

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

January Minutes

January 11, 2016

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 7:06
BYRAM	MARY ANN RISLEY	ABSENT
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	CANDICE SMITH	PRESENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	WALTER KRYNICKY	ABSENT
VERNON	DAVID ZWEIER	PRESENT

ALSO PRESENT: Andrea Romano – Superintendent
Erin Dunstan – Business Administrator / Board Secretary
Tom Ferry – Auditor
Eric Harrison – Esq.
Jeanne Ortiz – Physical Therapist
Christine Rudinsky - Teacher

V. OATH OF OFFICE NEW BOARD OF DIRECTOR

Ms. Dunstan led the oath of office to Ms. Smith.

VI. APPROVAL OF THE MINUTES

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

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

Motion is carried

Mr. Morel arrived.

VII. PRESIDENT'S COMMENTS:

VIII. CORRESPONDENCE

1. SCESC offers Special Needs Parent Training Academy

IX. COMMITTEE REPORTS-

Personnel – none

Negotiations - none

Buildings and Grounds / Finance – The finance committee met on 1/7/16 to discuss the rates for the 2016-2017 school year. There will be a 2% increase in the tuition rates for next year. There was no increase in the 2015-2016 school year. We also reviewed the Itinerant rates and we have decided to decrease the administrative charge from 6% to 3%.

Programs and Services / Policy- none

X. SUPERINTENDENT'S REPORT

The month of December included our yearly visit from Santa with gifts for all students donated by Ronetco Shop Rite of Newton. Students also received gifts generously donated through the NHA PTO. Classroom doors were decorated with scenes from different holiday movies and television shows. Holiday- In- Motion serenaded everyone with an acappella holiday concert. The PTA sponsored a Holiday Shoppe that allowed our students an opportunity to purchase gifts for family (and served as a fundraiser for NHA as well.)

2015-2016 student school photos and class photos were taken. School Craft donates all the school pictures for each student and class photos for every student to take home. They continue to be incredibly generous with taking pictures for Northern Hills Academy.

As a warmer alternative to our monthly swimming trip, students were able to go to the movies. They saw the new Peanuts movie in Sparta and loved it. Students acquire skills in social skills, orient themselves to local businesses and practice both money skills and communication skills. Swimming will resume in March.

The month culminated in a spirited Cookies and Caroling Sing Along that included students, staff and parents

XI. BUSINESS ADMINISTRATOR'S REPORT

Ms. Dunstan introduced Thomas Ferry from the auditing firm Ferraioli, Wielkatz, Cerullo & Cuva, P.A. who presented the results of the 2014/2015 fiscal year audit. The synopsis of the audit were available to those present.

XII. PUBLIC PARTICIPATION

Ms. Ortiz thanked the board for allowing her to do her Educational Administration Elementary Practicum at NHA.

XIII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Mr. Morel, seconded by Ms. Faye, 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 January 11, 2016 for the purpose of legal.

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. Douglas, seconded by Ms. Smith, to close the Executive Session, all voiced in favor at 8:10 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:10 p.m.

XIV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **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 28 hours a week, pending completion of all paperwork.

NAME	POSITION	SALARY	STEP	EFFECTIVE DATE
Sandra Zaruba	Part-time Paraprofessional	\$13.41 per hour	1	1/12/16 – 6/30/16
Elena Fochs	Part-time Paraprofessional	\$13.41 per hour	1	1/4/16 – 6/30/16
Roscio Uribe	Part-time Paraprofessional	\$14.10 per hour	6	1/12/16 – 6/30/16

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following substitute teachers as needed, not to exceed 28 hours a week.

NAME	POSITION	SALARY	EFFECTIVE DATE
Valerie Puco	Substitute Teacher	\$75 per day	1/12/16 – 6/30/16

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following substitute paraprofessionals as needed, not to exceed 28 hours a week.

NAME	POSITON	SALARY	EFFECTIVE DATE
Valerie Puco	Substitute Paraprofessional	\$54 per day	1/12/16 – 6/30/16
Morgan Euston	Substitute Paraprofessional	\$54 per day	1/4/16 – 6/30/16

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Stephen Bakovica, Part-time Non-public Long Term Substitute from January 11, 2016 – June 30, 2016 at a rate of \$23.90 per hour, step 3, pending completion of all required paperwork, not to exceed 28 hours a week.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Stephen Bakovica, Part-time Paraprofessional from January 11, 2016 – June 30, 2016 at a rate of \$13.61, step 3, pending completion of all required paperwork, not to exceed 28 hours a week.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Stephen Bakovica, Substitute Teacher at Northern Hills Academy from January 11, 2106 – June 30, 2016 at a rate of \$13.61 plus \$5 per hour, pending completion of all required paperwork, not to exceed 28 hours a week.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payout of accumulated sick and vacation for Barbara Talmadge in the amount of \$5,000 for sick and \$2,820.63 for vacation, for a total of \$7,820.63.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payout of accumulated sick and vacation for Sharon Haggerty in the amount of \$1,506.25 for sick and \$1,320.80 for vacation, for a total of \$2,827.05.
9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payout of accumulated sick time for Fuh Mei Han, in the amount of \$4,500.00.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the transfer of Jackie Klinger from Confidential Administrative Assistant to Business Administrator and Non-public programs to Confidential Administrative Assistant to the Business Administrator effective 1/4/16.
11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the salary increase for Jackie Klinger, Confidential Administrative Assistant to the Business Administrator, in the amount of \$10,000.00 (prorated), effective 1/1/16 – 6/30/16.
12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of a part time Chapter 226 nurse, Patricia Campbell at the rate of \$29.01, Step 11, no benefits, from January 5, 2016 – June 30, 2016, not to exceed 29.75 hours a week, pending completion of paperwork and grant funding.
13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve a medical leave of absence under the FMLA for the following staff member(s):

1. Employee number 00656, from January 12, 2016 through February 2, 2016, subject to adjustment to reflect actual dates of absence (with continuation of medical benefits).

(Note FMLA leave is unpaid but runs concurrent with any unused, accumulated paid leave available to the employee.)

14. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the leave of absence request for employee number 00636 from January 1, 2016 through June 30, 2016 as per the SCESC Educational Services Employees' Association Agreement Article XVIII: Family, Medical, and Unpaid Extended Leave of Absence.

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

Motion is carried

B. FINANCE

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

December 2015 Payroll	\$236,957.39
December (Fund 10) Additional Bills	\$ 27,520.50
January (Fund 10) List of Bills	\$134,999.23
January (Fund20) List of Bills	\$ 2,500.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for November 2015 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for November 2015.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for November 2015 of \$3,208.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Sussex County ESC Tuition rates for the 2016-2017 school year for Northern Hills Academy, as attached.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Sussex County ESC Public Itinerant rates for the 2016-2017 school year, as attached.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the Comprehensive Annual Financial Report and Auditors' Management Report on Administrative Findings as presented by the Districts auditing firm Ferraioli, Wielkotz, Cerullo & Cuva for the fiscal year ending June 30, 2015.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following Corrective Action Plan resulting from the 2014-2015 fiscal year audit.

Recommendation Number	Correction Action Approved by the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
9a.	All 407-1 forms will have the Superintendent's signature and be available for audit.	Confidential Administrative Assistant to Non-public will stamp all 407-1 forms with Superintendent's signature when received or Superintendent will sign.	Superintendent	1/30/16

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

Motion is carried

C. PROGRAMS AND SERVICES

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2015-2016 District and Board Goals, as attached.
- 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	1/15/16	House of Sports	Sparta, NJ	Cost: \$195 Transportation: \$901.44
School-wide	2/19/16	Sparta Lanes	Sparta, NJ	Cost: \$135 Transportation: \$901.44

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

Staff Member	Date	Location	Program	Cost
Sara Klejmont	2/4/16	Parsippany, NJ	Managing Challenging Patient & Family Behaviors	Cost: \$189.99 Mileage: TBD
Alyssa Summer	1/29/16	Sparta, NJ	Writing Goals and Objectives	Cost: \$0.00 Mileage: YBD
Jennifer Beshada	1/29/16	Sparta, NJ	Writing Goals and Objectives	Cost: \$0.00 Mileage: TBD
Dana Nucera	3/23/16	Lafayette, NJ	ABC's of HIB & School Climate Teams	Cost: \$35 Mileage: TBD

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

Motion is carried

XV. OLD BUSINESS:

NEW BUSINESS:

XVI. 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 Ms. Carlson and Seconded by Mr. Morel.

At 8:22 P. M.

Respectfully Submitted,



Erin Dunstan
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

February 1, 2016 at 7 PM