

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

October Minutes

October 2, 2017

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:02 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	ABSENT
BYRAM	MARYANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
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

V. APPROVAL OF THE MINUTES

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

September 11, 2017 Regular Meeting
September 11, 2017 Executive Session

Voice vote: All voiced in favor.

VI. PRESIDENT'S COMMENTS:

Mr. Moscatello reported a productive Programs and Services Committee meeting was held to develop a new mission statement. Ms. Romano and Mrs. Siipola had a meeting with the shared services facility director this afternoon and they are very happy with outcome of the meeting.

VII. CORRESPONDENCE

1. Open House November 1, 2017
2. Back-2-School Night Communications
3. October Calendar
4. Special Olympics Young Athletes Day

VIII. COMMITTEE REPORTS-

Personnel & Negotiations – None
Buildings and Grounds / Finance - None
Programs and Services / Policy - Met on September 27th to work on the Sussex County ESC's mission statement. Kathy Helewa did a great job guiding the committee.

IX. SUPERINTENDENT'S REPORT

The opening of school was seamless. It was a wonderful opportunity for staff development and training of new staff in our new Staff orientation Program. After every BOE meeting and with the hiring of new staff we will be hosting an orientation meeting for new staff. At this meeting, we will review the handbook and policy/procedures with new staff. In addition, we will support the specific trainings earmarked for our staff specific to our student population.

Public itinerant programming have opened with SCESC staff at districts such as Montague, Sandyston-Walpack, Franklin, Lafayette, Sussex Tech and Sussex Charter. Non-Public programming has

opened with our staff serving over 300 students identified for basic skill instruction, supplemental instruction and other related services.

Administrative focus has been working on the move to 18 Gail Court, completing state reports necessary for non-public, public schools such as ASSA, and working on shared services with other districts. Superintendent has attended state meetings at NJASA on special education and professional development. Supports are in place at NHA with a new Crisis Prevention Trainer and HIB Specialist. She will be working with administration to further revise procedures regarding behavioral supports.

Northern Hills Academy

September was Super! We had a smooth opening to what looks up to be a very successful school year. We welcomed several new teachers and staff members this year. We are proud to have opened our doors this month to 46 students with special needs. We have increased our enrollment by 12 students since last September. We lost 4 students last year due to two moves and two graduations. We are excited to welcome our new families into our NHA family.

We had several September activities to start our new year right. We had our monthly visit from our furry friends with Pet Therapy. Swimming will pick back up again at the Sussex County YMCA the first week of October. Principal Jenny along with our PTO have two September fundraisers in progress. NHA-PTO is selling Kid Stuff Coupon Books and NHA Car Magnets. Our students have completely taken over two businesses: Panda Express Coffee Cart and Bagel Bears Cafe. They have recreated the business and we are looking forward to great new items from both businesses.

We are looking forward to a fun month of October! Please come check us out during our Back-2-School Night on Tuesday, October 3, 2017.

X. BUSINESS ADMINISTRATOR'S REPORT

The estimated cost of moving the administrative offices so far is about \$13,500.00. We are in the process of getting prices for movers.

The August treasurer and board secretary reports will be on the agenda for next month. The treasurer was just here on Friday.

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 rescind the following contract:

Name	Position	Step	Salary	Effective Date
Kristy McClain	Part-time Paraprofessional	1	\$13.50 per hour up to 28 hours a week	9/12/17 - 6/30/18

2. **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
Christy Tonnesen ***	Part-time Paraprofessional	20	\$21.10 per hour	9/25/17 - 6/30/18
Kelly Manning ***	Part-time Paraprofessional	3	\$13.70 per hour	9/25/17 - 6/30/18
Ashley Drysdale ***	Part-time Paraprofessional	14	\$17.45 per hour	9/12/17 - 6/30/18
Samantha Ritter	Part-time Paraprofessional	3	\$13.70 per hour	9/25/17 - 6/30/18
TBD	Part-time Paraprofessional	Not to exceed step 26	Not to exceed \$25.85 per hour	10/2/17 - 6/30/18
TBD	Part-time Paraprofessional	Not to exceed step 26	Not to exceed \$25.85 per hour	10/2/17 - 6/30/18

***Positions were approved on previous agenda

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

Name	Position	Step	Salary	Effective Date
Christy Tonnesen	Substitute Teacher	20	\$21.10 per hour plus \$5 per hour as per CBA Agreement	9/25/17 - 6/30/18
Ashley Drysdale	Substitute	14	\$17.45 per hour	9/25/17 - 6/30/18

	Teacher		plus \$5 per hour as per CBA Agreement	
Melissa Moffett	Substitute Teacher	5	\$13.96 per hour plus \$5 per hour as per CBA Agreement	10/3/17 - 6/30/18

4. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of Amanda Miller part-time nurse, step 20, \$33.31 per hour, not to exceed 28 hours a week, pending completion of all required paperwork, effective October 2, 2017 through June 30, 2018.
5. **RESOLVED**, that the Sussex County ESC Board of Directors approve the position of a full time maintenance person, salary TBD.
6. **RESOLVED**, that the Sussex County ESC Board of Directors approve the job description for a full time maintenance person, as attached.
7. **RESOLVED**, that the Sussex County ESC Board of Directors accept with regret the resignation of Kim Kays, part-time nonpublic teacher, effective October 31, 2017.

MOVE: Ms. Carlson		2ND: Ms. Ross	
Andover	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 Aye	

Motion is carried.

B. FINANCE

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

September Payroll	\$ 262,834.76
September Additional Bills (Fund 10)	\$ 1,1535.20
October Bills List (Fund 10)	\$ 63,819.39

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the grant funding for the Rural Education Achievement Program in the amount of \$17,348 for the period of July 1, 2017 through September 30, 2018.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the lease agreement with Pitney Bowes for a postage meter for a 60 month term, payable quarterly in the amount of \$328.77 (\$109.59 per month).
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2017 Safety Grant award in the amount of \$1,400.00.

MOVE: Ms. Risley		2ND: Ms. Ross	
Andover	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 Aye	

Motion is carried.

C. PROGRAMS AND SERVICES

1. **RESOLVED**, that the following appointment be made for the period of July 1, 2017 – June 30, 2018:

WHEREAS, there exists a need for a Learning Disabilities Consultant, and

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

WHEREAS, the Local Public Contracts Law N.J.S.A. 18A:18A-5 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:

Gerald Andrewlavage be appointed to provide LDTC Services at a rate \$55 an 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 for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2017 – June 30, 2018.

These appointments are made without Competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A:18A-5, because such services are recognized professional licenses' and regulated by law not allowing for competitive bids.

Notice of Award of Professional Services

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2017-2018 contracts for a maximum amount not to exceed \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its May 8, 2017 regular meeting:

Gerald Andrewlavage – LDTC

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary.

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

Staff Member	Date	Workshop	Location	Cost	Mileage
Jenny Cook	10/02/17	Dyslexia Research and Remediation	Online	\$0	\$0
Sara Klejmont	10/13/17	Bullying & Bias	New Brunswick, NJ	\$129.00	TBD
Katie McNamara	11/09/17 11/10/17	Communication and Access Skills for Children with Multiple Challenges	Cedar Knolls, NJ	\$400.00	TBD
Jen Satmaria	11/15/17	Complex Feeding Issues	Webcast/NHA	\$189.98	\$0
Katie McNamara	11/15/17	Complex Feeding Issues	Webcast/NHA	\$0	\$0
Jill Brown	11/30/17	Addressing the Behavior Challenges in the Classroom	Montvale, NJ	\$149.00	\$14.88
Robyn Bezold	10/9/17	Annual School Nurse Conference	Newton NJ	\$0	TBD
Andrea Romano	10/23/17 - 10/25/17	New Jersey School Boards Conference	Atlantic City, NJ	\$300.00 Hotel: TBD	\$0.00
Erin Siipola	10/24/17- 10/25/17	New Jersey School Boards Conference	Atlantic City, NJ	\$300.00	TBD

3. **RESOLVED**, that the Sussex County ESC Board of Directors approve Young Athletes Day at William Paterson on October 18, 2017, transportation TBD.
4. **RESOLVED**, that the Sussex County ESC Board of Directors enter into contracts for IDEA services with the following school districts for the 2017-2018 school year:

Green School District

Hampton School District
 Kittatinny School District
 Sparta School District
 Sussex-Wantage School District
 Washington Township School District - Warren County
 Warren Hills School District

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary educational services under Public Itinerant Programing with the following districts for the 2017-2018 school year:

Lafayette School District

MOVE: Ms. Anderson		2ND: Ms. Carlson	
Andover	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hopatcong	Kittatinny Aye Abstain #4
Lafayette Aye	Lenape Valley Aye	Newton	Stanhope Aye
Sussex County Technical Aye	Sussex-Wantage	Vernon Aye	

Motion is carried.

D. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Health and Safety Evaluation of School Buildings Checklist for the 2017-2018 school year, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the annual Comprehensive Maintenance Plan Report and Form M-1. as attached.

MOVE: Ms. Carlson		2ND: Ms. Risley	
Andover	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 Aye	

Motion is carried.

XIII. OLD BUSINESS:

Sussex County ESC Administrative Office Move - All mail will still come to 10 Gail Court
 SCEESC Draft Mission Statement - Mr. Moscatello read the draft of the mission statement.

NEW BUSINESS:

XIV. PUBLIC PARTICIPATION

Mrs. Cook announced the PTO is selling Kid Stuff books and NHA Magnets if anyone is interested in purchasing. The brownies for tonight's meeting were made the students.

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 Ms. Ross, all voiced in favor.

At 7:31 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

November 6, 2017 at 7 PM – Regular Meeting