

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

June Minutes

June 26, 2017

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	ABSENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HOPATCONG	ANTHONY FASANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX COUNTY TECHNICAL	GUS MODLA	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	PRESENT
VERNON	BRAD SPARTA	PRESENT

ALSO PRESENT:

Andrea Romano - Superintendent
Susan Decker - Acting Business Administrator/Board Secretary
Christine Rudinsky - Teacher
One Staff Member

V. OATH OF ALLEGIANCE BOARD OF DIRECTORS

Mrs. Decker administered the oath of allegiance to Mr. Sparta.

VI. APPROVAL OF THE MINUTES

Motion by Ms. Douglas, Seconded by Ms. Risley, to approve the following minutes:

June 5, 2017 Regular Meeting

Voice vote: All voiced in favor

VII. PRESIDENT’S COMMENTS:

Mr. Moscatello reviewed the process for the Board Self Evaluation, and the status of the Superintendent’s Evaluation.

VIII. CORRESPONDENCE

July Calendar for NHA
NHA Event- Tuesday Musical Jam Sessions
TEPES Inter-rater Reliability Certification Scores ****ADDED****

IX. COMMITTEE REPORTS-

Mr. Moscatello made the following committee assignments:
Personnel & Negotiations – Ms. Anderson, Ms. Faye, Mr. Sparta, Ms. Risley, Mr. Moscatello
Buildings and Grounds / Finance - Ms. Risley, Mr. Knutelsky, Mr. Morel, Ms. Anderson, Mr. Moscatello
Programs and Services / Policy -Ms. Carlson, Ms. Ross, Ms. Ambrose, Mr. Moscatello

X. SUPERINTENDENT’S REPORT

What a fabulous end to the school year. The past year saw so many changes and advancement in activities for our students and staff. If we take a little tour through our year we started with a full boat of students returning for the school year and had one of the most successful openings ever. Training for staff combined with get to know you activities launched our year on the right path.

We spent months celebrating milestones for students with academic achievement. Saw reading awards handed out to students who participated in summer reading, saw scholar students receive certificates, saw great behavior awards and even the introduction of club awards.

We certainly had many occasions to celebrate- Read Across America, The NJ Devils, Holiday Shoppes and Santa’s visit from Shop-Rite. We had a Santa Breakfast, a Bunny Brunch, a baby shower, a wedding thrown in for good luck and are ending the year with an engagement. Whew....we also had people buy

new houses....saw our own staff's children graduate preschool, celebrate moving up ceremonies graduates of 6th, 8th and 12th grade. The list goes on and on.

We held our First Winter Ball.....and oh how beautiful it was. Staff dressed up, students looked amazing. Everyone helped and pitched in to create a night that our students would never forget.

We have had some staff go and even more new faces start. We have celebrated some students return to district and cried with our graduates.

Northern Hills Academy

The last weeks of school are always both bittersweet and exciting. June's Monthly Curricular Themes were Insects, Sports, and Athletes. NHA kicked the month off with our Swim trips to the SCYMCA. Our furry friends, during Pet Therapy, were able to visit us at NHA and will join us in July as well. One of our most exciting adventures this month was meeting and welcoming a few more new students at NHA that will also be joining us for ESY. We look forward to growing with our new students and their families. We finished out the 2016-2017 with a wonderful Graduation and Awards Ceremony. Two of our students graduated from NHA and we wish them all the best. During the ceremony, all of the students were honored and given awards from specialty areas, teachers and therapists. One student will be returning back to Sparta full-time in the Fall and another student will be returning partial day to Vernon in the Fall. Congratulations to all of our students who met success along the way.

For our June Professional Development, staff were re-certified in Handle with Care (HWC), Crisis Prevention Institute (CPI), and CPR/AED.

Non-Public/Public Itinerant

Services to students ended in the middle of the month. With test score issues from the testing company, most of the teacher end of year prep was unable to be completed, which will cause a flurry of responsibilities on support staff for summer.

All Public School Districts were sent out contracts for services under Non Public. We are awaiting the return of the contracts.

Staff will be busy mailing and coordinating student, school and program information for the summer.

In Public Itinerant Programming, we have been meeting with districts to discuss sharing staff for CST and securing contracts for related services in the Fall.

Facilities 2016-2017 Year End Facilities/Maintenance Report

2016-2017 YEAR END: All routine cleaning will be carried out to the end of the school year. Requisitions have been submitted for paint and floor finish materials. Contracts shall be in place for sink removal as needed. All required inspections/testing have been completed during the school year.

2017-2018 SCHOOL YEAR FACILITIES PLAN

SUMMER CLEANING: During the summer there are four main work categories the custodial staff will be addressing:

- FLOOR CARE**
- PAINTING**
- MAINTENANCE REPAIRS**
- GENERAL CLEANING**

Floor Care: Custodial staff have been provided with plans for the floor care to be performed before the start of the ESY program, afternoons during the ESY Program and weekends as needed. Ample supplies have been requisitioned/provided for the start of floor care work. Additional supplies needed should be ordered from the vendors that have been added to the vendor list.

PAINTING: Priorities have been established for the painting of 3 additional classrooms, the principal's office and the non-public office. Colors have been selected and paint orders are Awaiting approval of a purchase Order for paint and supplies.

GENERAL CLEANING: a standardized cleaning protocol has been established for the custodial staff.

Superintendent is working to identify another school district that may want to share services with us for a Facilities Director, an anticipated start date would be September 2017. *****ADDED*****

XI. BUSINESS ADMINISTRATOR'S REPORT

Mrs. Decker stated that an additional bills list has been added to the agenda.

XII. PUBLIC PARTICIPATION

Christine Rudinsky read a statement thanking the board members for their dedication to the school.

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County ESC Board of Directors approve a maternity replacement position for Behavior Specialist from September 1, 2017 through January 15, 2018 Step 1, at the salary of \$48,475 (prorated).
2. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following Confidential Administrative Assistants for the 2017-2018 school year.

NAME	POSITION	SALARY	HOURS	NOTES
Stacey Fazio	Confidential Administrative Assistant to Superintendent/Principal	\$59,650		2.5%
Kathleen Fugaro	Confidential Administrative Assistant to Non Public	\$41,000		2.5%
Jackie Klinger	Confidential Administrative Assistant to Business Administrator	\$65,509 (SCESC) \$47,509, Lafayette \$18,000)		2.5% On SCESC only
Marion Doyle	Substitute Confidential Administrative Assistant	\$16.91 per hour	Not to exceed 28 hours per week	2.5%

3. **RESOLVED**, that the Sussex County ESC Board of Directors approve the reappointment of Eileen Kithcart as School Treasurer of Monies for the 2017-2018 school year at a salary of \$4,856.
4. **RESOLVED**, that the Sussex County ESC Board of Directors approve Valerie Macchio as a Community Volunteer who will provide classroom opportunities to Northern Hills Academy in the field of Art. Mrs. Macchio will meet with classes weekly and will provide instruction in a variety of mediums with some donations effective July 1, 2017- June 30, 2018.
5. **RESOLVED**, that the Sussex County ESC Board of Directors rescind the following PT Para-Professional contract for Sarah McCarthy, Step 10, Rate \$15.52 from 9/5/2017- 6/20/18.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the reappointment of Paul Rinaldi, Custodian, step 6 at a rate of \$19.52 per hour, not to exceed 28 hours per week.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the reappointment of Judith Rinaldi, Custodian, step 5 at a rate of \$19.13 per hour, not to exceed 28 hours per week.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the reappointment of Ray Rios, Custodian, step 6 at a rate of \$19.52 per hour, not to exceed 28 hours per week.
9. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of the following para-professionals for ESY at the rates listed below up to 28 hours per week, pending completion of all required paperwork.

Staff Name	Position	Salary	Step	Dates
Michelle Hennelly	PT Para Professional	\$13.50 per hour	Step 1	July 5, 2017-August 15, 2017
Jill Brown	PT Para-Professional	\$21.10	Step 20	July 5, 2017-August 15, 2017
Allyson Gunther	PT Para-Professional	\$15.15	Step 9	July 5, 2017-August 15, 2017
Linda Robson *****ADDED*****	Part-time Paraprofessional	\$14.15	Step 6	July 5, 2017-August 15, 2017
TBD	Part-time Paraprofessional	Not to exceed step 26	Not to exceed \$25.60	July 5, 2017-August 15, 2017

10. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of the following para-professionals for ESY as substitute teachers at the rate listed below up to 28 hours per week, pending completion of all required paperwork.

Staff Name	Position	Salary	Step	Dates
Michelle Hennelly	Sub Teacher	\$13.50 + \$5.00 per hour	Step 1	July 5, 2017-August 15, 2017
Jill Brown	Sub Teacher	\$21.10 + \$5.00 per hour	Step 20	July 5, 2017-August 15, 2017
April Beauchamp-Castellucci	Sub Teacher	\$21.20 + \$5.00 per hour	Step	July 5, 2017-August 15, 2017

11. **RESOLVED**, that the Sussex County ESC Board of Directors rescind the hiring of Katrine Rubenstein as an ESY Part-time Para-Professional.
12. **RESOLVED**, that the Sussex County ESC Board of Directors hire Physical Therapist Jeanne Ortiz for up to 3 hours of itinerant physical therapy for contracted services at the hourly rate of \$54.27 per hour from July 1, 2017-August 30, 2017. *****ADDED*****
13. **RESOLVED**, that the Sussex County ESC Board of Directors correct Rebecca DeFeo's ESY contract for 2017 from Step 3B to Step 4B. *****ADDED*****

14. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of consultant for speech, Anita Sullivan at the rate of \$55.00 per hour, no benefits, not to exceed 15 hours from July 5, 2017-August 15, 2017. *******ADDED*******

MOVE: Ms. Anderson		2ND: Ms. Risley	
Andover	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley	Newton Aye	Stanhope Aye
Sussex County Technical Aye	Sussex-Wantage Aye	Vernon Aye	

Motion is carried

B. POLICY

1. Resolve that the Sussex County ESC Board of Directors approve the first reading of the following policies and regulations, as attached.

- P & R 1240 Evaluation of Superintendent (M) (Revised)
- P 1511 Board of Education Website Accessibility (New)
- P & R 3126 District Mentoring Program (Revised)
- P & R 3221 Evaluation of Teachers (M) (Revised)
- P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
- P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P & R 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- P & R 5610 Suspension (M) (Revised)
- P 5620 Expulsion (M) (Revised)
- P & R 7424 Bed Bugs (New)
- P 7461 District Sustainability Policy (New)
- P 8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)

MOVE: Ms. Carlson		2ND: Ms. Ross		
Andover	Byram	Aye	Franklin	Aye
			Fredon	Aye
Hamburg	Aye	Hampton	Aye	Hopatcong
				Kittatinny
Lafayette	Aye	Lenape Valley	Newton	Aye
				Stanhope
Sussex County Technical	Aye	Sussex-Wantage	Aye	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:

June(Fund 10) Bills List	\$ 64,172.03
June (Fund 20) List of Bills	\$ 1,224.35
June (Fund 10) Additional Bills List *****ADDED*****	\$ 13,953.93

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors amend Finance Motion #2 approved on June 5, 2017 to reflect Board Secretary's Report and Treasurer's Report for **April** 2017.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for May 2017 (as attached).
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors amend Finance Motion #3 approved on June 5, 2017 to reflect budget transfers for **April** 2017.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for May 2017.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in May 2017 of \$5,250.00.
7. **RESOLVED**, that pursuant to P.L. 2015, Chapter 47, the Sussex County Educational Services Board of Directors intends to renew, award, or permit to expire the following contracts previously awarded by the board of directors. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18, et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

MOVE: Ms. Douglas		2ND: Mr. Modla	
Andover	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley	Newton Aye	Stanhope Aye
Sussex County Technical Aye	Sussex-Wantage Aye	Vernon Aye	

Motion is carried

D. PROGRAMS AND SERVICES

- RESOLVED**, that the following appointments be made for the period July 1, 2017, through June 30, 2018, or until a replacement is named:

WHEREAS, there exists a need for Learning Disabilities Teacher Consultant services

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. 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:

Dr. Carol Jasones be appointed to provide Learning Disabilities Teacher Consultant services at a rate of \$55 per 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 manager (initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2017- June 30, 2018.

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed 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 2017-2018 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 June 26, 2017 regular meeting:

Dr. Carol Jasones – Learning Disabilities Teacher Consultant

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 following appointments be made for the period July 1, 2017, through June 30, 2018, or until a replacement is named:

WHEREAS, there exists a need for Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Support Services, Educational Support Services, Psychological Services, Social Work Services, Home Instruction Services and Reading Specialist Services consultants for Northern Hills Academy, Public/Intenerant/non-public, and

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. 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:

J and B Therapy, LLC be appointed to provide Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Support Services, Educational Support Services, Psychological Services, Social Work Services, Home Instruction Services and Reading Specialist Services consultants at a rate of \$79.50 per hour, Evaluations (OT, PT, Speech) \$350.00 per evaluation, Educational Support Services (LDT) \$90.00 per hour, and Evaluations (Educational) \$450.00 per evaluation, for a maximum amount not to exceed \$3000,000 for the period July 1, 2017 - June 30, 2018.

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed 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 2017-2018 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 June 26, 2017 regular meeting:

J and B Therapy, LLC – Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Support Services, Educational Support Services, Psychological Services, Social Work Services, Home Instruction Services and Reading Specialist Services

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

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary educational services under Public Itinerant Programming with the following districts for the 2017-2018 school year:

Franklin School District
 Lenape Valley School District
 New Egypt School District
 Parsippany School District
 Sparta Township School District
 Sussex County Charter School for Technology

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve member-tuition contracts with the following school districts for the 2017-2018 school year
 Lenape Valley School District

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve non-member-tuition contracts with the following school districts for the 2017-2018 school year

Jefferson Township School District ******ADDED******

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Non Public Chapter 192/193 contracts with the following school districts for the 2017-2018 school year
 Warren Hills School District

7. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following professional development activities:

Staff Member	Date	Workshop	Location	Cost	Mileage
Jennifer Merkler	9/5/16	Using Coaching Strategies to Engage Parents	Webinar	Free	0
Jennifer Merkler	9/7/16	Stuttering	Webinar	Free	0
Jennifer Merkler	9/7/16	Using Written Assessment and Intervention	Webinar	Free	0
Jennifer Merkler	10/20/16	Exploring NJAC 6A:14 for School based SLP	Webinar	Free	0
Jennifer Merkler	1/1/2017	Serving Clients from Different backgrounds- SLP	Webinar	Free	0
Jennifer	3/1/2017	Addressing Auditory	Webinar	Free	0

Merkler		Access in Schools			
Jennifer Merkler	4/5/2017	Value Added Assessment and Practical Use of Pace	Webinar	Free	0
Deidre Romano	6/8/17	Creating and Managing Literacy Rich Environments	Webinar	Free	0
Deidre Romano	6/8/17	Creating and Managing Literacy Rich Environments	Webinar	Free	0
Deidre Romano	6/18/17	How Games Can be a Centerpiece for Student Driven Learning	Webinar	Free	0
Andrea Romano	11/29/17	Managing Emotions Under Pressure	Edison, NJ	Free	Fred Pryor Mileage 0
Andrea Romano	8/23/17	Human Resources for Anyone with Newly Assigned HR Responsibilities	Parsippany, NJ	Free	Fred Pryor Subscription Mileage 0
Andrea Romano	7/18/17	How to Communicate with Tact and Professionalism- Day 2	Morristown, NJ	Free	Fred Pryor Subscription Mileage 0
Andrea Romano	11/16/17	Leadership, Team-Building and Coaching Skills for Managers and Supervisors	Princeton, NJ	Free	Fred Pryor Subscription Mileage 0
Andrea Romano	8/10/17	How to Manage Conflict and Confrontation	Edison, NJ	Free	Fred Pryor Subscription Mileage 0
Andrea Romano	10/19/17	Communicate with Tact and Professionalism (1-day)	Morristown, NJ	Free	Fred Pryor Subscription Mileage 0
Andrea Romano ***ADDED ***	7/19/17	NJSAC Superintendent Regional Focus Group: Somerset County	Bedminster Township School 234 Somerville Rd Bedminster, NJ 07921	Free	Mileage

MOVE: Ms. Carlson		2ND: Ms. Risley		
Andover	Byram Aye	Franklin Aye	Fredon Aye	
Hamburg Aye	Hampton Aye	Hopatcong		Kittatinny Aye
Lafayette Aye	Lenape Valley		Newton Aye	Stanhope Aye
Sussex County Technical Aye	Sussex-Wantage Aye	Vernon Aye		

Motion is carried

XIV. OLD BUSINESS:

- Superintendent Evaluation
- 2016-2017 Board Goals
- 2016-2017 School Goals
- 2016-2017 Board Self Evaluation

Ms. Romano reviewed a report on the status of Board Goals and School Goals.

NEW BUSINESS:

There was no new business.

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. OTHER BOARD ACTION

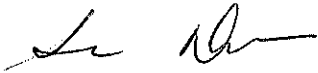
There was no other board action.

XVII. ADJOURNMENT

There being no further business to come before the Board, the Meeting was called to adjourn by Ms. Douglas and Seconded by Ms. Ross, all voiced in favor.

At 7:48 P. M.

Respectfully submitted,



Susan Decker
Acting Business Administrator/Board Secretary

Important dates:

NEXT BOARD MEETING:

August 28, 2016 at 7 PM – Regular Meeting