

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

December Minutes

December 7, 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	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	NICK DEMSAK	PRESENT
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	ROBERT NICHOLSON	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	WALTER KRYNICKY	ABSENT
VERNON	DAVID ZWEIER	ABSENT

ALSO PRESENT: Andrea Romano – Superintendent
Yaacov Brisman – Esq.
Erin Dunstan – Business Administrator / Board Secretary
Jennifer Kaufman – Principal
Christine Rudinsky – Teacher
Sally Crabb – Teacher
Neil Piro – Facilities Director

V. APPROVAL OF THE MINUTES

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

November 2, 2015 Regular Meeting

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

Motion is carried

VI. PRESIDENT'S COMMENTS:

VII. CORRESPONDENCE

1. Veterans Day thank you Letter to Mr. Pietrowski
2. Paw Prints Newsletter
3. Thank you to Hopatcong for Shared Services

VIII. COMMITTEE REPORTS-

Personnel – The Personnel committee met to discuss upcoming personnel changes. Personnel committee reviewed the salaries of everyone retiring and new hires. Administrator is waiting to see if we need to hire another part time employee.

Negotiations – none

Buildings and Grounds / Finance – Mr. Piro stated we started and accomplished the need to update the building. We will now start to paint the rest of the rooms and work on updating the lighting. There will not be many more changes until the summer. During the summer we will address some playground issues. We ran into a problem with the new HVAC upgrades with Sparta.

Mr. Moscatello discussed that we are moving towards recycling. Mr. Piro has done a lot of work to get the building up and running the way it should be.

Programs and Services / Policy- none

IX. SUPERINTENDENT'S REPORT

As December approached, the Superintendent attended several events that were beneficial for the Sussex County ESC. Attendance at the Sussex County School Board Meeting at the Mohawk House on "Declining Student Enrollment." Where questions were asked regarding how districts could utilize and benefit from Shared Services and SCESC offered to assist/support districts.

The SCESC Administrative team also attended the Rutgers School of Business Marketing groups' final presentation. The students assigned to SCESC completed a well-thought out marketing plan and proposed a plan of action. The plan of action will be presented in January 2016 to BOE committees.

The PTO President and Superintendent attended a meeting with administrators at Morristown Children's Hospital for an art show that will be planned in the Spring 2016. Tentatively, Sussex County ESC will host an art show in March 2016 at NHA, and then April 2016 at the hospital.

Superintendent attended a 40 hour in-service on Crisis Training with law enforcement, mental health and educators. The information presented was incredibly beneficial as much of the week focused on treating students and adults with special needs with dignity and respect, in light of current societal issues.

State Police, Sparta Police and representatives from NJDOE- Office of Emergency Preparedness came to do an unannounced security drill. SCESC staff and students responded well. Suggestions were limited to physical building and grounds issues, due to the practices of our staff. Suggestions included labeling exterior windows, which had been planned and has since been completed. Investigation of film for windows in main office, and front doors as well as classroom windows is being explored. Some areas with limited communication in the building will be addressed. It was a relief that the law enforcement officers thought our practices and reinforcements with our population of students was exceptional.

Northern Hills Academy

November was a busy month at Northern Hills Academy. On Wednesday, November 18th, NHA students and staff participated in our Thanksgiving Feast. We had approximately 30 parents join us. Ronetco Supermarkets generously donated three turkeys which were prepared by staff and served to students, faculty and guests. Ms. Jeanne Ortiz coordinated and oversaw the event, making sure that it ran smoothly.

There continues to be ongoing interest in placements at NHA, with continued phone calls and visits from CST case managers and parents. Administration is also working collaboratively with districts to ensure proper administration of the PARCC test. NHA has been approved as a paper and pencil testing site and this option is being offered to sending school districts. This was a direct result of districts asking Superintendent to investigate this request as an out of district placement. Our teaching staff will ensure that students have the appropriate instructional practice materials. Dog therapy and music resumed this month, in addition to our parent-led art program. The Sparta Police Department observed this month's Active Shooter Drill and provided feedback and suggestions to strengthen our preparedness and safety planning.

Parent Training Academy continued with the topic of "Transition" presented by SPAN. It had limited attendance, however all that attended agreed that if 1 parent can learn from other parent experiences, holding the meetings with limited attendance is best for SCESC families. The next parent training is scheduled for December 15th and this event will focus on the topic of "Guardianship" for special needs families.

Non Public

Superintendent attended state-wide non-public meeting with the main topic including the NP Audits. Superintendent again requested a fiscal manual for non-public programming be provided. If the NJDOE-Office of Fiscal Accountability, holds ESC's and School Districts responsible for financial management, the office should provide a manual with guided suggestions and/or a manual that provides information from the comprehensive audits completed with recommendations about how ESC's and SSSD's are not providing the fiscal management appropriately.

Closer to home, administration met with Newton School District Business Administrator and the NJDOE Office of Fiscal Accountability regarding the audit recommendations. A corrective action plan was developed mutually with Newton School District regarding an over-payment by the state to Newton in the amount of \$1067. Newton presented and their board of education approved the plan at their November 24, 2015 BOE meeting. All information is on file in SCESC Business Administrator's Office should anyone wish to review.

A meeting was held with SCESC administration and Asst. Business Administrator at Sparta School District. All information has been provided via Corrective Action Plan on behalf of SCESC Non Public Programming. Information about presentation to Sparta BOE and results of Sparta BOE meeting is pending. Sussex County ESC Administrative Team offered to attend the Sparta BOE meeting, if necessary.

Home instruction has steadily increased within Non Public programming. Sussex ESC has offered the teaching opportunities to all staff.

Public Itinerant

Requests for proposal came from Bloomingdale Public Schools regarding special education team outsourcing. Business Administrator and Superintendent met with Interim-Superintendent to review and discuss. A district in Sussex has requested information regarding a temporary CST Supervisor to tide them over so they can review while they are in negotiations.

X. BUSINESS ADMINISTRATOR'S REPORT

The HVAC upgrades for the new classroom addition has started. The permits are under review by Sparta, and it is taking longer than expected to get the permits. They are considering the little unit outside a separate structure and the permits are at the zoning department. We should hear something this week from them.

Jackie and I attended an Affordable Care Act Reporting Workshop last week. The workshop reviewed different reporting scenarios, and was very beneficial.

The GASB 68 information came out about 2 weeks ago for the audit. The auditors are in the process of finishing up the audit.

XI. PUBLIC PARTICIPATION

There was no public participation.

XII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Ross, seconded by Ms. Joyce Anderson, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:25 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 December 7, 2015 for the purpose of negotiations.

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. Risley, seconded by Mr. Morel, to close the Executive Session, all voiced in favor at 8:04 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:04 p.m.

XIII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Risley, seconded by Ms. Ross, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 8:11 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 December 7, 2015 for the purpose of Harrasment, Intimidation & Bullying.

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. Ross, seconded by Ms. Risley, to close the Executive Session, all voiced in favor at 8:13 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:13 p.m.

XIV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

- 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
Jennifer Fratangelo	Part-time Paraprofessional	\$13.35 per hour	1	11/16/15-6/30/16
Camile Santana	Part-time Paraprofessional	\$13.35 per hour	1	12/8/15-6/30/16
TBD	Part-time Paraprofessional	Not to exceed \$25.25 per hour	Not to exceed 26	TBD – 6/30/16
TBD	Part-time Paraprofessional	Not to exceed \$25.25 per hour	Not to exceed 26	TBD – 6/30/16
TBD	Part-time Paraprofessional	Not to exceed \$25.25 per hour	Not to exceed 26	TBD – 6/30/16

*Salary subject to change upon Contract Ratification

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

NAME	POSITION	EFFECTIVE DATE	MEMO
Jennifer Fratangelo	Part-time Paraprofessional	11/24/15	
Jennifer D'Alessandro	Part-time Paraprofessional	12/18/15	

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Stacey Fazio as Confidential Administrative Assistant to the Superintendent / Principal at an annual salary of \$56,500, prorated for the remainder of the 15-16 school year, pending completion of all paperwork, effective January 4, 2016.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the extended leave of absence request of employee number 549 from January 1, 2016 through June 30, 2016, as per the SCESC Educational Services Employees' Association Agreement Article XVIII: Family , Medical and Unpaid Leave of Absence.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Alyssa Summer, as a Long-Term Substitute from January 4, 2016 – June 30, 2016 at Northern Hills Academy at Step 1, rate \$46,000 with benefits.

*Salary subject to change upon Contract Ratification

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

Motion is carried

B. FINANCE

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Memorandum of Agreement between the SCESC and the Educational Service Employees' Association, Inc.

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

Motion is carried

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

November 2015 Payroll	\$235,246.14
December (Fund 10) List of Bills	\$ 92,650.60
December (Fund20) List of Bills	\$ 453.90

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for October 2015 (as attached).
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for October 2015.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for October 2015 of \$17,363.00.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised cafeteria plan document, as attached.

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve a resolution concerning Chapter 78 – Section 125 Flexible Spending Account and Premium Only Plans.

Pursuant to the requirements of N.J.P.L. 2011 Chapter 78, the Sussex County Educational Services Commission hereby resolves to continue a Section 125 Flexible Spending Account (FSA) program for the period of January 1, 2015 – December 31, 2016.

1. The Commission designates AmeriFlex as FSA Administrator.
2. The Commission establishes an annual maximum employee contribution of \$2,550.00 for FSA and \$5,000 for DCA.

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

Motion is carried

C. 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
School-wide	12/8/15	Rockaway Mall CBI Trip	Rockaway, NJ	Cost: \$0.00 Transportation: \$1,181.48
School-wide	12/16/15	Bow Tie Cinema Movies	Succasana, NJ	Cost: \$5 per ticket Transportation: \$1,139.00

2. **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	11/23/15	Hamburg, NJ	Administrative Secondary Practicum	Cost: 0.00
Ricki Block	12/14/15	Online	Focus on Communicating: Speech & AAC Systems	Cost: \$0.00
Dana Nucera	12/1/15	Newton, NJ	Positive Behavior Support – Parent Advocacy	Cost: \$0.00 Mileage: TBD
Ricki Block	11/17/15	Online	The SCERTS Model	Cost: \$0.00

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

Motion is carried

D. HARRASSMENT, INTIMIDATION & BULLYING

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 11977 reported on 11/13/15 for the reasons set forth in the Superintendent's Report to the Board and directs the School Business Administrator / Board Secretary to transmit a copy of the Boards decision to the affected students' parents forthwith.

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

Motion is carried

E. BUILDINGS AND GROUNDS

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the lowest quote received from Cifelli & Son General Construction, Inc. for removal of the existing dumpster pad and installation of a second dumpster pad, in the amount of \$5,450.00, as attached.

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

Motion is carried

XV. OLD BUSINESS:

- Goal Setting Action Plan -- Will be completed for the next meeting
- Rutgers Marketing Information.

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

At 8:25 P. M.

Respectfully Submitted,



Erin Dunstan
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

January 11, 2016 at 7 PM