

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

June Minutes

June 5, 2017

REPRESENTATIVE ASSEMBLY/REORGANIZATION /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

Current Board of Directors

ANDOVER	MIKE MOREL	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	GAYLE CARRICK	PRESENT (7:10)
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	NICK DEMSAK	PRESENT
HIGH POINT	DEBBIE ANDERSON	PRESENT
HOPATCONG	ANTHONY FASANO	PRESENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	PRESENT (7:15)
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	PRESENT
VERNON	ART DI BENEDETTO	PRESENT

Current Representative Assembly

GREEN	JENNIFER CINOTTI	PRESENT
LENAPE VALLEY	PAUL DI RUPO	PRESENT
MONTAGUE	ROBERT WALKER	PRESENT
OGDENSBURG	STACEY WALSH	PRESENT
SANDYSTON-WALPACK	PAT COOGAN	ABSENT

SPARTA
SUSSEX VO-TEC
WALLKILL

KAREN SCOTT
GUS MODLA
JAMES WRIGHT

PRESENT
PRESENT
ABSENT

ALSO PRESENT: Andrea Romano - Superintendent
Susan Decker - Acting Business Administrator/Board Secretary
Jennifer Cook - Principal
Jennifer Beshada - Teacher
Katie McNamar - Educational Specialist
Two Students of NHA

V. ACTION ON AGENDA ITEMS

1. **RESOLVED**, that the Representative Assembly set the number of Board of Directors at fifteen (15) and call for members to serve the Board for the period June 5, 2017 through June 4, 2018.

MOVE: Ms. Risley		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point Aye	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Montague	Newton	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage Aye	Vernon Aye	Wallkill Valley	

VI. NOMINATIONS

A. CALL FOR THE NOMINATION FOR THE BOARD OF DIRECTORS

ANDOVER
BYRAM
FRANKLIN
FREDON
HAMBURG
HAMPTON
HOPATCONG
KITTATINNY
LAFAYETTE
LENAPE VALLEY
NEWTON
STANHOPE
SUSSEX VO-TECH
SUSSEX-WANTAGE
VERNON

MIKE MOREL
MARY ANN RISLEY
SUZANNE ROSS
THOMAS KNUTELSKY
CHARLOTTE AMBROSE
JOYCE ANDERSON
ANTHONY FASANO
MOIRA DOUGLAS
LISA CARLSON
RICHARD KUNCKEN
JOANIE FAYE
GIL MOSCATELLO
GUS MODLA
SUSAN LANGAN
BRAD SPARTA

B. OATH OF ALLEGIANCE

Ms. Decker administered the oath of allegiance to the new board of directors.

C. CALL FOR THE NOMINATION FOR THE POSITION OF BOARD PRESIDENT

Nomination of Mr. Moscatello

Nominated by: Ms. Carlson

Seconded by: Ms. Anderson

MOVE: Ms. Carlson		2ND: Ms. Anderson	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Green	Hamburg Aye	Hampton Aye	Hardyston
High Point	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley Aye	Montague	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech Aye
Sussex-Wantage Aye	Vernon Aye	Wallkill Valley	

D. CALL FOR THE NOMINATION FOR THE BOARD VICE PRESIDENT

Nomination of Ms. Carlson

Nominated by: Ms. Anderson

Seconded by: Ms. Ross

MOVE: Ms. Anderson		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Green	Hamburg Aye	Hampton Aye	Hardyston
High Point	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley Aye	Montague	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech Aye

Sussex-Wantage Aye	Vernon Aye	Walkill Valley	
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THE NEW PRESIDENT ASSUMES AND PRESIDES OVER THE REMAINDER OF THE MEETING

VII. APPOINTMENT OF REPRESENTATIVES AND COMMITTEES BY THE PRESIDENT

1. Buildings and Grounds/Finance
2. Negotiations and Personnel
3. Programs and Services/Policy

Mr. Moscatello informed the directors that he would email them a form in which they could indicate their interest in serving on a committee.

VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION

1. **RESOLVED**, by the Board of Directors of the Sussex County Educational Services Commission that all existing bylaws and policies and regulations, contracts and agreements as established by act and practice of previous Boards of Directors and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution.
2. **RESOLVED**, that the following appointments be made for the period July 1, 2017, through June 30, 2018, or until a replacement is named:

WHEREAS, there exists a need for auditing, and architectural services

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Ferraioli, Wielkotz, Cerullo & Cuva, P.A. be appointed as auditors for the period July 1, 2017 – June 30, 2018 at a fee of \$14,800, for a maximum amount not to exceed \$25,000.00.

Parette Somjen Architects be appointed to provide architectural services at a rate of \$164 per hour for Principal and Partner License Architects for the period July 1, 2017 – June 30, 2018, for a maximum amount not to exceed \$100,000.00

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service

and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

Notice of Award of Professional Services

At its Reorganization Meeting of June 5, 2017, the Sussex County Educational Services Commission Board of Directors authorized the awarding of contracts to:

Ferraioli, Wielkocz, Cerullo & Cuva, P.A. be appointed as auditors for the period July 1, 2017 – June 30, 2018 at a fee of \$14,800, for a maximum amount not to exceed \$25,000.00

Parette Somjen Architects be appointed to provide architectural services at a rate of \$164.00 per hour for Principal and Partner License Architects for the period July 1, 2017 – June 30, 2018, for a maximum amount not to exceed \$100,000.00

This resolution and contracts are on file and available for public inspection at the in the School Business Administrator's office located at 10 Gall Court, Sparta, New Jersey.

3. **RESOLVED**, that the following appointment be made for the period July 1, 2017 – June 30, 2018, or until a replacement is named:

WHEREAS, there exists a need for legal services

WHEREAS, there are funds available for these purposes

WHEREAS, the Board solicited multiple proposals from legal firms; and

WHEREAS, the Board has determined the Provider's proposal to be most advantageous to the board; and

WHEREAS, that it is in the intention of the Board and Provider to enter into an agreement for legal services.

NOW, THEREFORE, BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$175.00 per hour for the period of July 1, 2017 – June 30, 2018, for a maximum amount not to exceed \$100,000.00

Notice of Award of Professional Services

At its Reorganization Meeting of June 5, 2017, the Sussex County Educational Services Commission Board of Directors authorized the awarding of contracts to:

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$175.00 per hour for the period of July 1, 2017 – June 30, 2018, for a maximum amount not to exceed \$100,000.00

This resolution and contracts are on file and available for public inspection at the in the School Business Administrator's office located at 10 Gall Court, Sparta, New Jersey.

4. **RESOLVED**, that the following appointments be made for the period July 1, 2017, through June 30, 2018, or until a replacement is named:

WHEREAS, there exists a need for medical, behavioral, nursing, school psychologist LCSW and OT/PT/Speech services consulting services

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Dr. James Porter to provide medical consulting services for the period of July 1, 2017 – June 30, 2018 at a rate of \$500 a year.

Brett DiNovi & Associates be appointed to provide Behavioral Consultant Services at a rate of \$135 per hour for the period of July 1, 2017 - June 30, 2018.

BAYADA Pediatrics be appointed to provide School Nursing Services at a rate of \$60 per hour RN services and \$50 per hour for LPN services for the period of July 1, 2017 - June 30, 2018.

Margaret Dubanowich be appointed to provide School Psychologist services at a rate of \$55 per hour for hourly services, \$205 for initial or reevaluation assessment, \$110 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional-per case manager (initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2017- June 30, 2018.

Elisa Stern be appointed to provide School Psychologist services at a rate of \$55 per hour for hourly services, \$205 for initial or reevaluation assessment, \$110 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional-per case manager (initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2017- June 30, 2018.

Patricia Delgado be appointed to provide LCSW services at a rate of \$55 per hour for hourly services, \$205 for initial or reevaluation assessment, \$110 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional-per case manager (initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2017- June 30, 2018.

Pediatrics Performance be appointed to provide OT/PT/Speech Services at a rate of \$68.00 per hour for the period of time of July 1, 2017- August 30, 2017
****ADDED****

Joan Haywood Heleine be appointed to provide Social Worker Services at a rate of \$55 per hour for hourly services, \$205 for initial or reevaluation assessment, \$110 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional-per case manager (initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2017- June 30, 2018.
****ADDED****

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

Notice of Award of Professional Services

At its Reorganization Meeting of June 5, 2017, the Sussex County Educational Services Commission Board of Directors authorized the awarding of contracts to:

Dr. James Porter be appointed to provide medical consulting services for the period of July 1, 2017 – June 30, 2018 at a rate of \$500 a year

Brett DiNovi & Associates be appointed to provide Behavioral Consultant Services at a rate of \$135 per hour for the period of July 1, 2017 - June 30, 2018.

BAYADA Pediatrics - Nursing Services

Margaret Dubanowich - School Psychologist

Elisa Stern - School Psychologist

Patricia Delgado - LCSW

Joan Haywood Helelne - Social Worker

****ADDED****

Pediatrics Performance be appointed to provide OT/PT/Speech Services at a rate of \$68.00 per hour for the period of time of July 1, 2017- August 30, 2017

****ADDED****

This resolution and contracts are on file and available for public inspection at the in the School Business Administrator's office located at 10 Gail Court, Sparta, New Jersey.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors, move to authorize the Business Administrator / Board Secretary to Invest the Commission's funds in such instruments as he/she legally empowered under the Statutes of the State of New Jersey through the following eligible financial depository institutions and governmental agencies; and any other institution eligible to act as a depository for public funds when in the best interest of Sussex County Educational Services Commission, noting entities are in compliance with Chapter 271 NJSA 19:44A-20.26 where applicable:

Lakeland Bank

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors move to approve the designation of the Commission's' Accounts and required signatures for the period July 1, 2017– June 30, 2018.

GENERAL FUND ACCOUNT

3 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

NET PAYROLL ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

AGENCY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

STUDENT ACTIVITY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

FLEXIBLE SAVINGS ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors shall from time to time enter into such agreements with Lakeland Bank as any person(s) named below deems appropriate to facilitate Electronic Banking services for the management of cash resources.

Eileen Kithcart, School Treasurer of Monies
Andrea Romano, Superintendent
Erin Siipola/Susan Decker, Business Administrator / Board Secretary

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors designate the New Jersey Herald as the Official newspaper. The Star Ledger will be designated as the official alternate newspaper.
9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors renew the following joint Purchasing Agreements, per N.J.S.A. 18A:18A-11 for the period of July 1, 2017 – June 30, 2018

Hunterdon County Educational Services Commission
Middlesex Regional Educational Services Commission

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following companies to provide tax shelter annuity agreements.

AXA Equitable
Lincoln Financial Group

11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to request bids for any goods or services as needed the Commission for the period July 1, 2017 – June 30, 2018.
12. **RESOLVED**, that the Sussex County Education Services Commission Board of Directors authorize the Business Administrator to make purchases up to the bid threshold, from New Jersey State Contract Vendors.

13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to audit and approve any account necessary payments prior to board approval. Any such approval shall be presented to the Board for ratification at their next meeting as per N.J.S.A. 18A:19-4.1.

14. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requirements.

15. **RESOLVED**, that the Sussex County Educational Services Commission authorize the following petty cash fund effective for the period July 1, 2017 – June 30, 2018 in the amount of \$350.00 in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10

AND FURTHER BE IT RESOLVED to establish a maximum single petty cash expenditure of \$25.00 not to be exceeded without prior approval by the Board Secretary.

16. **RESOLVED**, that the Sussex County Educational Services Commission appoint Morville Agency as the Commission's insurance broker for July 1, 2017 – June 30, 2018.

17. **RESOLVED**, that the Sussex County Educational Services Commission appoint Brown & Brown as the Commission's health insurance broker for July 1, 2017 – June 30, 2018.

ADDED AGENDA

18. **RESOLVED**, that the following appointments be made through June 30, 2018:

<u>Title</u>	<u>Name</u>
School Business Administrator/Board Secretary	Erin Siipola/Susan Decker
Public Agency Compliance Officer	Erin Siipola/Susan Decker
Contracting Agent/Integrated Pest Management Coordinator	Erin Siipola/Susan Decker
Right to Know Officer	Andrea Romano
Custodian of Records (OPRA)	Erin Siipola/Susan Decker
Treasurer of School Monies	Eileen Kithcart
Attendance Officer	Stacey Fazlo
Affirmative Action Officer	Erin Siipola/Susan Decker
"504" Officer	Andrea Romano
Anti Bullying Coordinator	Jennifer Cook

Anti Bullying Specialist	Sara Klejmont
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19. **RESOLVED**, that the Sussex County Educational Services Commission readopt existing bylaws and policies for the Board's operation and the operation of the school system.
*****ADDED AGENDA*****

20. **RESOLVED**, that the Board approve the following schedule of meetings to be held by the Board of Directors of the Sussex County Educational Services Commission, at the Northern Hills Academy, 10 Gail Court, Sparta, NJ 07871:

2017-2018 Meeting Schedule for the Board of Trustees
of the
Sussex County Educational Services Commission

<u>Day and Date</u>	<u>Time</u>	<u>Type of Meeting</u>
Monday, August 28, 2017	7:00 p.m.	Regular Meeting
Monday, September 11, 2017	7:00 p.m.	Regular Meeting
Monday, October 2, 2017	7:00 p.m.	Regular Meeting
Monday, November 6, 2017	7:00 p.m.	Regular Meeting
Monday, December 4, 2017	7:00 p.m.	Regular Meeting
Monday, January 8, 2018	7:00 p.m.	Regular Meeting
Monday, February 5, 2018	7:00 p.m.	Regular Meeting
Monday, March 5, 2018	7:00 p.m.	Regular Meeting Representative Assembly meeting: Budget Presentation
Monday, April 2, 2018	7:00 p.m.	Regular Meeting
Monday, May 7, 2018	7:00 p.m.	Regular Meeting
Monday, June 4, 2018	7:00 p.m.	Representative Assembly Reorganization/Regular Meeting
Monday, June 25, 2018	7:00 p.m.	Regular Meeting

MOVE: Ms. Risley		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Green	Hamburg Aye	Hampton Aye	Hardyston
High Point	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley Aye	Montague	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Starhope Aye	Sussex Vo-Tech Aye
Sussex-Wantage Aye	Vernon Aye	Wallkill Valley	

*** Representative Assembly Members May be Excused. Thank you for attending this part of our meeting.**

Mr. Moscatella informed the member districts who were not elected as a board of director that they could leave meeting at this time.

REGULAR MEETING OF SUSSEX COUNTY ESC - June 5, 2017

IX. APPROVAL OF THE MINUTES

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

May 8, 2017 Regular Meeting

Voice Vote: All voiced in favor

X. PRESIDENT'S COMMENTS:

Ms. Cook presented awards to the following:

Recognition of 2016-2017 Educational Specialist of Year: Katie McNamara
Recognition of 2016-2017 Governor's Teacher of the Year: Jennifer Beshada
Recognition of Principal's Award for Student of the Year: Nicholas Tate
Recognition of Principal's Award for Most Improved Student of the Year: Meadow Case

Mr. Moscatell and the board congratulated all recipients.

XI. CORRESPONDENCE

Graduation Invite
June Calendar
County Superintendent of the Year Letter

XII. COMMITTEE REPORTS

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

XIII. SUPERINTENDENT'S REPORT

I was humbled and honored to be recognized by my colleagues in Sussex County as the Superintendent of the Year for 2016-2017. The luncheon in May that honored both the Teacher of the Year, Jennifer Beshada, and the Educational Specialist of the Year, Katie McNamara, was special, but made even more so to me, by being recognized by my colleagues. The staff and parental support for my nomination is and has been much appreciated.

The past month seems to have gone by quickly with end of year meetings and the busy season within the schools of IEP's. Northern Hills Academy has had several school districts tour our program and have new students added to our roster. In addition, we have a few new students who will be joining the program for ESY.

Along with NHA, Non-Public programming has major changes being requested by the NJDOE. With support of my colleagues from ESC's Council and Non Public Administrator's Association, we have been collaborating with NJDOE on the practical application of those changes. I have been in Trenton, meeting with legal team from NJDOE, and with ESC Superintendent's, lobbyists for ESC's and then at Superintendent Roundtable in Sussex County discussing the impact of the proposed changes.

Northern Hills Academy

May was Magnificent! May's Monthly Curricular Themes were Physical Science: Energy, New Jersey, Staff Appreciation, Financial Literacy, and Butterflies. One of our most exciting adventures this month was meeting and welcoming our new students at NHA. We had six new students and their families join our NHA community this month. We will be having four new students also joining us for this summer's ESY and in the fall. We look forward to growing with our new students and their families.

For our May Professional Development, staff were able to complete documentation logs and assessments for their My Learning Plan. The DLM testing finished on May 9, 2017. We had a county visit during DLM for a Testing Security visit and all procedures were already successfully in place. Thank you to everyone involved in testing.

NHA kicked the month off with our Swim trips to the Sussex County YMCA. The next week NHA administration appreciated the staff during a week long celebration for Teacher/Staff Appreciation Week. Thank yous such as breakfast, special snacks, and small thank you tokens were shared with staff throughout the week. Our amazing PTO threw an Incredible Staff Appreciation Luncheon. A huge thank you to Valerie Macchio, PTO President, and some of the wonderful parents who helped organize this day as well as parents who donated all the deliciousness!!! Ms. Jen Satmaria, OT, ran a beautiful Mother's Day Tea for all the females in our students' lives. Our speech department held a parent workshop this month and several parents attended.

Our students were very excited about Pet therapy again this month. Our Garden Club continues to work on our new and larger garden outside. We are always looking for garden donations to increase the success of NHA's Learning Garden. Ms. Karra's, Ms. Amber's, and Ms. Mike's classes attended a trip to Allamuchy for the annual Fisheree for some nature activities, fishing and socializing as per their classroom curricula. It was a successful experience for all participants! Ms. Jen's class took a class adventure to Fosterfields Farms in Morristown and had an amazing experience learning about "the good old days." At the end of the month, Virago Drumming Company came out and did a day-long music workshop with classes. It was an amazing experience for a students and incredible for our staff to see. We finished up the month with NHA's MOMA Art Show that displayed over 100 pieces of original art created by our students along with volunteer Art Teacher, Ms. Macchio. A very special thank you to her for all her hard work with our students this year.

We are looking forward to all of our special June activities!

A snapshot of our enrollment for June 2017.

NORTHERN HILLS ACADEMY ENROLLMENT BY DISTRICT			
2016 - 2017			
Updated June 5, 2017			
DISTRICT	COUNTY	# OF STUDENTS	NON MEMBER
BUTLER	MORRIS	2	X
BYRAM	SUSSEX	1	
FREDON	SUSSEX	1	X
FRANKLIN	SUSSEX	2	
GREAT MEADOWS	WARREN	1	X
HIGH POINT	SUSSEX	4	
HOPATCONG	SUSSEX	5	
JEFFERSON	MORRIS	3	X
LAFAYETTE	SUSSEX	1	
LENAPE VALLEY	SUSSEX	1	
MONTAGUE	SUSSEX	3	
NETCONG	MORRIS	1	X
NORTH WARREN	WARREN	1	X
SPARTA	SUSSEX	4	
VERNON	SUSSEX	5	
WALLKILL	SUSSEX	4	
WARREN HILLS/OXFORD	WARREN	1	X
SANDYSTON/WALPA CK	SUSSEX	1	
Total Students 41	Total students with Integrated PreSchool 43	Total Member District: 34	Total Non-Member: 7

SCESC Non-Public and Public Itinerant:

Sussex County ESC Non Public programming has been extremely busy in the last month. All contracts have gone out to public schools and all consultation meetings have been completed. Staff is working on securing all student paperwork for the 2017-2018 school year. This has been hindered by the

testing company as test scores for students taking Terra Nova's has been stalled and the score reports necessary to identify eligible students will not be returned until July. This puts the administrative and clerical supports behind, but the staff at all Non Publics and within SCESC have committed to making it happen for students throughout the summer.

Non- Public nursing money has been spent for the school year and hours have been completed by the non public nurses. Orders for next school year have been wishlisted and all end of year reports are actively being completed.

Non-Public teaching staff have worked collaboratively to bring closure to the non public schools the first week of June as NP's will be taking finals and ending their year early.

Superintendent has met with several school districts looking to be in compliance with NJDOE with regards to Child Study Teams. Melissa Pearce, Sussex County Office of NJDOE- Special Education, has stated that all schools should be utilizing Sussex County ESC for CST services or looking to SCESC for those services first prior to using outside agencies. She also told all Directors' of Special Education that as long as your school district has a full team, your district could then look to an approved agency for CST services. As you all know, SCESC wants to fill those needs for your districts. Please encourage your school districts to reach out to SCESC for services and dialogue about what needs could be met through us.

XIV. BUSINESS ADMINISTRATOR'S REPORT

The Business Office is working on closing out the 2016-2017 financials and starting up the 2017- 2018 school year. Confidential Administrative Assistant, Jackie Klinger, has attended several Fred Pryor online workshops to enhance the human resources angles of our business office.

The collaborative efforts of all covering the Business Office while Erin Slipola has been on maternity leave has been seamless and kudos to all for maintaining efficiencies and keeping operations running smoothly.

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by _____, seconded by _____, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at _____ 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 June 5, 2017 for the purpose of Personnel.

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 _____, seconded by _____, to close the Executive Session, all voiced in favor at _____ p.m.:

The Board entered into Regular Session entered into Regular Session at _____ p.m.

There was no Executive Session

XVII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following board motions due to salary/name errors:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE
Katrine Rubenstein	Part-time Para-Professional	12	\$16.40 per hour	May 9, 2017- June 30, 2017
Stacey McCarthy *ADDED	Part-time Paraprofessional	10	\$15.49 per hour	May 9, 2017- June 30, 2017

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors, approve the hiring of the following part-time paraprofessionals with corrected salary/name, not to exceed 28 hours a week, pending completion of all required paperwork.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE
Katrine Rubenstein	Part-time Para-Professional	13	\$16.87 per hour	May 22, 2017- June 30, 2017
Sarah McCarthy	Part-time Paraprofessional	10	\$15.49 per hour	May 9, 2017- June 30, 2017

3. **RESOLVED**, that the Sussex County ESC Board of Directors rescind the following contracts for step/salary errors:

NAME	POSITION	STEP	17/18 SALARY	NOTES
Katie McNamara	Speech Therapist	2 MA	\$52,995.00	
Rebecca DeFeo	Teacher	3 BA	\$48,585.00	
Sara Klejmont	Social Worker	12 MA	\$55,895.00	

Alyssa Summer	Teacher	3 BA	\$48,585.00	
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4. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following following non-tenured certificated staff members for employment for the 2017-2018 school year at the correct step/salary listed:

NAME	POSITION	STEP	17/18 SALARY	NOTES
Katie McNamara	Speech Therapist	3 MA	\$52,995.00	
Rebecca DeFeo	Teacher	4 BA	\$49,825.00	
Sara Klejmont	Social Worker	12 MA	\$57,240.00	
Alyssa Summer	Teacher	3 BA	\$49,375.00	

5. **RESOLVED**, that the Sussex County ESC approve Carsyn St. John, a student from County College of Morris, to complete 20 observation hours for Occupational Therapy at Northern Hills Academy.

6. **RESOLVED**, the Sussex County ESC Board of Directors' approve the hiring of the following Substitute Teachers pending completion of all paperwork:

NAME	POSITION	RATE	EFFECTIVE	NOTES
Alyssa Brillante	Substitute Teacher	\$75 per diem	July 1, 2017- August 15, 2017	
Tania Aponte- Melendez **ADDED**	Substitute Teacher	\$15.52 + \$5.00 per hour	July 1, 2017- June 30, 2018	
Tania Aponte- Melendez	Substitute Teacher	\$15.12 + \$5.00 per hour	June 6, 2017- June 30, 2017	Current para

7. **RESOLVED**, the Sussex County ESC Board of Directors approve the hiring of the following Substitute Paraprofessional pending completion of all paperwork:

NAME	POSITION	RATE	EFFECTIVE
Alyssa Brillante	Substitute Para-Professional	\$54 per diem	July 1, 2017- August 15, 2017

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following tenured certificated staff members for employment for ESY 2017 at the per diem rates listed below for up to 30 days from July 5-Aug 15.:

NAME	POSITION	STEP	PER DIEM	NOTES
Jennifer Beshada	Teacher	10 BA	\$283.96	
Caitlin Diaz	Teacher	8 BA	\$280.54	
Amber Werner	Teacher	7 BA	\$278.09	
Kathleen Grennan**	LDTTC	MA 21	\$380.38	Up to 15 days

ADDED

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following non-tenured certificated staff members for employment for ESY 2017 at the per diem rates listed below for up to 30 days from July 5-Aug 15.:

NAME	POSITION	STEP	PER DIEM	NOTES
Ricki Block	Speech Therapist	21 MA	\$380.38	Up to 30 days
Katie McNamara	Speech Therapist	2 MA	\$288.01	Up to 30 days
Sara Kiejmont	Social Worker	12 MA	\$311.08	
Rebecca DeFeo	Teacher	3 BA	\$270.78	
Jennifer Merkler	Speech Therapist	15 MA	\$380.38	Up to 30 days
Deidre Romano	Speech Therapist	2 MA	\$285.57	Up to 30 days
Alyssa Summer	Teacher	3 BA	\$268.34	
Jennifer Satmaria	Occupational Therapist	4 MA	\$290.46	
Dawn DiLascio**	Social Worker	17 MA	\$341.25	Up to 15 days

ADDED

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following part-time non-certificated staff members for employment for for ESY 2017 at the per diem rates listed below for up to 30 days from July 5-Aug 15.:

NAME	POSITION	STEP	PER DIEM	NOTES
Lisa Guido - Zerner	OT - COTA	2	\$23.49/hour	Up to 30 days

11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Part-Time Paraprofessionals, as listed, not to exceed 28 hours a week, from July 5, 2017 through August 15, 2017.

NAME	POSITION	STEP	RATE, up to 28 hours
Brandi Allen	PT Paraprofessional	2	\$13.60
April Beauchamp - Castellucci	PT Paraprofessional	20	\$21.10
Barbara Bajkowski	PT Paraprofessional	12	\$16.40
Linda Bluhm	PT Paraprofessional	16	\$18.65
Cathleen Cavaliere	PT Paraprofessional	3	\$13.70
Kristen Cooper	PT Paraprofessional	3	\$13.70
Stephanie DeFelice	PT Paraprofessional	17	19.25
Morgan Euston	PT Paraprofessional	3	\$13.70
Dom Gaston	PT Paraprofessional	15	\$19.25
Dana Gunter	PT Paraprofessional	12	\$16.40
Cassandra Hillmer	PT Paraprofessional	8	\$14.80
Susan Inglema	PT Paraprofessional	9	\$15.15
Trevon Johnson	PT Paraprofessional	2	\$13.60

Luz Jiminez	PT Paraprofessional	2	\$13.60
Janet Magistro	PT Paraprofessional	4	\$13.83
Sandra Mangogna	PT Paraprofessional	19	\$20.45
Glanna Maslno	PT Paraprofessional	1	\$13.50
Sarah McCarthy	PT Paraprofessional	10	\$15.52
Tania Melendez-Aponte	PT Paraprofessional	10	\$15.52
Mary O'Connell	PT Paraprofessional	17	\$19.25
Melanle Radice	PT Paraprofessional	11	\$15.90
Judi Rinaldi	PT Paraprofessional	19	\$20.45
Camille Santana	PT Paraprofessional	3	\$13.70
Anita Sarabia	PT Paraprofessional	13	\$16.90
Barbara Schwarz	PT Paraprofessional	14	\$17.45
Antonio Tripoli	PT Paraprofessional	11	\$15.90
Kristen Van Clief	PT Paraprofessional	4	\$13.83
Judy Vogel	PT Paraprofessional	12	\$16.40
Katrine Rubenstein	PT Paraprofessional	13	\$16.90

Brianna Inghima	PT Paraprofessional	1	\$13.50
Jessica Hergert **ADDED**	PT Paraprofessional	1	\$13.50
TBD	PT Paraprofessional		Not to Exceed Step 26, \$25.85 per hour
TBD	PT Paraprofessional		Not to Exceed Step 26, \$25.85 per hour

12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Part-Time Paraprofessionals per diem as listed, not to exceed 28 hours a week, from September 5, 2017- June 30, 2018.

NAME	POSITION	STEP	RATE, up to 28 hours	NOTES
Brandi Allen	PT Paraprofessional	2	\$13.60	
April Beauchamp - Castellucci	PT Paraprofessional	20	\$21.10	Non Public, pending IDEA grant approval
Barbara Bajkowsky	PT Paraprofessional	12	\$16.40	
Linda Bluhm	PT Paraprofessional	16	\$18.65	
Cathleen Cavaliere	PT Paraprofessional	3	\$13.70	
Kristen Cooper	PT Paraprofessional	3	\$13.70	Not eligible for movement on guide
Tayo Euston	PT Paraprofessional	12	\$16.40	
Ami Dash	PT Paraprofessional	7	\$14.45	
Dana Gunter	PT Paraprofessional	12	\$16.40	

Noelle Incorvaia	PT Paraprofessional	5	\$13.96	
Susan Inghima	PT Paraprofessional	9	\$15.15	
Trevon Johnson	PT Paraprofessional	2	\$13.60	
Luz Jiminez	PT Paraprofessional	2	\$13.60	Non Public, pending IDEA grant approval
Janet Magistro	PT Paraprofessional	4	\$13.83	
Sean McElroy	PT Paraprofessional	6	\$14.15	
Melissa Moffett	PT Paraprofessional	5	\$13.96	
Sandra Mangogna	PT Paraprofessional	19	\$20.45	
Tania Melendez-Aponte	PT Paraprofessional	10	\$15.52	
Mary O'Connell	PT Paraprofessional	17	\$19.25	
Melanie Radice	PT Paraprofessional	11	\$15.90	
Judi Rinaldi	PT Paraprofessional	19	\$20.45	
Camile Santana	PT Paraprofessional	3	\$13.70	
Anita Sarabia	PT Paraprofessional	13	\$16.90	
Barbara Schwarz	PT Paraprofessional	14	\$17.45	
Andrew Tisdale	PT Paraprofessional	16	\$18.65	

Antonio Tripoli	PT Paraprofessional	11	\$15.90	
Kristen Van Clief	PT Paraprofessional	4	\$ 13.83	
Rlanne VanderGroef	PT Paraprofessional	2	\$13.60	Non Public, pending IDEA grant approval
Judy Vogel	PT Paraprofessional	12	\$16.40	
Lisa Zerner	PT Paraprofessional	7	\$14.45	
Katrine Rubenstein	PT Paraprofessional	13	\$16.90	Not eligible for movement on guide
Glanna Masino	PT Paraprofessional	1	\$13.50	Not eligible for movement on guide
Cassandra Hillmer	PT Paraprofessional	8	\$14.80	Not eligible for movement on guide
Sarah McCarthy	PT Paraprofessional	10	\$15.52	Not eligible for movement on guide

13. **RESOLVED**, that the Sussex County ESC approve Brittany Todd, a student from Sussex County College, to complete 10 observation hours for Field Experience at Northern Hills Academy.

14. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors hereby approves a Family Medical leave of absence for Dana Nucera commencing on or about September 11, 2017 (or sooner) until January 15, 2018 using accumulated sick days with benefits followed by as a child-rearing FMLA leave with benefits until on or about January 15, 2018 (some of which will be paid using accumulated sick days).

15. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following ESY Teachers, per diem, as listed, from July 5, 2017 through August 15, 2017.

NAME	POSITION	STEP	PER DIEM	NOTES
Patricia Murphy	Teacher	10 MA	\$305.10	

Samantha Hansen	Teacher	1 BA	\$263.45	
Douglas Hamway	Teacher	1 MA	\$283.12	

16. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following home instruction staff member from July 1, 2017 through August 15, 2017 at the rate of:

NAME	DATE	HOURS	PER DIEM
Dom Gaston	July 1, 2017 - August 30, 2017r	10 MA	\$35.00 plus mileage

MOVE: Mr. Morel		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston
High Point	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Montague	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech Aye
Sussex-Wantage Aye	Vernon Aye	Wallkill Valley	

Motion is carried

B. FINANCE

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

May Payroll	\$260,452.55
May (Fund 20) Bills List	\$1,500.00
June (Fund 10) List of Bills	\$34,755.99
June (Fund 20) List of Bills	\$2,193.30

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for May 2017 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for May 2017.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in in the amount of \$57.02.

MOVE: Ms. Risley		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston
High Point	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Montague	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech Aye
Sussex-Wantage Aye	Vernon Aye	Walkill Valley	

Motion is carried

C. PROGRAMS AND SERVICES

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

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

Staff Member	Date	Location	Program	Cost
Beryl Zimmerman	4/13/2017	Online	The Relationship between Vocabulary and Comprehension	Free

Beryl Zimmerman	4/21/17	Online	Communicating Innovations for Individuals with Autism	Free
Beryl Zimmerman	4/13/2017	Online	Engaging Students Through High Impact Learning	Free
Beryl Zimmerman	3/29/17	Online	How to Help Students Think, Reason, and make sense of Fractions	Free
Andrea Romano	6/5/17	Online	Bullying prevention support for schools	Free
Andrea Romano	6/13/17	online	Social Skills Success: Building Skills and Fostering Friendships	Free
Andrea Romano	6/8/17	Online	The Importance of Proper Estate Planning	Free
Andrea Romano	5/31/2017	Online	NJ DVRS: An Overview of Employment Related Transition Services for Youth With Disabilities."	Free
Andrea Romano	5/31/17	Online	Creative Options for Housing, Funding and Support Services	Free
Jackie Klinger	6/1/17	Online	Human Resource Law Update	Fred Pryor Subscription
Jackie Klinger	6/1/17	Online	Eliminate the confusion of FMLA	Fred Pryor Subscription
Jackie Klinger	6/1/17	Online	Employee Privacy	Fred Pryor Subscription
Jackie Klinger	6/1/17	Online	FLSA Overtime Rule	Fred Pryor Subscription
Andrea Romano **ADDED**	6/14/17	Online	"Promoting Personal Safety for People with I/DD: Policy, Procedures and Planning Options for Agencies and Families	Free

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the following NHA Extended Learning Programs.

Staff Member	Date	Student Program	Location	Cost
Andrea Romano	5/26/17	Virago Drumming Show & Hands-on Workshop	NHA	Cost: \$1,500.00 *REAP grant
Andrea Romano	06/08/17	Roxey Ballet Company Show & Workshop	NHA	Cost: \$2,000.00 *REAP grant
Jennifer Cook	7/21/17	Mad Science: Fire & Ice Interactive	NHA	Cost: \$500.00 *REAP grant

		Show		
Jennifer Cook	7/27/17	Mad Science: Spin, Pop, & Boom Interactive Show	NHA	Cost: \$500.00 *REAP grant
Jennifer Cook	7/31/17	Rizzo's Reptiles Interactive and Hands-on Show	NHA	Cost: \$400.00 *REAP grant

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2017-2018 Sussex County Educational Services Physicians' Nurse's Standing Orders from school physician Dr. Porter, as attached.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary educational services under Public Itinerant Programming with the following districts for the 2017-2018 school year:

Byram Township
Fredon
Hamburg
Kittatinny Regional
Newton
Ogdensburg
Oxford Township
Stillwater
Walkill Valley
Warren Hills Regional

****ADDED AGENDA****

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary Itinerant contract for 2016-2017 with Plumsted Township School District from May 11, 2017 through June 30, 2017.

MOVE: Mr. Morel		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston
High Point	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Montague	Newton Aye	Ogdensburg

Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech Aye
Sussex-Wantage Aye	Vernon Aye	Walkill Valley	

Motion is carried

XVIII. OLD BUSINESS:

Reminder June 26, 2017 - Kathleen Helewa will be here to discuss SCESC Mission Statement- Current mission statement will be emailed
 Superintendent Evaluation
 SCESC Board of Education Self Evaluation- will be emailed as google doc

NEW BUSINESS:

There was no new business.

XIX. PUBLIC PARTICIPATION

There was no public participation.

XX. OTHER BOARD ACTION

There was no other board action.

XXI. ADJOURNMENT

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

At 8:00 P. M.

**Next SCESC Board of Education Meeting
 June 26, 2017 @ 7:00pm**

Respectfully submitted,



Susan Decker
 Acting Business Administrator/Board Secretary