

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**March Minutes**

March 6, 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**

**Board of Directors:**

ANDOVER	MIKE MOREL	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	SUSANA POHL	ABSENT
HIGH POINT	DEB ANDERSON	PRESENT
HOPATCONG	ANTHONY FASANO	PRESENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT (Arrived 7:08)
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	PRESENT
VERNON	DAVID ZWEIER	PRESENT

**Representative Assembly:**

GREEN	JENNIFER CINOTTI	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
MONTAGUE	BOB WALKER	PRESENT

OGDENSBURG  
 SANDYSTON / WALPACK  
 SPARTA  
 SUSSEX VO-TECH  
 WALLKILL VALLEY

STACEY WALSH  
 PAT COOGAN  
 KAREN SCOTT  
 GUS MODLA  
 TBD

PRESENT  
 PRESENT  
 PRESENT  
 PRESENT  
 ABSENT

ALSO PRESENT: Andrea Romano - Superintendent  
 Erin Siipola - Business Administrator / Board Secretary  
 Jennifer Cook - Principal - Arrived 7:20  
 Christine Rudinsky - Teacher - Arrived 7:20  
 Jeanne Ortiz - Physical Therapist - Arrived 7:20

**V. BUDGET PRESENTATION**

Mrs. Siipola presented the 2017-2018 budget. Ms. Romano discussed the programs and services being offered in the 2017-2018 school year.

**VI. PUBLIC PARTICIPATION**

There was no public participation.

**VII. BUDGET**

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2017-2018 budget for submission to the Executive County Superintendent of Schools as follows:

General Fund	\$4,340,760.00
Special Revenue	<u>\$ 20,800.00</u>
Total	\$4,361,560.00

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Workshop, Meeting, and Travel budget for the 2017-2018 school year as per attached document A, and Professional Services budget for the 2017-2018 school year as per attached document B.

MOVE: Mrs. Risley		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Green Aye	Hamburg Aye	Hampton Aye	Hardyston
High Point Aye	Hopatcong Aye	Kittatinny Aye	Lafayette Aye

Lenape Valley Aye	Montague Aye	Newton Abstain	Ogdensburg Aye
Sandyston/ Walpack Aye	Sparta Aye	Stanhope Aye	Sussex-Wantage Aye
Sussex Vo-Tech Aye	Vernon Aye	Wallkill Valley	

**Motion is carried.**

Representative Assembly left the meeting.

**VIII. APPROVAL OF THE MINUTES**

Motion by Ms. Carlson, Seconded by Ms. Faye, to approve the following minutes:

February 6, 2017 Regular Meeting  
February 6, 2017 Executive Session

Voice vote: All voiced in favor. Abstain: Ms. Deb Anderson, Mr. Fasano, and Mr. Morel

**IX. PRESIDENT'S COMMENTS:**

**X. CORRESPONDENCE**

1. March 2017 Calendar
2. March 2017 Lunch Menu
3. Read Across America March Events Calendar
4. Northern Hills Academy Spring Swimming Dates
5. Northern Hills Academy Scholastic Book Order
6. Planning for Transition: Why It Is Vital For Your Student's Future - Workshop
7. Happy 113th Birthday Dr. Seuss Student Reading Assembly
8. Reading Log
9. Get Connected to NHA Letter
10. Permission Form For Publishing Information on Sussex ESC / NHA Social Media
11. Home & School Connection - Newsletter

**XI. COMMITTEE REPORTS**

**Personnel & Negotiations** – Met on February 27th . Mr. Moscatello thanked Ms. Faye and Mr. Zweier for their help with the Superintendent contract. Mr. Moscatello stated we discussed the maternity leave position for Business Administrator for SCESC and Lafayette. Sue Decker will be doing the Business Administrators maternity leave at SCESC.

**Buildings and Grounds / Finance** - Met on February 27th. Mr. Moscatello stated the 2017-2018 budget was discussed and also the maternity leave position for the Business Administrator.

**Programs and Services / Policy** - Did not meet.

## **XII. SUPERINTENDENT'S REPORT**

One of the biggest changes this month was the rolling out of our NEW Facebook and Twitter pages/accounts. We have over 60 followers and a big thank you to teacher, Ms. Alyssa Summer, for her expertise in the area of social media. We met as a team to review the procedures and created a Social Media Permission Slip for our students.

We had several school visits this month from potential students. Our staff have showcased our programs with the special activities and are proud of the programming. We held a parent training with SCARC.

Superintendent has been working with school districts on related services and fielding requests to assist with hiring and sharing speech/ot/pt staff for the next school year. Our new brochure on Para-Professional Outsourcing was sent to all Sussex/Warren/Morris school districts. We continue to look for areas that are cost effective in both people and finances for school districts.

Superintendent attended Curriculum and Instruction and Professional Development Workshops in Trenton through NJASA. Superintendent attended a webinar through AASA on how to connect agencies to resources throughout the country. I also attended a workshop on Unacceptable Employee Behavior through Fred Pryor and Associates.

As a team-building exercise, Sussex County ESC employees participated in a multi-day activity through a company called Smart Team Building. The first exercise is free and we suggest all schools take advantage.

This exercise set up our staff on teams and asked them to complete missions throughout the week. It asked staff to create a team name, create a team motto, colors, etc. Staff received daily motivational emails and mini contests. Staff were able to earn points and then a culminating staff activity occurred where teams had to compete for Most Talented, Best Dancer etc....Administration provided lunch to the winning teams. As an extension of this, staff will remain on teams for remainder of the year and complete in-house missions.

The winning team was Ms. Beshada's Team who went all out with colors, a cheer, and spread kindness by handing out ribbons. The runner up Team Alyssa Summer had the best motto- Be Excellent About Reaching Success (BEARS), which we may use on a tshirt to follow up. In addition, their team cheer used sign language as an expression of who we are.

Sussex ESC will be subscribing to this company as part of our School Climate Initiative for the next year.

Staff across all programs met to review an article entitled, "More is Better." This article discussed the concepts of push in vs. integrated therapies. Staff expressed a strong desire to integrate therapies into the classroom.

Even though February is a shorter month, we managed to fill it with amazing opportunities and instructional activities for our students at NHA. February's Monthly Curricular Themes were Famous African-Americans, Inventors, Love & Kindness, American Presidents and Whales & Ocean Mammals. Our Special Olympics Bowling Bears Team went bowling twice this month at Sparta Lanes and did a wonderful job. Our bowling season ends in March and we look forward to starting up a Spring Track and Field Team for in-house events at NHA.

February's Scouting Pack Meeting for the month was themed Famous African-Americans in preparation for February's Black History Month. Ms. Jeanne Ortiz, PT, ran the program and a great time was had by all the students. NHA celebrated our 100th Day of School on February 10th with many activities and projects. Check out our Twitter account to see a 100-year old Principal Jenny. We had our monthly visits from our furry friends with Pet Therapy.

For our February In-services, staff was provided training in G Suite, CPI (Crisis Prevention), Handle With Care and Sensory Integration/Diets. A big thank you to Ms. Jennifer Satmaria, Ms. Alyssa Summer, Ms. Jeanne Ortiz, and Ms. Dana Nucera for all their expertise in providing us with these critical and meaningful trainings. Many of our staff members participated in a fun culture and climate building activity, entitled, Secret Snowflakes. The secret pal-like activity started on February 1st and concluded with a staff Valentine's party on February 14th. The staff also participated in a week-long team-building activity led by Brock Lee (Andrea Romano) and Pat Cooper (Jenny Cook). Staff were in teams that worked together to complete activities throughout the week. The activity culminated with a fun staff meeting complete with cheers, chants, costumes, and prizes. NHA also hosted a parent training this month. SCARC came out and presented a variety of topics to our parents. NHA, through the guidance of Ms. Judi Rinaldi has started a new partnership with a local senior citizen building. Our students created beautiful Valentine's Day cards and letters to share with our new friends. We hope to continue to grow this important relationship. NHA students also had a "Kids Cook Day," where several students utilized their culinary skills to provide lunch for all the students. Lunch was chicken nuggets, grilled cheese sandwiches, french fries, carrot sticks and bananas. The students did a wonderful job under the leadership of Ms. Amber Werner and Ms. Judi Rinaldi. NHA monthly clubs were held towards the end of the month and filled with activities such as planting bulbs outside with Garden Club and creating an ocean-themed dessert in Cooking Club.

Parent-Teacher Conferences were on February 23rd and very successful. We had many parents coming out and calling in to keep abreast of the progress their child is making this year at NHA.

We are looking forward to a very exciting and reading-filled month of March!

### **Non-Public**

NJDOE released the Non Public Consultation information with a reminder to all public schools that the consultation meetings are required to be held with reference to the new Nonpublic Manual. Districts in Sussex County have begun planning the meetings. SCESC is not responsible for hosting the meeting, but we tend to facilitate the conversations at the meeting regarding needs for the following year. SCESC and Sparta Child Study Team Director held an initial meeting to review services, discuss updated contract information and to begin preparation for the Consultation meeting to be held the end of the month.

SCESC sent out all the information to Non Public regarding the NJDOE meeting to be held in Trenton with representatives from Non Public, IDEA and Financial Management. A representative from all the non public schools must attend as will SCESC Superintendent.

**XIII. BUSINESS ADMINISTRATOR’S REPORT**

Mrs. Klinger and I attended a two workshops one on Payroll Law and one on Pension which we found to be very informative.

We have been busy working on the budget at SCESC and Lafayette Township School District.

**XIV. PUBLIC PARTICIPATION**

There was no public participation.

**XV. BOARD ACTION ON AGENDA ITEMS:**

**A. PERSONEL**

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

Name	Position	Effective Date
Cathy Zalewski	Part-time Paraprofessional	March 9, 2017
Katherine Lonergan	District Certified School Nurse	March 14, 2017

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Susan Decker, as Acting School Business Administrator / Board Secretary for Sussex County Educational Services Commission beginning on or about May 18, 2017, or sooner if circumstances warrant until the District’s Business Administrator is able to resume her duties on or about September 5, 2017, at an hourly rate of \$80 per hour, two days per week unless additional days are authorized by the Superintendent, pending completion of all required paperwork.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of a full-time certified school nurse, TBD, not to exceed step 21 MA, \$69,195.00, effective from March 15, 2017 through June 30, 2017.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Barbara Webb, as a substitute nurse at a rate of \$100 per diem, effective March 1, 2017.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following:

Name	Position	Effective Date	Rate
TBD	Substitute Nurse	March 7, 2017	\$100 per diem
TBD	Substitute Nurse	March 7, 2017	\$100 per diem
TBD	Substitute Nurse	March 7, 2017	\$100 per diem

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jacqueline O'Connor, part-time Adaptive Physical Education Teacher, Step 15, at an hourly rate of \$32.05, not to exceed 28 hours a week, effective February 28, 2017 through June 30, 2017, pending completion of all required paperwork.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Kristen Cooper, Part-time Paraprofessional, step 3, \$13.65 per hour, not to exceed 28 hours a week, effective March 16, 2017 - June 30, 2017.

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

**Motion is carried.**

Ms. Romano stated we have had some difficulties finding a school nurse.

**B. POLICY**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second readings of the following bylaw, policy, and regulation updates:

- Bylaws 0121 - Commission Membership
- P1510 - Americans with Disabilities Act - Policy
- R1510 - Americans with Disabilities Act - Regulation (M)
- P2418 - Section 504 of the Rehabilitation Act of 1973 - Students - Policy
- R2418 - Section 504 of the Rehabilitation Act of 1973 - Students - Regulation (M)
- P5116 - Education of Homeless Children - Policy
- R5116 - Education of Homeless Children - Regulation
- P8330 - Student Records - Policy (M) Bylaws 0167

P8330 - Student Records - Regulation (M) Bylaws 0167

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the lead sampling plan, as attached.

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

February Payroll	\$ 248,235.17
February (Fund 10) Check Register	\$ 35.00
February (Fund 10) Bills List	\$ 66,122.75

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for January 2017 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for January 2017.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$3,847.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the correction of the submitted 2017-2018 tuition rates for Northern Hills Academy, as attached.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the transfer to return the funds from Fund 30 Capital Projects to Fund 10 General Fund in the amount of \$63,054.30 plus any interest accrued for March 2017, due to the completion of the capital projects.



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

**Motion is carried.**

Mrs. Siipola explained motion #6 is to close out the capital project fund and return the money to general fund.

**D. PROGRAMS AND SERVICES**

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following NHA field trips:

Staff Member	Date	Field Trip	Location	Cost:
Jennifer Cook Jeanne Ortiz	3/7/17, 3/8/17, 4/4/17, 4/5/17, 5/2/17, 5/3/17, 6/6/17, 6/7/17	Sussex County YMCA - Swim Trips	Hardyston, NJ	Cost: \$250.00 per trip Transportation: Approximately \$3,000.00
Karra Mueller-Hansen Caitlin Diaz Amber Werner	3/14/17	SPC Food Pantry - CBI Trip	Sparta, NJ	Cost: \$0.00 Transportation: TBD
Jennifer Cook Jeanne Ortiz Jackie O'Connor	3/22/17	Sparta Lanes Bowling	Sparta, NJ	Cost: \$210.00 Transportation: TBD
Amber Werner Caitlin Diaz Karra Mueller-Hansen	4/11/17	Rockaway Mall - CBI Trip	Rockaway, NJ	Cost: \$0.00 Transportation: TBD

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

Staff Member	Date	Location	Program	Cost
Jeanne Ortiz	3/10/17	Gardiner, NY	Handle with Care - Recertification	Cost: \$450.00 Mileage: 44.21
Katie McNamara	4/27/17	Long Branch, NJ	NJ Speech - Language Hearing Association Convention	Cost: \$150.00 Mileage: \$58.90
Deidre Romano	4/27/17 or 4/28/17	Long Branch, NJ	NJ Speech - Language Hearing Association Convention	Cost: \$150.00 Mileage: \$58.90
Jennifer Merkler	4/27/17	Bethlehem, PA	Autism Meltdown in Children and Adolescents	Cost: \$0.00 Staff member paying Mileage: \$33.48
Jennifer Merkler	5/11/17	Tele-Conference	Language Sample Analysis Assessment + Intervention Planning	Cost: \$0.00 Mileage: \$0.00

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Northern Hills Academy Extended School Year dates of July 5, 2017 - August 15, 2017.
  
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into ancillary services under Public School Itinerant Programming with the School Districts for the 2016-2017 school year.

Ogdensburg

Sandyston / Walpack

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

**Motion is carried.**

**XVI. OLD BUSINESS:**

1. Filing of 2017 Personal/Relative and Financial Disclosure Statements - Must be completed by April 30, 2017
  
2. NJSBA Rep - Kathleen Helewa

**NEW BUSINESS:**

**XVII. PUBLIC PARTICIPATION**

There was no public participation.

**XVIII. OTHER BOARD ACTION**

There was no other board action.

**XIX. 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 7:56 P. M.**

Respectfully Submitted,



Erin Siipola  
Business Administrator / Board Secretary

**Important Dates:**

**NEXT BOARD MEETING:**

**April 3, 2017 at 7 PM - Regular Meeting**