

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

April Minutes

April 3, 2017

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	PRESENT
HAMPTON	JOYCE ANDERSON	ABSENT
HARDYSTON	SUSANA POHL	ABSENT
HIGH POINT	DEB ANDERSON	PRESENT
HOPATCONG	ANTHONY FASANO	PRESENT (Arrived7:09)
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	PRESENT
VERNON	DAVID ZWEIER	ABSENT

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 Ms. Ross, to approve the following minutes:

March 6, 2017 Regular Meeting

Voice vote: All voiced in favor

VI. PRESIDENT'S COMMENTS:

Mr. Moscatello stated he attended the celebrity reading and read to the pre-k and kindergarden groups. Mr. Mostacello was unable to attend the committee meetings. Our goal to offer business office support services to the County is moving forward.

VII. CORRESPONDENCE

1. April Calendar
2. Lunch Menu April
3. Parent Training
4. Autism Awareness Month - List of Activities
5. Color the Ribbon
6. Dress Down for Autism
7. Autism Fact Sheet
8. Questions & Answers About Autism

Mr. Fasano arrived.

VIII. COMMITTEE REPORTS

Personnel & Negotiations – None

Buildings and Grounds / Finance - None

Programs and Services / Policy - Ms. Carlson reported the committee had met and discussed policies that are listed on tonight's agenda. The policies on Board Member Participation in Board Meetings Via Telephone or Video Conference Call and Pre-Employment Physicals were not put on the agenda because our attorney is going to review them first.

IX. SUPERINTENDENT'S REPORT

"Oh, the places you'll go...." (keeping with the March theme) The Superintendent attended several meetings in a variety of school districts- Green, Sparta and Warren Hills. Meetings set for April will be Kittatinny, Hampton and Sussex Wantage. Additional meetings attended included - Professional Development and Special Ed Committee meetings through NJASA, Superintendent Roundtable and CST Director's Meeting. Esc Superintendent Roundtable and phone conferences with ESC's to discuss future programming opportunities. Networking with Superintendent's and CST Director's about needs for next school year.

March saw calendar changes for the current year and dates set for next school year. Programming for Summer finalized for ESY and SKIP. Budget reviews for our programs within our larger programs. Staff observations and evaluation discussions and meetings.

In addition, working collaboratively with schools to examine collaborative professional development days in 2017-2018 school year.

Northern Hills Academy

March was a literacy-packed month of Dr. Seuss and Rhyming fun! Even through snow days and wacky weather NHA managed to provide many opportunities and instructional activities for our students at NHA. March's Monthly Curricular Themes were Famous Women in History, Spring, Dr. Seuss and Read Across America, and Weather & Natural Disasters . Our Special Olympics Bowling Bears Team completed their bowling season this month at Sparta Lanes and did a wonderful job. Our bowling season ended with a beautiful awards ceremony with SONJ coming and giving out certificates and t-shirts to our coaches and players. March's Scouting Pack Meeting for the month was the Blue & Gold event in which Ms. Jeanne awarded all students with a scouting badge. We had our monthly visits from our furry friends with Pet Therapy. NHA monthly clubs were held and filled with activities such as planting seeds for our Mother's Day sale with Garden Club, creating wacky Dr. Seuss cupcakes in Cooking Club, learning about elephants (Horton Hears a Who) in Animal Club, making personalized bins in Photography Club and creating rain clouds in Science Club. NHA also had a school-wide bowling field trip where the students had a blast!

NHA celebrated National Reading Month with a kick-off assembly and author study about Theodor Seuss Geisel. Students read, "Green Eggs and Ham" and enjoyed a delicious lunch of green eggs with ham. We also had two weeks full of spirit days such as Wacky Wednesday, Inside-Out Day, Silly Sock Day, and more. On March 13th, we had NJ Devils player, Bruce Driver come out and read to our students. Many NHA students completed a Reading Log and earned prizes this month. On March 27th, we had a visit from Roxie Warner, Author of, "Mama, Mama! Which Animal Should I be?" Ms. Warner read her story and signed books for us. Completing our special month focused on reading and literacy we ended the month with a Celebrity Read. Check out our Twitter and Facebook accounts to see all the fun in photos!

For our March Professional Development and staff meetings, staff were provided training in Assessments. This is an ongoing topic and goal for the year. Staff worked in teams to create assessments based on specific goals and objectives. NHA sent in all APA binders for the Science assessment. We are starting to get ready for state assessments in April and May.

NHA once again participated in the Elk's Polar Plunge in Lake Mohawk. SCESC staff raised over \$500.00 to "Plunge the Principal." Staff came out to support Ms. Jenny in her little swim and NHA took home the coveted Plunge Trophy for the second year in a row. Thank you to everyone who donated and those who came out on a very cold and windy day to support the team. Thank you to Ms. Karra Hansen-Mueller, Mr. Mike Matthews, Ms. Christine Rudinsky, Ms. Jennifer Beshada, and Ms. Rebecca DeFeo for taking the plunge!

We are looking forward to a blossoming month of April!

Non-Public

NJDOE released the Non Public Consultation information with a reminder to all public schools that the consultation meetings are required to be held with reference to the new Nonpublic Manual. Districts in Sussex County have begun planning the meetings. SCESC is not responsible for hosting the meeting, but we tend to facilitate the conversations at the meeting regarding needs for the following year. SCESC and Sparta Child Study Team Director held an initial meeting to review services, discuss updated contract information and to begin preparation for the Consultation meetings. That meeting was held the beginning of April.

Ms. Romano met with the ESC and SSSD agencies responsible for administrating services under Non Public to review the new manuals and proposed changes to services. A letter was sent to NP Director Greg Kocher and his boss Jessani Gordon reviewing how the proposed changes will be more challenging to the Public School Districts we service. Ms. Romano then met with Ms. Gordon to review a standard operating procedure of Non Public and how the ESC's provide services. The 2 areas of the manual up for discussion, include processing and signing off of 407-1's and determining eligibility. Both of these areas are put on hold for 2017-2018 school year.

SCESC sent out all the information to Non Public regarding the NJDOE meeting to be held in Trenton with representatives from Non Public, IDEA and Financial Management. A representative from all the non public schools must attend as will SCESC Superintendent. SCESC attended an accreditation meeting for the Diocese of Paterson in support of educational services for non publics.

X. BUSINESS ADMINISTRATOR'S REPORT

Our budget has been approved by the County Office and the User Friendly Budget is up on our website. The Business Office has sent out the consultant contracts for the 2017-2018 school year. The annual contract with Willco is up this spring, on the agenda tonight you will see the motion to renew our annual contract with them for HVAC maintenance. There is no price increase for the contract.

The application for the Safety Grant is due May 31st. On the agenda for tonight is the approval of the submission of the Safety Grant Application. This year our Safety Grant is \$1,400.00

XI. PUBLIC PARTICIPATION

There was no public participation.

XII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Risley, seconded by Ms. Carlson, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:17 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 3, 2017 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 Mr. Morel, seconded by Ms. Risley, to close the Executive Session, all voiced in favor at p.m.:

The Board entered into Regular Session entered into Regular Session at 7:48 p.m.

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Jackie O'Connor, part-time adaptive physical education teacher, effective March 24, 2017.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Abigail Groggaard, part-time para-professional, effective April 3, 2017.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors hereby approves a Family Medical leave of absence for Erin Siipola commencing on or about May 18, 2017 (or sooner) until June 18, 2017 using accumulated sick days with benefits followed by as a child-rearing FMLA leave with benefits until on or about September 5, 2017 (some of which will be paid using accumulated sick days);

BE IT FURTHER RESOLVED, that the dates set forth in this resolution are subject to modification based upon the circumstances.

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Robyn Bezold, full time school nurse at a salary of \$49,030.00, BA step 4.

BE IT FURTHER RESOLVED, that Robyn Bezold will apply and be accepted into a New Jersey approved college program for the school nurse/non-instructional or instructional endorsement program by approved college program by June 30, 2017.

BE IT FURTHER RESOLVED, that Robyn Bezold will maintain a current New Jersey Registered Professional Nurse License issued by the the New Jersey State Board of Nursing, and an AED/CPR Certificate.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Juanita Petty, as Acting School Business Administrator / Board Secretary for Sussex County Educational Services Commission through the shared service agreement with Lafayette Township Board of Education beginning on or about May 18, 2017, or sooner if

circumstances warrant until the District's Business Administrator is able to resume her duties on or about September 5, 2017, at a per diem rate of \$500 per day, two days per week unless additional days are authorized by the Superintendent, pending completion of all required paperwork, and Department of Education approval.

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the increase in hours for Ray Rios, part-time custodian from 25 hours a week to 28 hours a week effective March 27, 2017 through June 30, 2017.
7. **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 Confidential Administrative Assistant	TBD	April 3, 2017	

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the substitute custodian rate at \$12 per hour.
9. **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	Substitute Custodian	\$12 per hour	April 3, 2017	

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Keribeth Walsh to observe the Occupational Therapy Program at Northern Hills Academy, from April 4, 2017 through June 25, 2017, pending completion of all required paperwork.

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

INTRODUCTION 0000.01
 INTRODUCTION 0000.02

Policy

Program 2415.06 UNSAFE SCHOOL CHOICE OPTION
 Program 2460 SPECIAL EDUCATION
 Program 2467 SURROGATE PARENTS AND FOSTER PARENTS
 Program 2622 STUDENT ASSESSMENT
 Students 5116 EDUCATION OF HOMELESS CHILDREN
 Students 5460 HIGH SCHOOL GRADUATION
 Property 7446 SCHOOL SECURITY PROGRAM
 Operations 8350 RECORDS RETENTION

Regulations

R 2460 SPECIAL EDUCATION
 R 2460.8 SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION
 R 2460.9 SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION PROGRAMS TO PRESCHOOL PROGRAMS
 R 2460.15 SPECIAL EDUCATION – IN-SERVICE TRAINING NEEDS FOR PROFESSIONAL AND PARAPROFESSIONAL STAFF
 R 2460.16 SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED STUDENTS

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

March Payroll	\$ 258,459.41
February (Fund 10) Check Register	\$ 19.45
April (Fund 10) Bills List	\$ 73,142.10
April (Fund 20) List of Bills	\$ 3,679.58
March (Fund 30) Check Register	\$ 63,041.72

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February 2017 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for February 2017.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$9,460.00
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the resolution to participate in the Sussex County Cooperative for field trips for the 2017-2018 school year, as attached.

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

Motion is carried.

D. PROGRAMS AND SERVICES

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following workshops.

Staff Member	Date	Location	Program	Cost
Erin Siipola	3/16/17	Rockaway, NJ	Purchasing	Part of annual subscription fee

2. **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	5/19/17	Monmouth University	Understanding the Impact of Trauma	Cost: \$98.00 Mileage: \$0.00
Jennifer Cook	4/12/17	Lenape Valley HS	NJDOE Science Assessments	Cost: \$0.00 Mileage: \$0.00
Jeanne Ortiz	4/01/17	Mt. Laurel, NJ	American Physical Therapy Association of NJ: Spring Conference	Cost: \$0.00 Mileage: \$0.00
Andrea Romano	April 6, 2017	Monmouth University	Conversation about School Law	Cost: \$0.00 Mileage: \$0.00
Andrea Romano	April 26 & 27, 2017	NJASA Headquarters, Trenton	School Administrator Training	Cost: \$395.00 Mileage: \$0.00

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the following NHA Field Trips.

Staff Member	Date	Field Trip	Location	Cost
Jeanne Ortiz	05/18/2017	Fishoree	Camp Allamuchy, NJ	Cost: \$15.00 Bus: TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission approve the 2017-2018 Northern Hills Academy school calendar, as attached.

5. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following Summer Kids Inclusion Program from July 10th- August 11th at a weekly rate of \$125.00 per week, per sibling, with the discounted rate of \$75.00 per additional sibling, per week pending student enrollment.

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

Motion is carried.

A brief discussion was held on the Summer Kids Inclusion Program.

E. BUILDING AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Willco Air Conditioning - Refrigeration - Heating, Inc. for maintenance on the HVAC system in the amount of \$3,256.00.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the 2017 Safety Grant Application, as attached.

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

Motion is carried.

XIV. OLD BUSINESS:

1. Filing of School Ethics forms must be completed by April 30, 2017.
2. NJSBA- Kathleen Hewela- will attend the June 26th meeting.

NEW BUSINESS:

1. Superintendent's Evaluation

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. Douglas, and Seconded by Ms. Risley, all voiced in favor.

At 8:16 P. M.

Respectfully Submitted,



Erin Siipola
Business Administrator / Board Secretary

Important Dates:

NEXT BOARD MEETING:

May 8, 2017 at 7 PM - Regular Meeting