

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**December Minutes**

**December 4, 2017**

**REGULAR MEETING 7:00 P.M.**

**I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT**

Mr. Moscatello called the meeting to order at 7:07 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. MISSION STATEMENT**

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.

**V. 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
HOPATCONG	ANTHONY FASANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT

LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX CO-TECH	GUS MODLA	ABSENT
SUSSEX-WANTAGE	SUSAN LANGAN	ABSENT
VERNON	BRAD SPARTA	PRESENT

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

November 6, 2017 Regular Meeting

Voice vote: All voiced in favor.

#### **VII. PRESIDENT'S COMMENTS:**

Mr. Mostcatello stated November has been a very busy month. The students celebrated Thanksgiving and had a pancake breakfast this past Saturday. Negotiations committee met and discussed some ideas and goals.

#### **VIII. CORRESPONDENCE**

1. NHA December Calendar
2. Paw Prints Newsletter- 1st Marking Period

#### **IX. COMMITTEE REPORTS-**

Personnel & Negotiations – Met and discussed goals and ideas for negotiations.  
 Buildings and Grounds / Finance - None  
 Programs and Services / Policy - None

#### **X. SUPERINTENDENT'S REPORT**

Northern Hills Academy

It was once again a very busy month with a lot of extracurricular activities and events. November was focused on our theme of Giving Thanks. What are we thankful for at NHA? We are thankful for all of our incredible staff and teachers that push our students to meet their full potential each and every day. We are thankful for all of the extra activities we did this month such as Art, NHA Clubs, pet therapy, and swimming. We had our November Scouting Pack meeting focused on a Veterans' Day ceremony. We invited Veterans to come and participate. Our students made them thank you gifts and patriotic artwork. Ms. Sara Klejmont, Social Worker, hosted her monthly Moms Group with a special guest speaker, Ms. Helen O'Shea, a Special Child Health Services Case Manager with Sussex County.

Later in the month, some of our students went on a Community-based trip to Stop & Shop to purchase items for our Thanksgiving Dessert Student bake-off. We then hosted a very popular Thanksgiving Feast Luncheon that was run by Jenny and the NHA Staff Team. A BIG thank you to Ms. Valerie Macchio, PTO President and parent, Ms. Lori Todd for setting up and helping with our feast. We had 41 parents/family members attend the feast. We ended the month with a Holiday Party hosted by RoNetco Shoprite. They provided holiday gifts for each of our students at NHA. Santa stopped in to make a delivery. A big thank you to RoNetco Shoprite and its staff for making this a great experience. Thank you to Mr. Matt Shatrowskas for stepping up and playing Santa for all of the students. A great time was had by all! A special thank you to parents, Karelann Herkaler-Artale and Michael Petriello for decorating our MPR for the holidays.

During the month of November, we had 8 tours. We currently have 6 students pending. Two students are scheduled to begin at NHA the 2nd week of December. We look forward to getting to know our new students and their families.

### **Non Public Programming and Itinerant Programming**

Programming has continued to expand in both programs. Our services have been requested for evaluations through both our member districts and several non-member districts. We continue to survey the non-member districts to see if they would like to become members.

Non Public ESC Council has met to review the continuing changes to procedures from the state level. Within Sussex and Warren counties, where we provide services, the changes will be minimal. Superintendent has met with districts, Business Administrator has spoken about it at SCASBO and Superintendent has met with CST Directors to roll out the new procedures and discuss impact on districts.

Non Public programming is continuing to look for a PT LAL and PT Math instructor to service student needs at Pope John and Veritas.

### **Professional Development**

Prepare to Fade workshop will be held at Northern Hills Academy on January 19, 2018.

Interest has been expressed for SCESC to host a workshop on Student Inventory for Behavior Support. This was a topic discussed at CST Director's meeting and Social Worker Sara Klejmont thought it would be an opportunity for SCESC to host and make available this training.

Sussex County ESC is also hosting a training on Crisis Prevention Intervention, better known as CPI. We are just the hosting venue but it will provide opportunities for school district personnel to view our program.

**XI. BUSINESS ADMINISTRATOR'S REPORT**

The 2016-2017 audit is complete. There were no audit findings again this year.

The business office is busy working on gathering information for negotiations that the union has requested.

**XII. PUBLIC PARTICIPATION**

There was no public participation.

**XIII. 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 Caitlin Diaz commencing on or about February 16, 2018 (or sooner) until June 30, 2018 using accumulated sick days with benefits followed by as a child rearing FMLA leave with benefit until or about June 30, 2018 ( some of which will be paid using accumulated sick days).
2. **RESOLVED**, that the Sussex County ESC Board of Directors hereby approves an intermittent Family Medical leave of absence for Judi Rinaldi from November 1, 2017 through October 31, 2018 using accumulated sick days with benefits.
3. **RESOLVED**, that the Sussex County ESC Board of Directors hereby approves an extended unpaid maternity leave for Dana Nucera until September 1, 2018.
4. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of TBD, maternity leave replacement teacher for Northern Hills Academy, at a rate not to exceed \$67,600 step 21, from January 1, 2018 - June 30, 2018.
5. **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
Lindy Powell**	Part-time Paraprofessional	Step 10	\$15.52	12/5/17 - 6/30/18

Debra Stromberg**	Part-time Paraprofessional	Step 9	\$15.15	12/5/17 - 6/30/18
Brittany Sciolaro**	Part-time Paraprofessional	Step 2	\$13.60	12/5/17 - 6/30/18
Jorge Collazos-Diaz**	Part-time Paraprofessional	Step 12	\$16.40	12/5/17 - 6/30/18
Stephanie Breur**	Part-time Paraprofessional	Step 20	\$21.10	12/5/17 - 6/30/18
Natalie Ludwig	Part-time Paraprofessional	Step 13	\$16.90	12/5/17 - 6/30/18
TBD	Part-time Paraprofessional	Not to exceed Step 26	Not to exceed \$25.85 per hour	12/5/17 - 6/30/18
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**\*\*Added Agenda**

6. **RESOLVED**, that the Sussex County ESC Board of Director rescind the following employment contract for Katrina Curran, part-time paraprofessional.

7. **RESOLVED**, that the Sussex County ESC approve Sarah McCarthy, a student from Kean, to complete 12 weeks of field internship for Occupational Therapy at Northern Hills Academy. Please note: Ms. McCarthy was a previous paraprofessional with us during ESY 2017. **\*\*Added Agenda**

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

NAME	POSITION	RATE	EFFECTIVE	NOTES
Shannon Wilczeski	Substitute Teacher	\$13.96 + \$5.00 per hour	October 12, 2017- June 30, 2018	Current para
Patrick Fahy	Substitute Teacher	\$17.45 + \$5.00 per hour	November 7, 2017- June 30, 2018	Current para
Stephanie Breur	Substitute Teacher	\$21.10 + \$5.00 per hour	December 5, 2017- June 30, 2018	

9. **RESOLVED**, that the Sussex County ESC approve Caroline Reilly, a student from Seton Hall, to complete her Teacher Clinical Experience at Northern Hills Academy pending completion of all paperwork **\*\*Added Agenda**

MOVE: Ms. Risley		2ND: Mr. Morel	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton	Hopatcong	Kittatinny Aye
Lafayette Aye Abstain #5 & #8	Lenape Valley	Newton Aye	Stanhope Aye
Sussex County Technical	Sussex-Wantage	Vernon Aye	

**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:

- P2700 Services to Nonpublic School Students (M)
- P7100 Long Range Facilities Planning (M)
- R7100 Long Range Facilities Planning
- P7101 Educational Adequacy of Capital Projects
- R7101 Educational Adequacy of Capital Projects
- P7102 Site Selection and Acquisition
- R7102 Site Selection and Acquisition
- P7130 School Closing
- P7300 Disposition of Property
- R7300.2 Disposition of Land
- R7300.3 Disposition of Personal Property
- R7300.4 Disposition of Federal Property

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

**Motion is carried.**

**C. FINANCE**

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

November Payroll	\$ 292,466.49
November Bills List (Fund 10)	\$ 83,434.33
November Bills List (Fund 20)	\$ 5,235.62

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for October 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 October 2017 (as attached).
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for October 2017.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$47,010.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised cafeteria plan document, as attached.

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

**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	1/17/17	Implementing 192/193 Changes	NJ Forensic Science Technology	\$0.00	N/A
Erin Siipola	1/16/17	Implementing 192/193 Changes	Morris Fire Academy	\$0.00	TBD
Kathleen Fugaro	1/16/17	Implementing 192/193 Changes	Morris Fire Academy	\$0.00	TBD
Andrea Romano	12/5/17	Professional Development Committee Meeting	NJASA, Trenton	\$0.00	N/A
Emily Thomas**	01/25/18	Complex Feeding Issues	Parsippany, NJ	\$219.99	TBD
Rebecca DeFeo	12/12/17	The Paraprofessional as an Instructional Assistant vs. Aide	Brick, NJ	\$149.00	TBD
Caitlin Diaz**	11/28/17	Developing Fact Fluency with Understanding: Multiplication and Division	Webinar	\$0.00	N/A
Stacey Fazio**	12/12/17	Certification Workshop	Wayne, NJ	TBD	TBD
Jennifer Cook**	12/12/17	Certification Workshop	Wayne, NJ	TBD	TBD

**\*\*Added Agenda**

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation of \$700.00 from the Marquette Council #588 of Sparta, Knights of Columbus to be used at Northern Hills Academy.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the SCESC and Northern Hills Academy Nursing Services Plan for 2017-2018.

**\*Added Agenda**

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

**Motion is carried.**



**XIV. OLD BUSINESS:**

1. District Goals - Ms. Romano handed out the two goals that were discussed - strategic planning and continuing to explore opportunities to expand our services. Mr. Moscatello stated we should also consider expanding our facility.

**NEW BUSINESS:**

1. Board Member's conflicted to negotiations - A brief discussion was held on which board members are conflicted for negotiations.

**XV. PUBLIC PARTICIPATION**

There was no public participation.

**XVI. RESOLUTION FOR EXECUTIVE SESSION (Closed)**

**Motion by Mr. Morel, seconded by Ms. Risley, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:50 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 December 4, 2017 for the purpose of Negotiations.*

*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. Faye, to close the Executive Session, all voiced in favor at 8:04 p.m.**

The Board entered into Regular Session entered into Regular Session at 8:04 p.m.

**XVII. OTHER BOARD ACTION**

There was no other board action.

**XVIII. ADJOURNMENT**

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

**At 8:05 P. M.**

Respectfully submitted,



Erin Siipola  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**January 8 , 2018 at 7 PM – Regular Meeting**