

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

September Minutes

September 11, 2017

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to at 7:03 P.M.

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. OATH OF OFFICE BOARD OF DIRECTORS

Mrs. Siipola administered the oath of office to Mr. McElroy.

V. ROLL CALL

ANDOVER	MIKE MOREL	PRESENT
BYRAM	ANDREW MCELROY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	THOMAS KNUTELSKY	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	ABSENT
HOPATCONG	ANTHONY FASANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
NEWTON	JOANIE FAYE	PRESENT (Arrived 7:07 pm)
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX CO-TECH	GUS MODLA	ABSENT
SUSSEX-WANTAGE	SUSAN LANGAN	PRESENT
VERNON	BRAD SPARTA	ABSENT

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

VI. APPROVAL OF THE MINUTES

Motion by Mr. Kuncken, Seconded by Ms. Ross, to approve the following minutes:

August 28, 2017 Regular Meeting
August 28, 2017 Executive Session

Voice vote: All voiced in favor Abstain: Mr. Morel, Ms. Langan, Mr. McElroy

VII. PRESIDENT'S COMMENTS:

Mr. Moscatello discussed moving forward with the shared services agreement with Stanhope for Facilities Director and moving of administrative offices.

VIII. CORRESPONDENCE

There was no correspondence.

IX. COMMITTEE REPORTS-

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

X. SUPERINTENDENT'S REPORT

Ms. Romano stated this year has been the smoothest opening day of school since she has been here. She said a survey was sent out to staff regarding orientation and positive feedback was received.

Ms. Faye arrived.

XI. BUSINESS ADMINISTRATOR'S REPORT

The transition back from maternity leave has been seamless. Sue did a great job with everything. Jackie has been working hard on getting all the new hires in the personnel program and enrolled in all the applicable benefits.

We have been working on procedures with the teachers and students to start running the coffee club and bagel cart.

XII. PUBLIC PARTICIPATION

There was no public participation.

XII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Carlson, seconded by Ms. Ross, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:11 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 September 11, 2017 for the purpose of Matters of Attorney-Client Privilege and Personnel/Consideration of Tenure Charges.

BE IT FURTHER RESOLVED that the action of the board with regard to the above entitled subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, and would not result in a possible invasion of their right to privacy.

Motion by Ms. Douglas, seconded by Ms. Ross, to close the Executive Session, all voiced in favor at 7:42 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:42 p.m.

XIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of Ami Dash, part-time social worker, step 14, at a rate of \$31.05 per hour, not to exceed 28 hours a week, pending completion of all required paperwork, effective September 5, 2017 through June 30, 2018.
2. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of Dom Gaston as a part-time paraprofessional, step 17, at a rate of \$19.25 per hour, not to exceed 28 hours a

week pending completion of all required paperwork, effective September 5, 2017 through June 30, 2018.

3. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of Dom Gaston as a substitute teacher, at a rate of \$19.25 per hour plus \$5 per hour, not to exceed 28 hours a week, pending completion of all required paperwork, effective September 5, 2017 through June 30, 2018.
4. **RESOLVED**, that the Sussex County ESC Board of Directors rescind the acceptance of the resignation for Laura Norton.
5. **RESOLVED**, that the Sussex County ESC Board of Directors approve Laura Norton as a part-time non-public nurse, step 16, at a rate of \$33.31 per hour, not to exceed 28 hours a week for the 2017-2018 school year.
6. **RESOLVED**, that the Sussex County ESC Board of Directors approve Kristy McClain as a part-time paraprofessional, step 1, at a rate of \$13.60 per hour, not to exceed 28 hours a week, pending completion of all required paperwork, effective September 12, 2017 through June 30, 2018.
7. **RESOLVED**, that the Sussex County ESC Board of Directors approve TBD, as a full time speech therapist, not to exceed step 21, \$69,990 effective September 12, 2017 through June 30, 2018.
8. **RESOLVED**, that the Sussex County ESC Board of Director's approve the revised Superintendent merit goals for the 2017-2018 as follows:

Quantitative Merit Goal 2017-2018

Sussex County ESC has no formal orientation program for new hires. Information is presented to staff by a variety of different Administrators, Administrative Assistants and mentoring staff members. This does not allow for a clear understanding of the roles within the organization, the vision of the school district and to ensure that all staff/consultants/ volunteers etc. have the foundational knowledge to understand what special education looks like, what success orientated activities for students at NHA may look like and the interventional strategies utilized by teachers working with special needs students.

With recommendations to expose staff to more trainings in ABA methodology and school trainings on how the SCESC implements procedures, strategies, and interventions to be utilized with our student population.

Demonstrate an increase in employee understanding of ABA methodology to show a growth of 25% knowledge of procedures, strategies or interventions of ABA techniques utilized in the classroom.

Performance Measure – Scales of Knowledge through Pre and Post Testing, Feedback on surveys

Data Collection Plan – Surveys through Survey Monkey or Google Survey

Evidence of Completion

1. Schedule and Agenda of meetings/trainings- documentation review

2. Pre-test on understanding of ABA Methodology – new hires

3. Post-Test on understanding of ABA Methodology- new hires

The merit compensation associated with this goal shall be no more than 3.33% of the 2017-2018 base salary, tiered if there is a 15% increase in knowledge as measured by the survey, would be eligible for half the merit pay.

MOVE: Ms. Douglas		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex County Technical	Sussex-Wantage Aye	Vernon	

Motion is carried.

B. POLICY

1. Resolve that the Sussex County ESC Board of Directors approve the second reading of the following policies and regulations, as attached.

- P 2461 Special Education/Receiving Schools (M) (Revised)
- R 2461 Special Education/Receiving Schools (M) (Revised)
- R 2461.01 Special Education/Receiving Schools – IEP Implementation (M) (Revised)
- R 2461.02 Special Education/Receiving Schools – Suspension (M) (Revised)
- R 2461.03 Special Education/Receiving Schools – Student Records (M) (Revised)
- R 2461.04 Special Education/Receiving Schools – Special Education and Related Services (M) (Revised)
- R 2461.05 Special Education/Receiving Schools – IEP Compliance (M) (Revised)
- R 2461.06 Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff (M) (Revised)
- R 2461.07 Special Education/Receiving Schools – Termination of Placement (M) (Revised)
- R 2461.08 Special Education/Receiving Schools – In-Service Training (M) (Revised)
- R 2461.09 Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs (M) (Revised)
- R 2461.10 Special Education/Receiving Schools – Full Educational Opportunity (M) (Revised)
- R 2461.11 Special Education/Receiving Schools – Staff Consultation (M) (Revised)

- R 2461.12 Special Education/Receiving Schools – Length of School Day and Academic Year (M) (Revised)
- R 2461.13 Special Education/Receiving Schools – Observation of Educational Programs (M) (New)
- R 2461.14 Special Education/Receiving Schools – Amending Policies, Procedures, the Services Provided, or the Location of Facilities (M) (New)
- R 2461.15 Special Education/Receiving Schools – Operation of an Extended Academic Year Program (M) (New)
- R 2461.16 Special Education/Receiving Schools – Employment of a Full-Time Non-Teaching Principal (M) (New)
- R 2461.17 Special Education/Receiving Schools – Submission of Fiscal Information and Obtaining Certificates (M) (New)
- R 2461.18 Special Education/Receiving Schools – Notice to Department of Education Prior to Ceasing Operation or Change of Ownership (M) (New)
- R 2461.19 Special Education/Receiving Schools – Behavior Modification Program (M) (New)
- P 2700 Services to Nonpublic School Students (M) (Revised)
- P & R 7100 Long-Range Facilities Planning (M) (Revised)
- P & R 7101 Educational Adequacy of Capital Projects (Revised)
- P 7102 Site Selection and Acquisition (Revised)
- R 7102 Site Selection and Acquisition (New)
- P 7130 School Closing (Revised)
- P 7300 Disposition of Property (Revised)
- R 7300.1 Disposition of Instructional Property (Abolished)
- R 7300.2 Disposition of Land (Revised)
- R 7300.3 Disposition of Personal Property (Revised)
- R 7300.4 Disposition of Federal Property (Revised)

MOVE: Ms. Douglas		2ND: Ms. Ambrose	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex County Technical	Sussex-Wantage Abstain	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:

August Payroll	\$ 180,302.07
September Bills List (Fund 10)	\$ 61,221.04

MOVE: Mr. Kuncken		2ND: Mr. Morel	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex County Technical	Sussex-Wantage Aye	Vernon	

Motion is carried.

D. PROGRAMS AND SERVICES

1. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following professional development activities:

Staff Member	Date	Workshop	Location	Cost	Mileage
Andrea Romano	October 2 2017	Bias Crimes	Morris County Public Safety	Free	\$0.00
Andrea Romano	October 4, 2017 February 6, 2017 April 24, 2017	Power of Legal 3 part series - Student Power of Legal 3 part series - Personnel Power of Legal 3 part series - Governance	Trenton	\$400.00 for 3 series	\$0.00

2. **RESOLVED**, that the Sussex County ESC Board of Directors accept the 2017-2018 non-public Chapter 192/193 and Chapter 226 nursing funding, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the following NHA Field Trips

Staff Member	Date(s)	Field Trip	Location	Cost
Jeanne Ortiz	October 12, 2017	Nature Day	Allamuchy	Cost: \$150.00 Transportation: TBD

MOVE: Mr. Morel		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope AYe
Sussex County Technical	Sussex-Wantage Aye	Vernon	

Motion is carried.

E. BUILDINGS AND GROUNDS

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the New Jersey Schools Insurance Group Safety and Loss Control Audit 2017.

MOVE: Mr. Morel		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope
Sussex County Technical	Sussex-Wantage Aye	Vernon	

XIV. OLD BUSINESS:

2016-2017 Board Self Evaluation - Mr. Moscatello reviewed the results.

NEW BUSINESS:

Sussex County ESC Administrative Office Move
Back to School night - October 3, 2017 at 7 p.m.

XV. PUBLIC PARTICIPATION

A brief discussion was held on conference room space for professional development. Ms. Ortiz stated in the back of Vision Credit Union in Augusta there is large space and also possibly at Newton Hospital Education Center.

XVI. OTHER BOARD ACTION

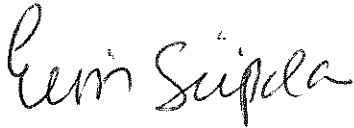
There was no other board action.

XVII. ADJOURNMENT

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

At 8:09 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

October 2, 2017 at 7 PM – Regular Meeting