

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

September Minutes

September 14, 2015

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	PRESENT
HARDYSTON	NICK DEMSAK	PRESENT
HIGH POINT	DEBBIE ANDERSON	ABSENT
HOPATCONG	ROBERT NICHOLSON	ABSENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT (7:15)
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	TBD	ABSENT
VERNON	DAVID ZWEIER	PRESENT

ALSO PRESENT: Andrea Romano – Superintendent
Robin McMahon – Esq.
Erin Dunstan – Business Administrator / Board Secretary
Christine Rudinsky - Teacher

VI. APPROVAL OF THE MINUTES

RESOLVED, that the Sussex County Educational Services Commission approve the following minutes:

August 24, 2015 Regular Meeting
August 24, 2015 Executive Session

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

Motion is carried

VII. PRESIDENT’S COMMENTS:

Mr. Moscatello stated Neil has done an outstanding job with the building.

VIII. CORRESPONDENCE

1. E-mail Facilities Appearance
2. Letter to Vernon Strong Training

IX. COMMITTEE REPORTS-

Personnel – None
 Negotiations – Our next negotiation meeting will be October 7th at 6 p.m.
 Buildings and Grounds / Finance - None

Programs and Services / Policy- None

X. SUPERINTENDENT’S REPORT

The 2015-2016 school year opened successfully for the NHA School and for the programs under Non-Public and Public Education. A majority of Sussex ESC staff was in attendance on September 1st and 2nd for orientation and in-service training. As typical with the start of a new school year, everyone was excited to be back. We welcomed many new faces this year and they bring a wealth of experience with them. New hires in each program were introduced and the great news about transfers of some employees across programs were welcomed. We shared positive news regarding employees and shared in acknowledging employees good news. As discussed, two veteran Confidential Administrative Assistants announced their retirement and as excited as they are, the school staff is still reacting to that news.

Several of our outsourced/off-campus staff were unable to attend, but have scheduled individual meetings with SCESC Administration to review what was missed.

Two days of professional development were held for staff. Initially required trainings were presented by the Administrative Team inclusive of Superintendent, Principal, School Business Administrator and other staff such as the school nurse. The required trainings included medical information about diabetes, asthma, blood borne pathogens and procedures for school safety and HIB. In addition information on substance abuse, suicide prevention, affirmative action, and child welfare referral services were provided. Staff assigned also completed 3 hour CPR refresher training. Crisis Prevention – Verbal and Physical De-escalation Training was also a refresher course for staff.

All certificated staff participated in trainings around teacher evaluation and student growth objectives. As the School Principal, Jennifer Kaufman, attended Stronge training over the summer, she was able to provide training with staff on their professional evaluation and the procedures under the model chosen. Connections to professional development and teaching strategies were followed up on by Superintendent. The hot topic of student growth objectives were the final area of concentration. Mrs. Kaufman presented the goals of SGO’s and how the SGO’s would be integrated into special education teacher rosters. All certificated staff were in attendance for the SGO and Stronge Training systems.

Work within the audit of Non-public continues and information has been requested to firm up the closure of this for the 2013-2014 school year.

Our Behavior Specialist, Dana Nucera, and Social Worker, Sara Klejmont, presented a training for paraprofessionals at Kittatinny for the start of their school year. Superintendent, Principal and Social Worker Dawn DiLascio also presented to the Catholic School Academies at Reverend Brown for Working with Diverse Learners.

Northern Hills Academy

Since entering into our shared service agreement with Hopatcong, the building has undergone a beautiful makeover. The floors were stripped, cleaned, and re-waxed. Almost all rooms have been completed and the remaining rooms will be done by the end of September. The hallways were painted and the school took on a new glow. Parents touring the building have already commented on the updated look of the building.

We have started school with 34 students. Since the start of the school year, two new students have enrolled in our program, bringing our number to 36 students effective September 15, 2015. This is inclusive of 17 school districts.

Several changes have been made to staffing within the programs this year. We are teaming teachers to see if this helps with student behaviors and student academic programming. We are currently piloting this program with our students within the ED/BD population. Two teachers are sharing students from grades 4-8.

Students have begun their community based instruction field trips by attending the Sussex County YMCA. Swimming is hugely popular with our students. They get to socialize in the pool and utilize swimming as both physical and occupational therapy. Related services staff attend the trip with students and use it as an opportunity to work with students and their physical abilities in an alternate setting.

Certified staff are working collaboratively in identifying school suggested SGO's for our students in common content areas of Language Arts Literacy and Mathematics. Then teachers will work individually to identify specific grade/age appropriate areas for their personal SGO's.

Many Fall activities are being planned with the NHA-PTO. Currently a sale of the "Kid Stuff" books is being held. If anyone is interested, please let Jennifer Kaufman know.

Staff are attending workshops that will be turn - key trained to all in the areas of academics, behavior, and related services.

Non Public

The staff has been diligently working on student schedules and securing the paperwork from schools and parents to begin services. We have 3 new teachers to cover the positions of Mathematics, and Teacher of Students with Disabilities. So the learning curve is at play and the veteran teachers have been working hard to start the process.

Services to students will begin to students on September 14, 2015. All non-public schools are fully staffed at this time.

Dawn DiLascio, Social Worker, attended Back to School Nights at Rev Brown. This has been extremely helpful to the parents and to the staff within Rev. Brown to get to know SCESC and our continued presence in their schools. We continue to offer to attend all the Back to School Nights in each Non-Public School.

Superintendent, Principal and Social Worker Dawn DiLascio also presented to the Catholic School Academies at Reverend Brown for Working with Diverse Learners under the federal IDEI-A Grant.

At this time, non-public is being funded at 85%, last year it was funded at a higher rate, so this may impact the service length for the school year.

Public School Services

Sussex ESC has started the school year with several districts working under itinerant services. Schools have requested support with Child Study Team Services, Para-professionals, and with assessments. Sussex ESC has several LDTC's, Social Workers, Speech and School Psychologists placed in local public schools. Requests continue to be received for services under Speech.

We continue to work with service providers to contract services that we are unable to meet with our staff and/or consultants.

XI. BUSINESS ADMINISTRATOR'S REPORT

On the agenda for tonight is a revised purchasing manual. Some of the revisions in the manual include the new federal funds debarment language, federal funds threshold chart, and updated language for federal funds under 2 CFR part 200 (EDGAR was phased out July 1, 2015). The revisions also included a section on ethics in purchasing.

There is a budget increase for July in the amount \$9,600.00 for remedial summer school and additional summer itinerant work.

Jackie and I attended a workshop in Rockaway last week on the affordable care act 6055/6056 reporting that will have to be done for the 2015 year. The workshop discussed all the reporting requirements and how to fill out the forms.

XII. PUBLIC PARTICIPATION

There was no public participation.

XII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

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

NAME	POSITION	EFFECTIVE DATE	MEMO
Lindsay Carrieria	Part-time Paraprofessional	8/30/15	
Christopher Burdett	Part-time Paraprofessional	8/30/15	Verbal Resgination
Serina Klotz	Part-time Paraprofessional	8/30/15	

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the resignations of the following on account of retirement.

NAME	POSITION	EFFECTIVE DATE
Barbara Talmadge	Confidential Administrative Assistant	12/31/15
Sharon Haggerty	Confidential Administrative Assistant	12/31/15

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following certificated staff, pending completion of all paperwork.

NAME	POSITION	SALARY	STEP	EFFECTIVE DATE
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Sophia Mui	Itinerant School Psychologist	\$54,850	12 MA	9/1/15-6/30/16
Katie McNamara	Speech Therapist	\$49,600	1 MA	9/1/15-6/30/16
Ricki Block	Speech Therapist	\$65,400	20 MA	9/1/15-6/30/16

*Salary subject to change upon Contract Ratification

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Chapter 226 non-public nursing contract for the 2015-2016 school year, not to exceed 29.75 hours a week.

NAME	POSTION	SALARY	STEP	EFFECTIVE DATE
Therese Rick-Sutherland	Part-time non-public nurse	32.57 per hour	16	9/1/15-6/30/16

*Salary subject to change upon Contract Ratification

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time non-certificated staff as needed, not to exceed 29.75 hours a week, pending completion of all paperwork.

NAME	POSITION	SALARY	STEP	EFFECTIVE DATE
Elise Pastor	Part-time paraprofessional	\$13.35 per hour	1	9/1/15-6/30/16
Ami Dash	Part-time paraprofessional	\$13.85 per hour	5	9/14/15-6/30/16
Stephanie DeFelice	Part-time paraprofessional	\$17.35 per hour	14	9/14/15-6/30/16
TBD	Part-time paraprofessional	To not exceed \$25.25 per hour	26	9/14/15-6/30/16

*Salary subject to change upon Contract Ratification

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of following part-time non-public paraprofessional for the 2015-2016 school year to work with eligible students as per their service plans, through the IDEA grant, pending grant approval not to exceed 29.75 hours per week.

NAME	POSITION	SALARY	STEP	EFFECTIVE DATE
Christina Bryant	Part-time paraprofessional	\$13.35	1	9/1/15-6/30/16

*Salary subject to change upon Contract Ratification

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Pam Brillante as a part-time Supervisor, at the rate of \$75 per hour to assist with teacher evaluations, curriculum, and professional development pending completion of all paperwork, not to exceed 28 hours per week.

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following substitute teachers for the 2015-2016, as needed, not to exceed 28 hours a week.

NAME	POSITION	SALARY	EFFECTIVE DATE
Mary Dunbar	Substitute Teacher	\$75 per day	9/1/15-6/30/16
Mike Ness	Substitute Teacher	\$14.70 per hour + \$5 per hour	9/1/15-6/30/16
Stephanie DeFelice	Substitute Teacher	\$17.35 per hour + \$5 per hour	9/14/15-6/30/16

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Christopher Burdett as a substitute paraprofessional for the 2015-2016 school year , as needed, not to exceed 28 hours a week, at a rate of \$54 per day, effective September 1, 2015.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of TBD, a full time Itinerant CST Supervisor, 10 months at a salary not to exceed \$80,000.
11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following home instructors for the 2015-2016 school year.

NAME	POSITION	SALARY	EFFECTIVE DATE
Caitlin O'Brien Diaz	Home Instruction	\$35 per hour	9/1/15-6/30/16

12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following home instructors for the 2015-2016 school year.

NAME	POSITION	SALARY	EFFECTIVE DATE
Caitlin O'Brien Diaz	Home Instruction	\$35 per hour	1/4/16-6/30/16

Ms. Faye entered the meeting.

MOVE: Mr. Morel		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston Aye	High Point
Hopatcong	Kittatinny	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 revised 2015-2016 Purchasing Manual, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second reading of the following revised policies and regulations:

P3212 ATTENDANCE
 P4212 ATTENDANCE
 R3212 PROFESSIONAL STAFF ATTENDANCE
 R4212 SUPORT STAFF ATTENDANCE

MOVE: Ms. Carlson		2ND: Mr. Morel	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston Aye	High Point
Hopatcong	Kittatinny	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:

August 2015 Payroll	\$154,181.44
September (Fund 10) List of Bills	\$104,085.68
September (Fund20) List of Bills	\$ 250.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for July 2015 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for July 2015.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for July 2015 of \$9,600.00.

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

D. PROGRAMS AND SERVICES

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following requests for Northern Hills Academy field trips:

STAFF MEMBER	DATE	FIELD TRIP	LOCATION	COST
All	10/8/15	Nature Day/Camp Winnebago	Sparta, NJ	Approximate Cost: \$114.00 Transportation: \$1,550.40

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	10/29/15	Parsippany, NJ	Autism, ADHD & Anxiety – Sensory	Cost: \$199.99 Mileage: TBD

			Strategies	
Dana Nucera	10/15/15, 10/16/15	Atlantic City, NJ	NJ Autism - Annual Autism Conference	Cost : \$275.00 Mileage: TBD
Dana Nucera	10/22/15	Toms River, NJ	HIB Prevention Training Program	Cost: \$125.00 Mileage: TBD
Erin Dunstan	9/23/15	Robbinsville, NJ	Green Purchasing for Initial QPA Certification	Cost: \$50.00 Mileage: TBD
Erin Dunstan	10/27/15- 10/29/15	Atlantic City, NJ	NJSBA Conference	Cost: \$250 Mileage: TBD
Erin Dunstan	9/29/15	Monroe, NJ	School Negligence	Cost: \$75.00 Mileage: TBD
Andrea Romano	10/27/15- 10/29/15	Atlantic City, NJ	NJSBA Conference	Cost: \$250.00 Hotel: \$194.00 Mileage: TBD
Andrea Romano	9/29/15	Monroe, NJ	School Negligence	Cost: \$75.00 Mileage: TBD

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the HIB Self-Assessment from July 1, 2014 – June 30, 2015, total score 46 out of 78, as attached.
4. **RESOLVED**, that Sussex County Educational Services Commission Board of Directors accept the 2015-2016 Non-Public Nursing and Chapter 192/193 funding, as attached.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary services under Public School Itinerant Programming with the following public school districts.

Warren County Technical School
Vernon Township School District

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2015-2016 Memorandum of Agreement with the Sparta Township Police Department.

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

Motion is carried

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the agreement with Parette Somjen Architects for the design of the HVAC system in the new classroom addition, in the amount of \$6,500 for professional fees and \$500 for reimbursable expenses, as attached.

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

Motion is carried

XV. OLD BUSINESS:

1. Goal setting with NJ School Boards Robyn Meehan – working on setting a date.
2. Additional custodial staff.

NEW BUSINESS:

1. Mr. Zweier attended the Sussex County School Board Association meeting regarding possible new standards for the common core in the 2016-2017 school year.

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 Mr. Morel and Seconded by Ms. Ross.

At 7:42 P. M.

Respectfully Submitted,



Erin Dunstan
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

October 5, 2015 at 7 PM