

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

**November Minutes**

November 7, 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
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	ABSENT
HARDYSTON	SUSANA POHL	ABSENT
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	ANTHONY FASANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSZAN LANGAN	ABSENT
VERNON	DAVID ZWEIER	ABSENT

ALSO PRESENT: Andrea Romano – Superintendent  
Erin Siipola – Business Administrator / Board Secretary  
Jennifer Cook - Principal

**V. APPROVAL OF THE MINUTES**

Motion by Ms. Carlson, seconded by Ms. Ross, to approve the following minutes:

October 3, 2016 Regular Meeting

Voice vote: All voiced favor.

## **VI. PRESIDENT'S COMMENTS:**

Mr. Moscatello reviewed the board self-evaluation to help develop board goals. He also thanked Mrs. Cook for putting the survey in google docs.

## **VII. CORRESPONDENCE**

1. The ESC's of New Jersey NJSBA Workshop Presentation
2. Pancakes with Santa Breakfast
3. Veterans' Day Ceremony
4. NHA Thanksgiving Feast

## **VIII. COMMITTEE REPORTS-**

Personnel & Negotiations –none  
Buildings and Grounds / Finance - none

Programs and Services / Policy - none

## **IX. SUPERINTENDENT'S REPORT**

### **Superintendent Report**

October was a month filled with meetings. Superintendent spent significant time out of the building on school functions attending workshops and required meetings. Child Study Team Supervisor meetings, Superintendent Roundtable meetings, meetings regarding non-public and professional development requirements.

A plethora of speakers attended the meetings from NJDOE representatives to Dr. Bozza, Executive Director of NJSBA. NJDOE representatives focused on the upcoming changes to the standards for instructional leaders and the evaluation changes. In addition, an NJDOE representative shared with the PD committee the changes that may be ahead for Principal's evaluation.

Dr. Bozza spoke before and after School Boards Conference in Atlantic City. He spoke about policy changes, superintendent caps and the state of NJ after the election process. While in Atlantic City, Erin and I were available for the ESC Council of NJ presentation, at the booth and attended several workshops. The most beneficial workshop for me was 10 Questions to Ask your Facilities Director. In addition, I attended Strategic Planning and Crisis Response.

Meetings have been set up to discuss future options with a school district in Warren County and discussions of programming in Sussex county.

### **Northern Hills Academy**

It was a very busy month with a lot of extracurricular activities and events. We started out October with a week of Respect where classrooms participated in individual classroom activities and collaborative activities with other rooms. We then hosted a very successful Back-2-School Night with over 50% of the parents attending. Jennifer Cook, Principal, presented to the parents as well as the Related and Support Services team. The teachers completed presentations in the classrooms regarding room procedures, curriculum, and routines. It was a great night!

To also kick off the month, our students went swimming at the Sussex County YMCA and had a fun time being in the water. Chief Muldoon of the Sparta Fire Department came with a Fire Truck for a visit. The students learned about fire prevention and safety during the prior week and concluded that week being able to explore the fire engine. Firewarden, Todd Sacchiero, came to present to our students about forest fires and prevention. His visit included a very special visit from Smokey the Bear.

The certified staff had their first in-service on October 10th and completed both the STRONGE Evaluation Training and SGO Training with Jenny. Dhawn Hansen, an organizational consultant, also presented a workshop on time management and effective planning for the staff that was well-received.

We had our October Scouting Pack meeting focused on Black Bears that was a lot of fun and very informative for our students. Students also participated in Pet Therapy, Art, and PE throughout the month. We also started "Clubs" in which students could pick a club to be in for the school year. Clubs included are Gardening, Science, Cooking, and Photography. We concluded October with our big Oktoberfest on the 28th that included such activities as Build-a-Scarecrow, pumpkin picking, a scavenger hunt, autumn photo booth, a Bear Safety Presentation and more. Parents were invited and many attended to join in the festivities. We finished up October on the 31st with our Trunk-or-Treat, Individual classroom parties and a school-wide Monster Mash Dance that parents also participated in and attended.

We look forward to many more exciting happenings for the month of November.

#### **Non Public**

October and November are the first real months of billing out services. The months are spent organizing teacher information, analyzing it and comparing it to data base and district information. State reports are completed.

### **X. BUSINESS ADMINISTRATOR'S REPORT**

The auditors have been in the past week working on the 2015-2016 audit.

We will be holding open enrollment for the flexible spending account on November 16<sup>th</sup> – 28<sup>th</sup>.

### **XI. PUBLIC PARTICIPATION**

There was no public participation.

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

#### **A. PERSONNEL**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Morgan Euston, substitute paraprofessional, at a rate of \$54.00 per diem, effective November 8, 2016 – June 30, 2017, as needed.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Deb Jackson, substitute nurse, at a rate of \$100.00 per diem effective October 10, 2016 – June 30, 2017, as needed.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the Luz, Jimenez, part-time paraprofessional at a rate of \$13.45 per hour, step 1, pending completion of all paperwork effective October 24, 2016 – June 30, 2017 up to 28 hours a week.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Dominique Gaston as a part-time non-public substitute teacher at a rate of \$23.19 per hour, step 1, effective October 12, 2016.

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

October Payroll	\$ \$253,544.44
October (Fund 10) Check Register	\$ 600.00
November(Fund 10) List of Bills	\$ 71,884.27
November(Fund 20) List of Bills	\$ 1,294.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for September 2016 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for September 2016.

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

**Motion is carried.**

**C. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the following appointment be made for the period of November 8, 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:

Daniel Dryzga 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 November 8, 2016 – June 30, 2017.

Harase Educational Consulting, LLC 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 November 8, 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 November 7, 2016 regular meeting:

Daniel Dryzga – LDTC  
Harase Educational Consulting, LLC - LDTC

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

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

Staff Member	Date	Location	Program	Cost
Jen Satmaria	"Is it Sensory? Or Is It Behavior? Assessment & Intervention Tools OT's, PT's and SLE's"	2/11/ & 2/12/17	New Brunswick, NJ	Cost: \$435.00 Mileage: TBD
Sean McElroy	Learn Effective, Practical and Positive Strategies for Students with Autism	11/4/16	Ho-Ho-Kus, NJ	Cost: \$30.00 Mileage: \$12.84
Andrea Romano	Middlesex County Fire Academy	12/12/16	Sayreville, NJ	Cost: \$0.00 Mileage: TBD
Katherine Lonergan	5 <sup>th</sup> Annual School Pediatric Nurse Education Day	10/10/16	Newton, NJ	Cost: \$0.00 Mileage: TBD
Sara Klejmont	Social Work Alumni Lecture	11/17/16	West Long Branch, NJ	Cost: \$0.00 Mileage: TBD
Dana Nucera	Creating & Implementing An Effective BIP	12/19/16	New Providence, NJ	See Original Paperwork
Sara Klejmont	Pediatric Bipolar Disorders	10/21/16	Randolph, NJ	Cost: \$0.00 Mileage: TBD

Jennifer Cook	Tenure & Evaluation Law Certificate	11/18/16, 2/21/17, 3/7/17, and 1 Online Training	Monroe, NJ	Cost: \$450.00 Mileage: \$98.95
Jennifer Merkler	Implementing Evaluation Law Certificate	11/18/16, 10/14/16	Sparta, NJ	Cost: 0.00 Mileage: TBD
Dana Nucera	Mary Apgar Center Day Program Overview and Visit	11/18/16	Washington, NJ	Cost: \$0.00 Mileage: \$22.50
Karra Hansen – Mueller	Mary Apgar Center Day Program Overview and Visit	11/18/16	Washington, NJ	Cost: \$0.00 Mileage: 22.50

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the following NHA field trips.

Staff Member	Date	Field Trip	Location	Cost
Jennifer Cook	11/16/16, 11/30/16, 12/7/16, 12/21/16, 1/4/17, 1/25/17, 2/8/17, 2/22/17, 3/1/17	Special Olympics of NJ Bowling Events NHA Bears -14 Students	Sparta Lanes, Sparta, NJ	Cost: \$0.00 Transportation; TBD
Karra Hansen – Mueller	11/16/16 – PM Trip	CBI Trip for Specific Classrooms to Stop & Shop for Shopping for Thanksgiving Dessert Bake – Off	Stop & Shop Sparta, NJ	Cost: \$0.00 Transportation: TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into ancillary services under Public School Itinerant Programming with the following the public school districts for the 2016-2017 school year.

Piscataway

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the nursing services plan for the 2016-2017 school year, as attached.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the HIB Self-Assessment from July 1, 2015 – June 30, 2016, total score 55 out of 78, as attached.

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

**Motion is carried.**

**D. BUILDINGS AND GROUNDS**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Greco Landscaping & Lawn Maintenance for snow plowing services for the 2016-2017 school year, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2016-2017 annual facilities checklist, as attached.

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

**Motion is carried.**

**XII. RESOLUTION FOR EXECUTIVE SESSION (Closed)**

**Motion by Mr. Morel, seconded by Ms. Carlson,** to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 8:13 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 November 7, 2016 for the purpose of the legal.

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. Morel, seconded by Ms. Ross,** to close the Executive Session, all voiced in favor at 8:26 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:26 p.m.

**XIV. OLD BUSINESS:**

**NEW BUSINESS:**

**XV. PUBLIC PARTICIPATION**

There was no public participation.

**XVI. OTHER BOARD ACTION**

There was no other board action.

**XVII. 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. Douglas, all voiced in favor.

**At 8:27 P. M.**

Respectfully Submitted,



Erin Siipola  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**December 5, 2016 at 7 PM – Regular Meeting**