

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

February 1, 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 7:17 PM
BYRAM	MARY ANN RISLEY	PRESENT 7:11 PM
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	NICK DEMSAK	PRESENT 7:07 PM
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	CANDICE SMITH	PRESENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT 7:23 PM
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	ABSENT
VERNON	DAVID ZWEIER	PRESENT

ALSO PRESENT: Andrea Romano – Superintendent
Erin Dunstan – Business Administrator / Board Secretary
Christine Liuzza – Fredon Board Member
Rebecca Pietrowski – Teacher
Jennifer Satmaria – Occupational Therapist

V. APPROVAL OF THE MINUTES

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

January 11, 2016 Regular Meeting
January 11, 2016 Executive Session

Voice vote: All in Favor. Motion is carried.

VII. PRESIDENT'S COMMENTS:

During the snow storm we had a few minor leaks in the roof. The leaks were taken care of quickly.

Ms. Risley entered the meeting.

VIII. CORRESPONDENCE

1. Updated 2015-2016 Parent Trainings
2. Workshop - Wilson Reading System Introductory Workshop
3. Workshop - Writing Goals and Objectives for IEP Development - Essex County
4. Catholic Schools to Merge at Pope John Campus
5. December Paw Prints
6. January Paw Prints

Mr. Demsak entered the meeting.

IX. COMMITTEE REPORTS-

Personnel - none
Negotiations - none
Buildings and Grounds / Finance - none
Programs and Services / Policy- none

Mr. Morel entered the meeting.

X. SUPERINTENDENT'S REPORT

Ms. Faye entered the meeting.

Northern Hills Academy

During the in-service day on January 18th, staff attended workshops on CPI and Handle with Care. In addition, non-public teachers used it as a work day to create progress reports. Staff was trained by in-house staff in those areas as refreshers and/or new staff. Certificated special education teachers who have students testing under the DLM utilized the day to unlock the testing components in state trainings.

During the month of January, NHA had two visits from students, parents, and case managers. We had one new student start in our early Elementary classroom headed up our new leave replacement teacher, Alyssa Summer. Three new paraprofessionals started as aides.

We successfully ran an active shooter lockdown drill in addition to our monthly fire drill.

The second round of evaluations using the Stronge evaluation model is under way.

Our students had a trip to House of Sports, an indoor athletic field facility, where all students participated in athletic activities involving a variety of balls and equipment. During this field trip, activities were organized by our adaptive physical education teacher and our physical therapists, with other therapists able to provide guidance and support during these activities. The month ended with a school-wide Great Kindness Challenge which celebrated kind acts throughout the school by staff and students and culminated with an ice cream party.

On Thursday, January 28th at our Boy Scout Pack meeting NHA students celebrated the studying of a variety of cultures in the warmer weather. Each classroom had different activities for students to participate in and foods to sample.

Non Public

A teacher in-service was held 1/18/2016. 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. We also spent the day working on progress reports and needed student information update.

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.

In light of the changes happening at Non Public Programming at the Catholic Schools, working with the NJDOE and the school districts will be a focus of the future.

Public School Services

Sussex County ESC hosted a "Writing Goals and Objectives" workshop at Sparta High School on Friday, January 29th. Both sessions were filled to the max- 75 people per session.

XI. BUSINESS ADMINISTRATOR'S REPORT

Jackie has had a smooth transition into the Business office. She has followed up on all the outstanding purchase orders and credits owed to the Commission. We have all the data entered into the CDK personnel program, and we have linked it to the general ledger for the salary accounts. We have calculated the new health benefit contributions for the upcoming salary increases. Jackie has also been assisting Stacey in her transition.

The 1099's have been completed and were mailed out. We are in the process of working on the 2016-2017 budget.

Any board member who has not completed their School Ethics Disclosure Form please complete them at your earliest opportunity. They are due by April 30th.

XII. PUBLIC PARTICIPATION

There was no public participation.

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Cathleen Cavaliere at the rate of \$13.41 per hour, Step 1, not to exceed 28 hours a week, no benefits, from January 25, 2016 – June 30, 2016, pending completion of all required paperwork.
2. **RESOLVED**, that the Sussex County Educational Services Commission rescind the motion to hire Roscio Uribe, part-time paraprofessional, effective 1/12/16.

3. **RESOLVED**, that the Sussex County Educational Services Commission approve Jacqueline Ferrer, Level 2, Eastwick University, COTA student to complete her practicum at Northern Hills Academy from January 25, 2016 – March 31, 2016, pending completion of all required paperwork.

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

Motion is carried

B. POLICY

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the first reading of the following revised policies and regulations:

- P1240 Evaluation of Superintendent (M)
- P3221 Evaluation of Teachers (M)
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- P3431.1 Family Leave (M)
- P4431.1 Family Leave (M)
- P5337 Service Animals
- P5516 Use of Electronic Communication and Recording Devices (ECD) (M)
- R1240 Evaluations of Superintendent (M)
- R3221 Evaluation of Teachers (M)
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)

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

Motion is carried

C. FINANCE

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

January 2015 Payroll	\$262,444.32
February (Fund 10) List of Bills	\$114,403.23
February (Fund 20) List of Bills	\$ 510.00

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for December 2015 (as attached).
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for December 2015.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for December 2015 of \$32,805.00.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the corrected member rate for the preschool disability program for the 2016-2017 school year, in the amount of \$47,915.00.

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

Motion is carried

D. PROGRAMS AND SERVICES

- RESOLVED**, that the following appointment be made for the period of February 2, 2016 – June 30, 2016:

WHEREAS, there exists a need for a Behavioral / Educational 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:

Brett DiNovi Associates, LLC. be appointed to provide Behavioral / Educational Services at a rate \$50 an hour for clinical associate, \$150 per hour for Initial Evaluation, and \$115 per hour for all follow-up consultation, for a maximum amount not to exceed \$50,000 for the period of February 2, 2016 – June 30, 2016.

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 2015-2016 contracts for a maximum amount not to exceed \$50,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its February 1, 2016 regular meeting:

Brett DiNovi & Associates, LLC

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 rescind the following professional development activities.

Staff Member	Date	Location	Workshop	Cost
Jennifer Kaufman	1/28/16, 1/29/16	Atlantic City, NJ	Techspo	Cost: 420.00 Hotel: TBD
Jennifer Kaufman	1/26/16	Saddle Brook, NJ	Dealing with Difficult People	Cost: \$99.00 Mileage: TBD

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

Staff Member	Date	Location	Workshop	Cost
Jennifer Kaufman	5/19/16	Parsippany, NJ	Dealing with Difficult People	Cost: \$99.00 Mileage: TBD
Jennifer Kaufman	3/10/16	Whippany, NJ	PARCC Training District Coordinator / District Technology Coordinator	Cost: 0.00 Mileage: TBD
Sara Klejmont	1/28/16	Somerville, NJ	Mindfulness Workshop	Cost: \$0.00 Mileage: TBD
Mike Matthews	3/15/16	EIRC, Mullica Hall	Behavior Programming for Students with ADHD and Emotional Disabilities	Cost: \$149.00 Mileage: TBD
Dana Nucera	2/18/16	New Providence, NJ	Behavior Problem Resource Kit	Cost: \$175.00 Mileage: TBD
Dana Nucera	2/2/16 *date change from 1/22/16	Sparta, NJ	ABS Anti-Bullying Bills of Rights	Cost: \$0.00 Mileage: TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with the Newgrange School of Princeton, Inc. to provide 3 days of Wilson Reading Training through SCEC at Newton Public Schools in March 2016 at a cost not to exceed \$6,934.68 for training and mileage reimbursement as per the attached contract.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2015-2016 IDEA funding, as attached.

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

Motion is carried

E. BUILDING AND GROUNDS

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the proposal from Karl Environmental Associates to prepare the 2015-2016 Right to Know Survey update in the amount of \$795.00, as attached.

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

Motion is carried

XIV. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Carlson, seconded by Ms. Ambrose, to adopt the following resolution and enter into closed Executive Session, all voiced in favor at 7:38 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 February 1, 2016 for the purpose of 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 Ms. Carlson, seconded by Mr. Morel to close the Executive Session, all voiced in favor at 7:56 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:56 p.m.

XV. OLD BUSINESS:

1. Update on District and Board Goals

NEW BUSINESS:

XVI. PUBLIC PARTICIPATION

There was no public participation.

XVII. OTHER BOARD ACTION

There was no other board action.

XVIII. 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. Faye.

At 8:07 P. M.

Respectfully Submitted,



Erin Dunstan
Business Administrator / Board Secretary

Important dates:

**NEXT BOARD MEETING:
March 7, 2016 at 7 PM
Full Representative Assembly and Budget Presentation**