

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

September Minutes

September 12, 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
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	ABSENT
HAMPTON	JOYCE ANDERSON	ABSENT
HARDYSTON	SUSANA POHL	PRESENT
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	TBD	ABSENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSZAN LANGAN	PRESENT
VERNON	DAVID ZWEIER	PRESENT

ALSO PRESENT: Andrea Romano – Superintendent  
Erin Siipola – School Business Administrator / Board Secretary  
Jennifer Cook – Principal

V. OATH OF OFFICE

Mrs. Siipola administered the Oath of Office to Mr. Zweier.

VI. APPROVAL OF THE MINUTES

Motion by Ms. Risley, Seconded by Ms. Faye, to approve the following minutes:

Voice vote: All in favor.

Abstain: Mr. Morel

**VII. PRESIDENT'S COMMENTS:**

**VIII. CORRESPONDENCE**

1. Northern Hills Academy – Back – 2 – School Night

**IX. COMMITTEE REPORTS-**

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

**X. SUPERINTENDENT'S REPORT**

The 2016-2017 school year opened successfully for the NHA School and for the programs under Non-Public and Public Itinerant Education. All staff of Sussex ESC was in attendance on September 1<sup>st</sup> and 2<sup>nd</sup> for orientation and in-service training. As typical with new school years, everyone was excited to start the school year. In the crowd were many new faces and a wealth of experiences to draw from. New hires in each program were introduced and the great news about transfers/promotion of some employees across programs were welcomed. In addition, the new administrative team was able to introduce themselves and provide all an opportunity to get to know them a little better.

Two days of professional development were held included for staff. Initially required trainings were presented by the Administrative Team inclusive of Superintendent, Principal and School Business Administrator. The required trainings from the nurse's office will be featured at faculty meetings throughout the first month of school. Information about substance abuse, suicide prevention, affirmative action, and child welfare referral services were provided. Certificated staff welcomed initial and refresher training on the Stronge + Teacher Evaluation program.

Connections to professional development and teaching strategies were followed up on by Superintendent. The hot topic of student growth objectives was the final area of concentration. Superintendent Andrea Romano presented the goals of SGO's and how the SGO's would be integrated into special education teacher rosters. In collaboration with DEAC, further trainings and timelines will be reviewed.

Feedback on the orientation and first days' professional development programming has been positive. A true learning environment has been established for the 2016-2017 school year with the focus being in the areas of curriculum and lesson planning. Principal Jenny Cook has already been involved in setting goals with teachers and staff.

**Northern Hills Academy**

Life at NHA throughout August remained busy. The Extended School Year closed on August 16<sup>th</sup>. NHA had two weeks to prep the building for opening day. All floors have been scrubbed and waxed and custodians are being assigned responsibilities which should maintain the floors in this shining condition. Room 106 and 107 have been repainted. With the many moves and program changes, each classroom had maintenance issues and moves to be made. The maintenance staff worked tirelessly to ensure a smooth opening.

Twenty school districts have contracted for student tuition placements at Northern Hills Academy. The total student population to begin with is 34 students.

## **Non Public**

Non-public school services continue with the transition of the new middle school at Pope John through Sparta Schools. To date, all nursing personnel have been secured. The majority of speech personnel have been hired through Sussex County ESC with J&B supplementing the needs.

The staff has been diligently working on student schedules and securing the paperwork from schools and parents to begin services. Current needs include a math teacher at the high school level.

## **Public School Services**

Sussex ESC has started the school year with several districts working under itinerant services. Schools have requested support with speech services. Currently we are providing speech services to Franklin School District 3 days per week, Sussex Vo-Tech 1 day per week, Wallkill Valley 2 days per week and Physical Therapy to Sussex Vo-Tech a few hours per week. Sussex ESC has several consultants placed in local public schools doing assessments and testing.

Professional development trainings start next week with Implementing High Quality Pre-School Training. GAFE training in Union County ESC is scheduled for September 29<sup>th</sup>.

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**

The business office has been busy getting all new employee's paperwork processed. We just had AFLAC and AXA in for the orientation so staff could sign up, if they wished. We have been working closely with non-public to transition the new Non-Public Confidential Administrative Assistant.

## **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 rescind the board motion on 6/27/16 approving the hiring for Jennifer Merkler for the 2016-2017 school year, at a rate of \$57,945 step 12 MA, with benefits, pending completion of all required paperwork.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the board motion on 6/27/16 approving the hiring for Jennifer Merkler, Speech Therapist for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$314.92 per diem step 12 MA, as needed, pending completion of all required paperwork.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the board motion on 8/29/16 for approving the hiring for Jennifer Merkler, full time speech therapist at a salary of \$57,945, step 4 MA with benefits effective September 1, 2016 – June 30, 2017.

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jennifer Merkler, speech therapist for the 2016 ESY program from 7/5/16 – 8/15/16 at a rate of \$314.92 per diem step 14 MA, as needed, pending completion of all required paperwork.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jennifer Merkler, speech therapist for the 2016-2017 at a salary of \$57,945, step 14 MA with benefits effective September 1, 2016 – June 30, 2017.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Lynn Rogers, non-public part-time nurse at \$33.06 per hour, step 16, pending grant funding, up to 28 hours a week, effective September 13, 2016 – June 30, 2017.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Brandi Allen, part-time para-professional at \$13.45 per hour, step 1, not to exceed 28 hours a week, effective September 13, 2016 – June 30, 2017.
8. **RESOLVED**, that the Sussex County Educational Services Commission approve the hiring of Lisa Zerner, part-time para-professional at a rate of \$14.12 per hour, step 6, not to exceed 28 hours a week, effective September 13, 2016 – June 30, 2017.
9. **RESOLVED**, that the Sussex County Educational Services Commission accept with regret the letter of resignation from Sally Crabb, effective September 16, 2016.
10. **RESOLVED**, that the Sussex County Educational Services Commission approve the reduction in force for Andover Itinerant CST Supervisor Dureen Everett, effective October 31, 2016.
11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind Cassidy Zaruba as a substitute para-professional at a rate of \$54 per diem, as needed, from September 1, 2016 – June 30, 2017.
12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Cassidy Zaruba as a part-time para-professional at a rate of \$13.45 per hour, step 1, effective September 1, 2016 – June 30, 2017.
13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payout for accumulated sick time for Sharon Ryker upon retirement in the amount of \$387.50.

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

**Motion is carried**

**B. POLICY**

1. Resolved that the Sussex County Educational Services Commission Board of Directors approve the first readings of the following bylaw, policy and regulation updates:

Bylaws 0167	Public Participation in Board meetings
Bylaws 0168	Recording Board Meetings
Policy 1140	Affirmative Action
Policy 1523	Comprehensive equity Plan
Policy 1530	Equal Employment Opportunities

Regulation 1530	Equal Employment Opportunities Complaint Procedure
Policy 1550	AA Program for Employment and Contract Practices
Policy 2200	Curriculum Content
Regulation 2200	Curriculum Content
Policy 2260	AA Program for School and Classroom Practices
Policy 2411	Guidance Counseling
Regulation 2411	Guidance Counseling
Policy 2422	Health and Physical Education
Policy 2423	Bilingual and ESL Education
Regulation 2423	Bilingual and ESL Education
Policy 2610	Educational Program Evaluation
Policy 2622	Student Assessment
Policy 3111	Creating Positions
Policy 3124	Employment Contract
Policy 3125	Employment of Teaching Staff members
Policy 3125.2	Employment of Substitute Teachers
Policy 3126	District Mentoring Program
Regulation 3126	District Mentoring Program
Policy 3141	Resignation
Policy 3144	Certification of Tenure Charges
Regulation 3144	Certification of Tenure Charges
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities
Policy 3123	Outside Employment as Athletic Coach
Policy 3240	Professional Development for Teachers and School Leaders
Regulation 3240	Professional Development for Teachers and School Leaders
Policy 4159	Support Staff Members/School district Reporting Responsibilities
Policy 5305	Health Services Personnel
Policy 5310	Health Services
Regulation 5310	Health Services
Regulation 5330	Administration of Medication
Policy 5330.01	Administration of Medical Marijuana
Regulation 5330.01	Administration of Medical Marijuana
Policy 5339	Screening for Dyslexia
Policy 5350	Suicide Prevention Prevention
Regulation 5350	Student Suicide
Policy 5460	High School Graduation
Policy 5514	Student Use of Vehicles on School Grounds
Policy 5750	Equal Educational Opportunity
Policy 5755	Equity in Educational Programs and Services
Policy 7481	Unmanned Aircrafts Systems
Policy 8441	Care of Injured and Ill Persons
Regulation8441	Care of Injured and Ill Persons
Policy 8454	Management of Pediculosis
Policy 8462	Reporting Potentially Missing or Abused Children
Regulation 8462	Reporting Potentially Missing or Abused Children
Policy 8630	Bus Driver/Bus Aide Responsibility
Regulation 8630	Emergency School Bus Procedures
Policy 9541	Student Teachers/Interns

MOVE: Mr. Morel		2ND: Mr. Zweier	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg	Hampton	Hardyston Aye	High Point Aye
Hopatcong	Kittatinny	Lafayette Aye	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	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 Payroll	\$ 157,721.96	1
September(Fund 10) List of Bills	\$ 15,694.21	

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for July 2016 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for July 2016.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in July 2016 of \$65,275.00.

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

**Motion is carried**

**D. 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	Program	Cost
Andrea Romano	10/28/16	Webinar	Insider's Guide to Legal	Cost: \$25.00
Chris Rudinsky	9/21/16	Rockaway, NJ	Play Safe! Be Safe!	Cost: \$0.00 Mileage- TBD
Dana Nucera	10/4/16, 12/6/16, 2/2/17, 4/4/17, 6/6/17	Newton, NJ	Anti-Bullying Specialist Workshop	Cost: \$0.00 Mileage: \$18.25 for all meetings
Caitlin Diaz	10/12/16	West Windsor, NJ	Strategies for Teaching Students with Vision Impairments	Cost: \$0.00 Mileage: \$24.95
Jennifer Cook	10/18/16	Parsippany, NJ	Conversation Around Curriculum and Instruction:	Cost: \$0.00 Mileage: TBD

			Building the Curriculum Framework	
Sara Klejmont	10/19/16, 11/16/16, 12/21/16, 1/18/17, 2/15/17, 3/15/17, 5/17/17	Newton, NJ	Monthly Youth Services Commission Workshops	Cost:\$0.00 Mileage: TBD
Chris Rudinsky	10/21/16	Ewing, NJ	NJ Association of Early Childhood Teacher Educators Training Workshop	Cost: \$0.00 Mileage: TBD
Dana Nucera	11/1/16, 1/3/17, 3/7/17, 5/2/17	Newton, NJ	School Support Network Meeting Workshops	Cost: \$0.00 Mileage: TBD
Dana Nucera	11/2/16	Toms River, NJ	HIB Prevention Training Program	Cost: \$125.00 Mileage: \$63.24
Sara Klejmont	12/2/16	Parsippany, NJ	Play Therapy Techniques That You Can Use Today	Cost: \$129.00 Mileage: TBD
Chris Rudinsky	9/16/16, 10/14/16, 11/18/16, 12/9/16m 1/13/17, 2/10/17, 3/10/17, 4/28/17, 5/5/17	Northern Hills Academy, Sparta, NJ	Implementing High Quality Preschool	Cost: \$0.00
Judi Rinaldi	9/29/16	Union County ESC	GAFE	Cost: \$0.00 Mileage: TBD
Rebecca Pietrowski	9/13/16, 10/18/16, 11/15/16, 12/9/16, 1/10/17, 2/14/17, 3/14/17, 4/26/17, 5/9/17	Trenton, NJ	Role of Pre-School Master Teacher	Cost: \$0.00 Mileage: 450.31

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts with the following school districts for non-public school services under 192/193, nursing and IDEA for the 2016-2017 school year.

Sparta Public School District	Hampton Township Public School District
Vernon Township Public School District	Kittatinny Regional High School
Green Public School District	Washington Township Public Schools, Warren County
Sussex-Wantage Regional School District	Warren Hills Regional School District

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2016-2017 non-Public Nursing and Chapter 192/193 funding, as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into tuition contracts with the following districts for their students to attend educational programs at Northern Hills Academy for the 2016-2017 school year at the approved tuition rates.

Butler Public Schools, Morris County	Byram Township School District
Frankford Township School District	Franklin Borough School District
Great Meadows Public School District, Warren County	Hampton Township School District
High Point Regional School District	Hopatcong Public School District

Jefferson Township Public School District	Lafayette Township School District
Lenape Valley Regional School District	Montague Township School District
North Warren School District, Warren County	Oxford School District, Warren County
Sparta Township Public School District	Sussex-Wantage Regional School District
Vernon Township School District	Wallkill Valley Regional School District

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following list of Community Based Instruction sites for the 2016-2017 school year.

Walmart  
 Stop and Shop  
 Kohl's  
 Sparta Library  
 YMCA

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

**Motion is carried**

**XIV. OLD BUSINESS:**

1. Board Self Evaluation – Mrs. Cook gave a presentation on how the Board Self Evaluation can be filled out in google docs.
2. School Boards Conference – Board members attending

**NEW BUSINESS:**

1. Redesigning website

**XV. PUBLIC PARTICIPATION**

There was no public participation.

**XVI. OTHER BOARD ACTION**

There was no other board action.

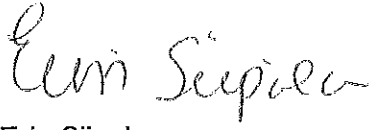
**XVII. ADJOURNMENT**

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

**At 7:45 P. M.**



Respectfully Submitted,



Erin Siipola  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**October 3, 2016 at 7 PM – Regular Meeting**