

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

November Minutes

November 2, 2015

REGULAR MEETING 5:30 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	PRESENT
HOPATCONG	ROBERT NICHOLSON	ABSENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT (7:00)
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	WALTER KRYNICKY	ABSENT
VERNON	DAVID ZWEIER	PRESENT (6:38)

ALSO PRESENT: Andrea Romano – Superintendent  
Erin Dunstan – Business Administrator / Board Secretary  
Jeanne Ortiz – Physical Therapist

V. DISTRICT GOAL SETTING

Robin Meehan from NJ School Boards worked with the Board of Directors on setting goals for the 2015-2016 school year.

**VI. APPROVAL OF THE MINUTES**

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

October 5, 2015 Regular Meeting

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

**Motion is carried**

**VII. PRESIDENT’S COMMENTS:**

**VIII. CORRESPONDENCE**

1. 2015/2016 Parent Trainings
2. SWOT Analysis

**IX. COMMITTEE REPORTS-**

Personnel – none

Negotiations – Ms. Risley stated we have a memorandum of agreement and we just received the salary guides today.

Buildings and Grounds / Finance – We have received quotes for the HVAC upgrades to the new classroom. The work should take a about a week to complete.

Programs and Services / Policy- Ms. Ambrose stated they discussed the marketing opportunity through Rutgers and they reviewed the number of students in each program. They also discussed changes to the bylaws and policy.

**X. SUPERINTENDENT’S REPORT**

The Superintendent and School Business Administrator attended Workshop in Atlantic City. The SCESC was represented at the ESC booth on the convention floor, Andrea Romano worked collaboratively with all ESC Superintendents to participate in the workshop, “What the ESC’s can do for your district.” Many workshops were attended by the Superintendent and Business Administrator in the areas of finance, negotiations and curriculum. In addition, as a result of attending the workshop, SCESC has managed to identify new business ventures with outsourcing CST.

Superintendent attended the Professional Development Committee of NJASA and discussions revolved around the teacher evaluation process and how the NJDOE is piloting some innovative practices. Information will be forthcoming through the NJDOE- Office of Innovation under Anthony Fitzpatrick.

Sparta Police Department attended an active shooter drill on campus. The debriefing was excellent and they were impressed with our students and our staff response. They will continue to help work with SCESC on the issues of school security and evacuation plans.

Our first parent workshop was held at NHA. The topic was "Yes, Your Child Can Work." It was presented by the Arc and we had guests from Vernon School District attend. Also several parents and students attended the workshop. It was a success and we will continue to advertise the workshops to all districts and hope for increased attendance.

### **Northern Hills Academy**

October began with Anti-Bullying Week. School wide random acts of kindness initiatives were carried out as well as anti-bullying activities by the classrooms. All classes participated in Nature Day with a visit to Camp Winnebago. 'Oktoberfest' was held at month's end as part of our Scouting program. With the weather cooperating, students were able to spend time outdoors participating in fall activities such as decorating pumpkins, going on scavenger hunts and eating donuts and cider. Halloween found staff and students alike dressed in costume, ending the day with parties, "trunk or treating" and a Halloween parade around the parking lot.

Staff participated in a team building exercise this month. It was fun and engaged staff to participate as teams and enter contests to identify riddles, scavenger hunts, extend kindness to one another and to build relationships.

There continues to be a significant interest in Northern Hills Academy throughout the Sussex County community. We had two new students start in October and the possibility of at least two more potential new students in the up-coming months.

### **Non Public**

State reports were the focus of this past month. All reporting was completed for the districts involved looking at the 2014-2015 school year and projecting ahead for the 2016-2017 school year. Superintendent attended the state ESC meeting for Non Public where conversations about procedures for declination of students was solidified. This will be a new process in place with Non Public Schools. Meetings will be held at the schools with parents to discuss the process, if applicable.

State offered Non Public School Security Aid to districts and consultation meetings were set to move forward with funding.

IDEA funding has been secured. It has been a process with requests at meetings, district approval and then again parent approval prior to services starting. Billing has gone out for first round of IDEA funding.

Some staffing changes will need to occur based on resignations before the new school year.

### **Public School Services**

Requests for information about outsourcing CST services and proposals for Teacher Observations have been sent to several districts.

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

CDK came out for the second time to train employees on entering the SMID and Staff Submission information. Jackie Klinger was able to gather and get all the information entered into the CDK Personnel program for the October 15<sup>th</sup> snap shot. Norman from CDK is going to come back again to continue training.

The quotes came in for the HVAC upgrades for the new classroom. There were three companies that submitted quotes. The lowest quote was submitted by Echelon Services, LLC in the amount of \$15,750.00.

## **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 of accept with regret the following resignations.

NAME	POSITION	EFFECTIVE DATE	MEMO
Melissa O'Callahan	Part-time Paraprofessional	10/12/15	
Judy Comment	Part-time Non-public Teacher	12/31/15	
Valerie Puco	Part-time Non-public Teacher	12/21/15	

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

NAME	POSITION	EFFECTIVE DATE
Fuh Mei Han	Full-time Paraprofessional	12/31/15

3. **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
Tami Glander	Part-time Paraprofessional	\$14.70 per hour	8	11/8/15-6/30/16

\*Salary subject to change upon Contract Ratification

4. **RESOLVED**, that the Sussex County Educational Services Commission approve a request from Eastwick College for their student, Lisa Zerner, to spend 40 hours observing students at Northern Hills Academy between 11/3/2015 and 1/22/2016 for her Occupational Therapy program.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Valerie Macchio as a community volunteer who will provide classroom opportunities to Northern Hills Academy students in the field of art. Ms. Macchio will meet with each class on a weekly basis beginning November 9, 2015 and will be providing the materials to complete art projects with NHA students.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the agreement for Jeanne Ortiz (current SCESC-NHA Physical Therapist), a candidate for principal certification at the University of Scranton, to complete a practicum experience through June 30, 2016 while employed at Northern Hills Academy.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the change in assignment for employee number 00275, from part-time non-public teacher to part-time teacher at Northern Hills Academy effective September 22, 2015 – December 31, 2015.

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

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 second reading of the following revised policies and regulations:

- P3322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
- P4322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
- P&R 5330 Administration of Medication
- P5339 Screening for Dyslexia
- P5615 Suspected Gang Activity
- P5756 Transgender Students
- P8540 School Nutrition Programs
- P8820 Opening Exercises/Ceremonies

MOVE: Ms. Carlson		2ND: Ms. Risley	
Andover Nay	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston Aye	High Point Aye
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:

October 2015 Payroll	\$ 252,176.93
November (Fund 10) List of Bills	\$ 135,489.00
November (Fund 30) List of Bills	\$ 5,450.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for September 2015 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for September 2015.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for September 2015 of \$17,823.00.

MOVE: Mr. Morel		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon

Hamburg Aye	Hampton Aye	Hardyston Aye	High Point Aye
Hopatcong	Kittatinny	Lafayette Aye	Newton Aye
Stanhope Aye	Sussex-Wantage	Vernon Aye	

**Motion is carried**

**D. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the following appointment be made for the period of November 3, 2015 – June 30, 2016:

**WHEREAS**, there exists a need for a School Psychologist 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:

Nicholas Didonato be appointed to provide Psychological 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 3, 2015 – 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 \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its November 2, 2015 regular meeting:

Nicholas Didonato – School Psychologist

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 Nursing Services Plan for the 2015-2016 school year, as attached.
3. **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	12/4/15	Parsippany, NJ	Evidence based Kinesiology Taping Strategies	Cost: \$199.00 Mileage: \$15.81
Erin Dunstan	2/23/16	Robbinsville, NJ	Pension System Review	Cost: \$50.00 Mileage: TBD

Jackie Klinger	2/23/16	Robbinsville, NJ	Pension System Review	Cost: \$50.00 Mileage:TBD
Andrea Romano	10/22/15	Bridgewater, NJ	Improve Communications for Safety	Cost: \$0.00
Sara Klejmont	11/16/15	West Long Branch, NJ	Human Rights and Social Justice	Cost: \$0.00 Mileage: TBD
Jennifer Kaufman	1/28/16 -- 1/29/16	Atlantic City, NJ	TECHSPO 2016	Cost: \$420.00 Hotel: TBD Mileage: \$91.14
Sara Klejmont	12/4/15	Parsippany, NJ	Beyond Checking & Washing: Understanding OCD	Cost: \$129.00 Mileage: TBD
Jennifer Kaufman	12/1/15	Montclair, NJ	My Learning Plan: Team Talk	Cost: \$0.00 Mileage: TBD
Dana Nucera	12/4/15	Brett DiNovi Workshop with Skinner Keynote	Mt. Laurel, NJ	Cost: \$0.00 Mileage: \$70.06
Dana Nucera	11/3/15, 1/5/16, 3/1/16, 5/3/16	School Support Network Meetings, Morristown	Morristown, NJ	Cost: \$0.00 Mileage: TBD
Erin Dunstan	12/2/15	Rockaway, NJ	Affordable Care Act Reporting Requirements for BOE'S	Cost: \$50.00 Mileage: TBD
Jackie Klinger	12/2/15	Rockaway, NJ	Affordable Care Act Reporting Requirements for BOE'S	Cost: \$50.00 Mileage: TBD
Jen Kaufman	10/29/15	Online	Active Shooter Response for Schools	Cost: \$0.00
Katie McNamara *ADDED	11/13/15	Denver, CO	ASHA Convention 2015	No cost to SCESC Granting use of PD days.
Dana Nucera *ADDED	11/11/15	Newton, NJ	Parents/Grandparents Support Group	Cost: \$0.00 Mileage: TBD
Sara Klejmont *ADDED	11/11/15	Newton, NJ	Parents/Grandparents Support Group	Cost: \$0.00 Mileage: TBD

4. **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.

Sussex Charter School
Wallkill Valley Regional High School

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the agreement with Therapy Dogs International to permit therapy dog volunteers to visit Northern Hills Academy students on a monthly basis.

MOVE: Mr. Morel		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston Aye	High Point Aye
Hopatcong	Kittatinny Aye	Lafayette Aye	Newton Aye
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 award the Northern Hills Academy HVAC Upgrade project to Echelon Services, lowest quote, in the amount of \$15,750.00.

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

**Motion is carried**

**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 Mr. Morel and Seconded by Ms. Ross, all voiced in favor.

**At 7:23 P. M.**

Respectfully Submitted,



Erin Dunstan  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**December 7, 2015 at 7 PM**