

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

November Minutes

November 6, 2017

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:05 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. ROLL CALL

ANDOVER	MIKE MOREL	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	ABSENT
FREDON	THOMAS KNUTELSKY	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HOPATCONG	ANTHONY FASANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
NEWTON	JOANIE FAYE	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX CO-TECH	GUS MODLA	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	ABSENT
VERNON	BRAD SPARTA	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. Anderson, to approve the following minutes:

October 2, 2017 Regular Meeting

Voice vote: All voiced in favor.

VI. PRESIDENT'S COMMENTS:

Mr. Moscatello stated the administrative office move is ninety percent complete. Sussex ESC started shared services with Stanhope for facility director, and it is going well. There was an open house on November 1st which was nice. The mission statement is completed and will be voted on tonight. Mr. Moscatello stated he received a letter from the union wanting to start negotiations.

VII. CORRESPONDENCE

1. November Calendar
2. November Menu
3. Thanksgiving Invite
4. Veterans' Day Ceremony

VIII. COMMITTEE REPORTS-

Personnel & Negotiations – Meeting Negotiations November 28th at 11:30 am
Buildings and Grounds / Finance - None
Programs and Services / Policy - None

IX. SUPERINTENDENT'S REPORT

It was so nice to see so many BOE members at Workshop 2017. Sussex County ESC was part of a collaborative effort, with Somerset ESC, Union County ESC, ESC of North Jersey, Monmouth/Ocean ESC and Hunterdon ESC, in hosting a learning lab session on How ESC's can help districts with Innovative Programs for the 21st Century. It was not the best attended and the location of workshop along with the acoustics were not ideal.

Both Superintendent and Business Administrator felt that the workshops attended were very useful. Superintendent attended workshops on Negotiations, School Law Updates, Mentorship and Communication. Attached you will find the handouts for the New Superintendent Evaluation. Kathy Helewa will be available to provide a training for our BOE members after the new year.

As for the remainder of the month, changes to non-public programming have consumed much time. Working with the NJDOE to emphasize changes to procedures without delaying services to students has been my primary target. Superintendent has met with NJDOE-OSEP Legal Department, districts in Sussex County this will impact, other ESC's and their schools hoping to ease the transition of forthcoming changes. Workshops led by NJDOE-OSEP will be held in January to introduce the new changes.

Officially all moved into 18 Gail Court. Non Public office did not miss a beat, even with the typical growing pains of moving and technology. Administrative Offices are progressing as well as can be. Our new facilities director has been a much needed blessing in disguise with the move. He has already been helpful with working with Administration to review custodial/maintenance detail, has been essential in helping with vendor identification for quality but cost efficient products/supplies and in working with BA to determine snow removal quotes.

Open House was held at NHA on November 1st. Open to BOE members, School Administration with specific invites sent to Superintendent's, Business Admins, Principals and CST members. We had members of BOE's, representatives of Administration and Child Study Team Members from Byram, Stanhope, Sparta and Warren Hills. Thank you to those BOE members who assisted and supported this OPen House.

Dr, Brillante and Superintendent are working on a Prepare to FADE; A Para-Professional Workshop to be held in January for Child Study Team members to review the process for withdrawing the use of a para-professional.

NHA

Northern Hills Academy had an Outrageous October!

It was a very busy month with a lot of extracurricular activities and events. We started out October with a week of Respect where classrooms participated in individual classroom activities and collaborative activities with other rooms. We then hosted a very successful Back-2-School Night with 54% of the parents attending. Jennifer Cook, Principal, presented to the parents as well as the Related and Support Services team. The teachers completed presentations in the classrooms regarding room procedures, curriculum, and routines. It was a great night!

Our students went swimming at the Sussex County YMCA and had a fun time being in the water at the beginning of the month. Sparta Police Officer David Pridham came to teach our students about Stranger Danger. Chief Muldoon and a fire officer of the Sparta Fire Department came with a Fire Truck for a visit. The students learned about fire prevention and safety during the prior week and concluded that week being able to explore the fire engine. Students also participated in Pet Therapy, Art, and Adaptive Gross Motor/PE throughout the month. Students also went pumpkin picking on the NHA Veranda/Top Field. They were able to paint, decorate or carve their pumpkins in class and then bring them home

The certified staff had their third in-service on October 9th and completed both the STRONGE Evaluation Training and SGO Training with Jenny. Paraprofessionals and new staff were trained in Handle with Care, Sensory Diets, and Google Suite.

We concluded October with our big Oktoberfest on the 27th that included such activities as making Harry Potter's Butter Beer , pumpkin crafts, spice art, face painting, games, dancing and more. Parents were invited and many attended to join in the festivities. We finished up October on the 31st with our Trunk-or-Treat and individual classroom parties that parents also participated in and attended.

We look forward to many more exciting happenings for the month of November. Such as, PAW Prints will be distributed in November. All classes are working on their student submissions and coordinator Teacher, Rebecca DeFeo is excited for the first issue.

NHA PTO has planned the Holiday Shoppe and a Catalog Bonanza as fundraisers for December. Students will be going home with several catalogs such as 31, Origami Owl, LipSense, Mary Kay and Avon. The Catalog Bonanza will go home mid-month with orders due back by end of November in time for December holidays.

Finally PTO President Valerie Macchio has also secured a donation of chairs to the schools. Every classroom and several Administration/Related Services personnel will be painting them to be used as items to auction off. Stay tuned.....

X. BUSINESS ADMINISTRATOR'S REPORT

Workshop 2017 was once again a time to identify vendors that would be helpful with some of the internal goals set for SCESC. Superintendent and BA spoke with furniture companies and technology companies. Additional furniture was needed for space at 18 Gail Court, while a new telephone system is being explored. Our current phone system vendor contract is due for renewal in June 2018. Health Insurance Negotiation workshops was beneficial, as we will be starting negotiations soon.

XI. PUBLIC PARTICIPATION

There was no public participation.

XII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

- 1. RESOLVED**, that the Sussex County ESC Board of Directors hereby approves a Family Medical leave of absence for Jennifer Merkler commencing on or about January 4, 2018 (or sooner) until April 30, 2018 using accumulated sick days with benefits followed by as a child rearing FMLA leave with benefit until or about April 30, 2018 (some of which will be paid using accumulated sick days).
- 2. RESOLVED**, that the Sussex County ESC Board of Directors approves the hiring of Ray Rios, full time maintenance at the annual salary of \$ 40,601.40 with benefits (prorated) effective October 23, 2017 through June 30, 2018.

3. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of the following part-time Paraprofessionals, pending completion of all required paperwork, not to exceed 28 hours a week.

Name	Position	Step	Salary	Effective Date
Brittany Kinsora	PT Paraprofessional	Step 11	\$15.90	11/02/17
Katrina Curran	PT Paraprofessional	Step 12	\$16.40	11/07/17
Susan Sciacchitano**	PT Paraprofessional	Step 26	\$25.85	11/7/17

***Positions were approved on previous agenda

** Added Agenda

4. **RESOLVED**, that the Sussex County ESC Board of Director's approve the hiring of the Samantha Bennett, PT Teacher for Non Public at Step 10, Rate \$28.10, pending completion of all paperwork effective 11/7/2017 through June 30, 2018 pending grant funds through NJDOE.

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

Motion is carried.

B. FINANCE

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

October Payroll	\$ 272,965.80
October Additional Bills (Fund 10)	\$ 810.00
November Bills List (Fund 10)	\$ 89,856.36

November Bills List (Fund 20)

\$ 375.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for August 2017 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for September 2017 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for August 2017.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for August in the amount of \$4,500.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for September 2017.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for September in the amount of \$129,053.02.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the participation in coordinated transportation with Warren County Special Services for the 2017-2018 school year, as attached.

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

Motion is carried.

C. 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
Kathleen Grennan	10/27/17	Anxiety and School Refusal	Sparta, NJ	\$0.00	\$0.00
Dawn DiLascio	10/27/17	Anxiety and School Refusal	Sparta, NJ	\$0.00	\$0.00
Andrea Romano	12/6/17	Webinar: "Best Practices for Paraprofessionals and Appropriately Supporting Students"	Sparta, NJ	\$0.00	\$0.00
Jennifer Cook	12/6/2017	Webinar: "Best Practices for Paraprofessionals and Appropriately Supporting Students"	Sparta, NJ	\$0.00	\$0.00
Robyn Bezold	10/09/17	Annual School Nurse Conference	Newton, NJ	\$0.00	\$0.00
Jennifer Cook	11/02/17	Identity, Race and the Classroom: Part 1	Webinar	\$0.00	\$0.00
Jennifer Cook	11/09/17	Identity, Race and the Classroom: Part 2	Webinar	\$0.00	\$0.00
Jeanne Ortiz	12/12/17	Yoga for Therapeutic Rehabilitation	New Brunswick, NJ	\$209.99	\$36.33
Andrea Romano	1/22/18	Workers Comp 2018	Parsippany, NJ	Free with Fred Pryor Subscription	TBD
Erin Siipola	1/22/18	Workers Comp 2018	Parsippany, NJ	Free with Fred Pryor Subscription	TBD
Andrea Romano	12/5/17	Overcoming Negativity	Edison	Free with Fred Pryor Subscription	0
Andrea Romano***	11/8/17	Narcon Training	Raritan Valley Community College Branchburg, NJ	\$0.00	\$0.00

*** Added Agenda

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the Sussex County ESC Mission Statement as written below;

The Sussex County Educational Services Commission is a public agency that seeks to create partnerships with public and nonpublic schools and local communities. The Sussex County ESC

develops and provides meaningful programs for young people with unique challenges and their families. Our goals are designed to shape our students into productive independent adults. Sussex County ESC provides opportunities for the professionals in our communities to stay current with their educational practices while supporting districts with both cost effective programs and a wide array of services.

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Clinical Affiliation Agreement with Kean University for Occupational Therapy, as attached.

4. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following field trips:

Staff Member	Date	Field Trip	Location	Cost	Transportation Cost
Amber Werner	11/14/17	CBI: Stop & Shop	Sparta, NJ	\$0	TBD

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

Motion is carried.

D. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Greco Landscaping & Lawn Maintenance for snow plowing services for the 2017-2018 school year.

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

Motion is carried.

Mr. Moscatello asked if we got quotes for the snow plowing.

Mrs. Siipola stated yes we did we contacted a couple of companies and we received 2 quotes.

XIII. OLD BUSINESS:

NEW BUSINESS:

1. District Goals - there was a discussion held on district goals. The goals that were discussed were exploring other areas to provide services to other district and to investigate the strategic plan.
2. Rental of additional storage space - A discussion was held looking into digitalizing our records

XIV. PUBLIC PARTICIPATION

There was no public participation.

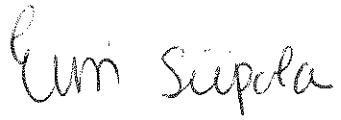
XV. OTHER BOARD ACTION

There was no other board action.

XVI. ADJOURNMENT

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.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

At 7:43 P. M.

Important dates:

NEXT BOARD MEETING:

December 4, 2017 at 7 PM – Regular Meeting