

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

April Minutes

April 4, 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 7:10 PM |
| BYRAM | MARY ANN RISLEY | PRESENT |
| FRANKLIN | SUZANNE ROSS | ABSENT |
| FREDON | THOMAS KNUTELSKY | ABSENT |
| HAMBURG | CHARLOTTE AMBROSE | PRESENT |
| HAMPTON | JOYCE ANDERSON | PRESENT |
| HARDYSTON | NICK DEMSAK | ABSENT |
| HIGH POINT | DEBBIE ANDERSON | PRESENT |
| HOPATCONG | CANDICE SMITH | PRESENT |
| KITTATINNY | MOIRA DOUGLAS | PRESENT |
| LAFAYETTE | LISA CARLSON | PRESENT |
| NEWTON | JOANIE FAYE | ABSENT |
| STANHOPE | GIL MOSCATELLO | PRESENT |
| SUSSEX-WANTAGE | SUSAN LANGAN | ABSENT |
| VERNON | DAVID ZWEIER | PRESENT |

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

V. APPROVAL OF THE MINUTES

Motion by Mr. Morel, Seconded by Ms. Ambrose, to approve the following minutes:

March 7, 2016 Regular Meeting
March 7, 2016 Executive Session

Voice vote: All in favor

Motion is carried.

VI. PRESIDENT'S COMMENTS:

Mr. Moscatello stated that we went to mediation on March 17th and we will be reporting out with favorable results tonight.

VII. CORRESPONDENCE

1. Thank you letter from Sparta Elk's Lodge
2. Thank you letter to Skyland's Gallery & Studio
3. Thank you letter for Art Show Donation
4. 2015-2016 Needs Assessment Survey

VIII. COMMITTEE REPORTS-

Personnel – none
Negotiations - none
Buildings and Grounds / Finance – none
Programs and Services / Policy- none

IX. SUPERINTENDENT'S REPORT

Ms. Romano stated that she attended the Women's Leadership Conference and thought it was very beneficial.

Ms. Romano said we are currently working through the non-public consolidation. We are holding the annual non-public meetings and hearing positive things from the non-public schools.

X. BUSINESS ADMINISTRATOR'S REPORT

Over spring break we packed up old files and brought them to the storage unit. We also cleaned out the storage unit and compiled a list of documents we can shred.

We have completed the retro pay and the checks will be issued April 7th.

XI. PUBLIC PARTICIPATION

There was no public participation.

XII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the resignations of the Alesandra Kasharian on the account of retirement, Northern Hills Academy Teacher, effective 4/1/16.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following:

| Name | Position | Salary | Step | Effective Date |
|------|---------------------------|---|-----------|----------------|
| TBD | Leave Replacement Teacher | Not to exceed \$46,875 (prorated from date of hire – 6/30/16) | Step 1 BA | TBD |

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

| | |
|-------------------------------|--------------|
| March 2016 Payroll | \$250,826.18 |
| March (Fund 10) List of Bills | \$60,681.39 |
| March (Fund 20) List of Bills | \$1,151.44 |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February 2016 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for February 2016.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for February 2016 of \$9,684.00.

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

| | | | |
|---------------|----------------|---------------|--------|
| Hopatcong Aye | Kittatinny Aye | Lafayette Aye | Newton |
| Stanhope Aye | Sussex-Wantage | Vernon Aye | |

Motion is carried

C. PROGRAMS AND SERVICES

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

| Staff Member | Date | Location | Workshop | Cost |
|--------------------------------|----------------|-----------------|---|------------------------------------|
| Erin Dunstan | 6/8/16-6/10/16 | Atlantic City | NJASBO Conference | Cost: \$150.00 Mileage: TBD |
| Jeanne Ortiz | 3/15/16 | Hardyston, NJ | Creating an Inclusive Future Using Person Centered Planning | Cost: \$0.00 Mileage: TBD |
| Karra Hansen-Mueller | 3/15/16 | Hardyston, NJ | Creating an Inclusive Future Using Person Centered Planning | Cost: \$0.00 Mileage: TBD |
| Katie McNamara | 4/14/16 | Long Branch, NJ | NJSHA Annual Speech Convention | Cost: \$175.00 Mileage: \$58.90 |
| Sara Klejmont | 4/14/16 | Newton, NJ | Project Self Sufficiency Meeting | Cost: \$0.00 Mileage: TBD |
| Erin Dunstan Jackie Klinger | 5/5/16 | Washington, NJ | CDK End of Year Meeting - Personnel | Cost: \$0.00 Mileage: TBD |
| Erin Dunstan Jackie Klinger | 5/11/16 | Washington, NJ | CDK End of Year Meeting - Accounting | Cost: \$0.00 Mileage: TBD |
| Jennifer Kaufman | 4/12/16 | Newton, NJ | Megan's Law Training | Cost: \$0.00 Mileage: TBD |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation from Maribeth Seely in the amount of \$25.00 from the art show.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Sussex County ESC school calendar for 2016-2017 ESY and regular school year as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Sussex County ESC school calendar revision for the 2015-2016 school year 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 Hardyston Township School District.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the Comprehensive Equity Plan Needs Assessment for the 2016/2017 school year through the 2018/2019 school year along with the Statement of Assurance for the 2016/2017 school year.

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

Motion is carried

XIII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Joyce Anderson, seconded by Ms. Ambrose, to adopt the following resolution and enter into closed Executive Session, all in favor at 7:16 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 April 4, 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. Smith, seconded by Ms. Risley, to close the Executive Session, all in favor at 7:36 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:36 p.m.

XIV. OLD BUSINESS:

1. Superintendent's Evaluation – Due April 21, 2016

NEW BUSINESS:

1. Board Evaluation – Due by May 15, 2016

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. OTHER BOARD ACTION

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the settlement agreement through New Jersey School Boards Insurance Group, claim number XB-0164 in the amount of \$36,000.00

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

Motion is carried

XVII. ADJOURNMENT

- a. There being no further business to come before the Board, the Meeting was called to adjourn by Ms. Smith and Seconded by Ms. Douglas, all in favor.

At 7:45 P. M.

Respectfully Submitted,

Erin Dunstan
Business Administrator / Board Secretary

Important dates:

**NEXT BOARD MEETING:
May 2, 2016 at 7 PM**