payment to Storer Construction in the amount of \$12,540.00 for completed work through March 31, 2014.

MOVE: Mr. Mike Moral		2ND: Mr. Dan Haug	
Andover Aye	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton Aye
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

XIV. OLD BUSINESS:

Evaluation Process of Superintendent

April 2014 Evaluation forms provided to BOE members to be returned by April 20, 2014

May 2014 Review information and provide in writing Evaluation to Superintendent by State deadline of June 30, 2014.

XV. NEW BUSINESS:

Budget meeting Scheduled for April 16, 2014 at 5:00 p.m. to approve budget in the format necessary for the NJDOE.

June 2, 2014 (REORGANIZATION)

Robyn Meehan, NJSBA Field Representative – Goal Setting 6:00 p.m.

XVI. PUBLIC PARTICIPATION

XVII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Mr. Mike Moral, seconded by Ms. Lisa Carlsen, to adopt the following resolution and enter into closed Executive Session at 7:52 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 April 7, 2014 purpose of legal matters.

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 Mr. Dan GaNung, seconded by Mr. Mike Moral, to close the Executive Session at 8:37 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:37 p.m.

MOVE: Mr. Mike Moral		2ND: Ms. Lisa Carlsen	
Andover Aye	Byram	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston	High Point
Hopatcong Aye	Kittatinny Aye	Lafayette Aye	Newton Aye
Ogdensburg Aye	Stanhope Aye	Sussex-Wantage	

XVIII. ADJOURNMENT

- a. There being no further business to come before the Board, the Meeting was called to adjourn by Mr. Mike Moral and Seconded by Ms. Lisa Carlsen at 8:38 p.m.

Respectfully Submitted



Erin Dunstan
Business Administrator / Board Secretary

Important date:

**NEXT BOARD MEETING:
Special Board Meeting April 16, 2014
May 5, 2014**