

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

January Executive Committee Meeting

January 9, 2017

EXECUTIVE COMMITTEE 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	ABSENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	ABSENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	SUSANA POHL	ABSENT
HIGH POINT	TBD	ABSENT
HOPATCONG	ANTHONY FASANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	ABSENT
VERNON	DAVID ZWEIER	PRESENT

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

V. APPROVAL OF THE MINUTES

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

December 5, 2016 Regular Meeting
December 5, 2016 Executive Session

Voice vote: All in favor (Mr. Morel, Ms. Carlson, and Mr. Moscatello)

Motion is carried,

VI. PRESIDENT'S COMMENTS:

Mr. Moscatello attended the Christmas Concert, it was very nice to see and everyone did a great job. It was an event that met something to the students.

VII. CORRESPONDENCE

1. Thank you for Pancake Breakfast
2. Parent Training
3. Northern Hills Academy 1st Annual Winter Ball

VIII. COMMITTEE REPORTS

Personnel & Negotiations – Next meeting 2/20/17 1 pm - Negotiations committee met tonight and received a rough draft of the Superintendent's contract. The committee is going to make a few more changes. Mr. Moscatello stated they would like it on the February agenda. Mr. Moscatello said at the December 12th personnel meeting they discussed offering a shared service for business office clerk to the school districts. They also discussed some issues with personnel in the area of facilities.

Buildings and Grounds / Finance - Next meeting 2/27/17 1 pm - Mr. Moscatello stated the shower is going to put on hold. SCESC would like to purchase a van first. The financial outlook was reviewed and there will be no increase in rates for the 2017-2018 school year. The audit report was great, there were no comments and recommendations.

Programs and Services / Policy - Next meeting 2/20/17 4:15 pm - Mr. Moscatello stated parent trainings will be starting on January 24th. There is an interest for itinerant services for paraprofessionals in a few school districts. The bylaws will be updated to allow districts outside of Sussex County to become member districts. The trainings at Lenape Valley are going very well.

IX. SUPERINTENDENT'S REPORT

Superintendent attended the Bomb Threat training in North Warren School District and has been working to update school security plans. In addition, Superintendent attended the ESC Council of NJ meeting to discuss marketing and branding the ESC's across the state. Conversation also included regulations regarding CDL instruction and how challenging it is to hire CDL candidates.

Teacher observations and evaluation cycle has kept administration busy. Between Supervisor Pam Brillante, Principal Jenny Cook and myself we are keeping on top of the evaluation cycle. Policy updates have been shared with staff.

Dialogue continues to occur regarding additional programming for SCESC. Superintendent met with Gus Modla, Sussex Vo-Tec Superintendent and Warren County Special Services Superintendent to discuss

collaborating on developing special needs programming at the Vo-Tec but under the guidance of SCESC/WCSSSD.

Planning has begun at NHA for a Winter Ball. It will be the first dance scheduled here at NHA. The PTO is assisting and supporting.

Northern Hills Academy

It was once again a very busy month with a lot of extracurricular activities and events. December's Monthly Curricular Themes were Winter Holidays, International Celebrations, and Gingerbread.

We started out December with a beautiful and very emotional Holiday Party thrown by the RoNetco Shoprites. Mr. Anthony Romano and his team of Santa and his helpers surprised all of our students with wonderful gifts. It was a very heartwarming experience and all of the students were very excited to visit with Santa.

NHA held its 1st ever Holiday Breakfast: Pancakes with Santa on Saturday, December 3rd. We had a wonderful turn-out and were very thankful for our BOE friends who attended the festivities. A special thank you to Ms. Jennifer Satmaria, OT, who chaired and planned the whole event. She showed hard work and a special commitment to our students that is commendable. Many of our staff and their families volunteered time to make this fundraiser a success! A big thank you for Ms. Satmaria and her team for their diligence and enthusiasm for the event.

December's Scouting Pack Meeting for the month was themed International Winter Celebrations. Ms. Jeanne Ortiz, PT, ran the program and a great time was had by all the students. A big thank you to Ms. Ortiz for running this vital program for our school.

SchoolCraft Studios in Sparta, donated their time, resources, and materials to NHA in the form of School pictures. The owner, Joe Crescione, had his studio come out to NHA and spend the day getting beautiful photographs taken of our students and classes to send home as a Holiday school picture gift. A very special thank you to SchoolCraft Studios for donating all of the pictures! They were beautifully done. In addition, the month of January they will be taking employee identification cards for free.

Our PTO president, Ms. Valerie Macchio, along with our lead paraprofessional, Ms. Judi Rinaldi, ran our Holiday Shop that enabled our students to go shopping for their loved ones during the Holiday season. Our Special Olympics Bowling Bears Team went bowling twice this month at Sparta Lanes and did an incredible job. Ms. Jennifer Beshada, teacher, ran a special activity, Polar Express Day at NHA. Students wore their pajamas and watched the movie, Polar Express, in our multi-purpose room being served some hot cocoa and homemade popcorn by Ms. Amber and the older students. Students had a great time! Thank you to Ms. Beshada.

Ms. Stacey Fazio, Administrative Assistant volunteered her time and donated over 80 homemade gingerbread butter cookie men for the students to decorate at a school-wide Gingerbread Day. Students participated in literacy, math and science activities within their classrooms in the morning and then came to a decorating party in the afternoon. Thank you to Ms. Fazio for leading this activity!

Ms. Rebecca Pietrowski not only became Mrs. Rebecca DeFeo this month, but managed to find time to also plan and led our December NHA clubs. Some examples: students participated in wacky science

experiments during Science Club such as exploding ivory soap into snow and experimenting with candy canes and milk. The Garden club learned about different conifers and then created beautiful holiday swags to bring home. Cooking club made cinnamon ornaments to bring home that just smelled delicious!

During the month of December we also welcomed two new students at NHA and look forward to growing with them and their family over the New Year. The administration hosted a teacher in-service on December 14th, that opened with a training regarding Paraprofessional Evaluations. Several other professional development workshops were presented as well. NHA's Behavior Specialist, Dana Nucera, presented, "Applied Behavior Analysis in the Classroom." Paraprofessional, Sean McElroy, presented "Techniques for Systematic Teaching and Reducing Behavior Challenges in Students with ASD." Our lead paraprofessional, Judi Rinaldi, presented new information regarding NHA's Job Skills Program. Thank you to all who presented! The in-service went well. Our staff finished up the month attending our Holiday Staff Meeting and Ugly Sweater Party on December 21st. All participants brought lots of cookies and participated in several funny holiday games.

The last day of school for the year brought a wonderful Winter Holiday Concert. Parents, families, and friends attended NHA's Holiday Concert in which all the classes participated to put on a fantastic show for all to enjoy! The concert was followed up by individual holiday class parties.

X. BUSINESS ADMINISTRATOR'S REPORT

We attended a workshop in Rockaway through NJASBO on Chart of Accounts Review and Artemis Record Retention. This workshop provided a lot of beneficial information from all the districts.

The business office has been working on completing the 1099 forms which are due the end of January.

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 hereby renews the employment contract of Andrea Romano subject to the terms of a mutually agreeable employment contract and final approval of same by the County Superintendent of Schools.
- 2. RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Dominique Gaston, as a substitute teacher at an hourly rate of \$23.19 step 1, effective January 3, 2017 through June 30, 2017.
- 3. RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the placement of Gianna Masino, student teacher from Seton Hall University for a clinical experience, a minimum of 60 hours from January 10, 2017 - April 28, 2017, pending completion of all required paperwork.

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the placement of Melissa Serna, Entry Level OTA from Eastwick College, for a clinical experience from January 10, 2017 - June 30, 2017, pending completion of all required paperwork.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following, pending completion of all required paperwork:

Name	Position	Rate	Effective Date	Memo
TBD	Part-time Paraprofessional	Not to exceed step 26 \$25.60 per hour	January 10, 2017 - June 30, 2017	Not to exceed 28 hours a week
Raymond Rios	Part-time Custodian	Step 6 \$19.18 per hour	January 10, 2017 - June 30, 2017	Not to exceed 25 hours a week
TBD	Part-time Music Teacher	Not to exceed step 19 \$35.25 per hour	January 10, 2017 - June 30, 2017	Not to exceed 28 hours a week
TBD	Part-time Adaptive PE Teacher	Not to exceed step 19 \$35.25 per hour	January 10, 2017 - June 30, 2017	Not to exceed 28 hours a week

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

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 0121 - Commission Membership
 P1510 - Americans with Disabilities Act - Policy
 R1510 - Americans with Disabilities Act - Regulation (M)
 P2418 - Section 504 of the Rehabilitation Act of 1973 - Students - Policy
 R2418 - Section 504 of the Rehabilitation Act of 1973 - Students - Regulation (M)
 P5116 - Education of Homeless Children - Policy
 R5116 - Education of Homeless Children - Regulation

P8330 - Student Records - Policy (M) Bylaws 0167
P8330 - Student Records - Regulation (M) Bylaws 0167

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

Motion is carried.

C. FINANCE

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

December Payroll	\$ 239,665.36
December (Fund 10) Check Register	\$ 500.00
January (Fund 10) Bills List	\$ 89,695.57
January (Fund 20) List of Bills	\$ 568.90

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for November 2016 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for November 2016.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget decrease in the amount of \$7,599.00
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the rates for the 2017-2018 school year, as attached.

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

Motion is carried.

D. PROGRAMS AND SERVICES

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the HIB-ITP Data Collection Report period 1 with a total of zero (0) HIB Incidents affirmed as submitted.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following workshops.

Staff Member	Date	Location	Program	Cost
Chris Rudinsky	12/13/16	Morris Plains, NJ	IEP Development	Cost: \$0.00 Mileage: TBD
Karra Hansen - Mueller	10/11/16	Stanhope,, NJ	Introduction to Positive Behavior Supports	Cost: \$75.00 Mileage: \$4.55

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

Staff Member	Date	Location	Program	Cost
Jackie Klinger	2/23/17	Morristown, NJ	Payroll Law 2017	Cost: \$149.00 Mileage: TBD
Erin Siipola	2/23/17	Morristown, NJ	Payroll Law 2017	Cost: \$149.00 Mileage: TBD
Jackie Klinger	12/8/16	Ogdensburg, NJ	GAFE Crash Course Workshop	Cost: \$140.00 Mileage: TBD
Stacey Fazio	12/8/16, 12/9/16	Ogdensburg, NJ	GAFE Crash Course Workshop	Cost: \$140.00 Mileage: TBD
Alyssa Summer	12/8/16, 12/9/16	Ogdensburg, NJ	GAFE Crash Course Workshop	Cost: \$140.00 Mileage: TBD
Jennifer Cook	12/8/16, 12/9/16	Ogdensburg, NJ	GAFE Crash Course Workshop	Cost: \$140.00 Mileage: TBD
Caitlin Diaz	12/8/16, 12/9/16	Ogdensburg, NJ	GAFE Crash Course Workshop	Cost: \$140.00 Mileage: TBD
Andrea Romano	2/23/17	Edison, NJ	Unacceptable Employee Behavior	Cost: \$199.00 Mileage: TBD
Jennifer Beshada	1/13/17	Lenape Valley Regional High School	Understanding Financial Literacy	Cost: \$0.00 Mileage: TBD
Erin Siipola	1/24/17	Trenton, NJ	The Power of Legal Information: Practical Issues to Keep School Administrators Current & Compliant	Cost: \$150.00 Mileage: TBD

Andrea Romano	1/24/17	Trenton, NJ	The Power of Legal Information: Practical Issues to Keep School Administrators Current & Compliant	Cost: \$150.00 Mileage: TB
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MOVE: Ms. Carlson		2ND: Mr. Morel	
Andover Aye	Byram	Franklin	Fredon
Hamburg	Hampton	Hardyston	High Point
Hopatcong	Kittatinny	Lafayette Aye	Newton
Stanhope Aye	Sussex-Wantage	Vernon	

Motion is carried.

XIII. OLD BUSINESS:

1. Looking for Committee to redo board self evaluation to make it more favorable to commissions.

NEW BUSINESS:

1. Filing of 2017 Personal/Relative and Financial Disclosure Statements.

XIV. PUBLIC PARTICIPATION

There was no public participation.

XV. OTHER BOARD ACTION

There was no other board action.

XVI. 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, all voiced in favor at 7:50 p.m..

At 7:50 P. M.

Respectfully Submitted,



Erin Siipola
Business Administrator / Board Secretary

Important Dates:

NEXT BOARD MEETING:

February 6, 2017 at 7 PM - Regular Meeting