

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**April Minutes**

**April 9, 2018**

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

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

Mr. Moscatello called the meeting to order at 7:10 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	CATHERINE HIGGINS	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HOPATCONG	PHILIP DISTEFANO	ABSENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
NEWTON	JOANIE FAYE	PRESENT

STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX CO-TECH	GUS MODLA	PRESENT
SUSSEX-WANTAGE	SUSAN LANGAN	ABSENT
VERNON	BRAD SPARTA	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent  
 Erin Siipola - Business Administrator / Board Secretary  
 Jennifer Cook - Principal  
 Marc Zitomer - Board Attorney

## VI. APPROVAL OF THE MINUTES

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

March 12, 2018 Regular Meeting  
 March 12, 2018 Executive Session

Voice vote: All voiced in favor. Abstain: Ms. Ross Motion is carried.

## VII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated negotiations is going very well. Mr. Moscatello would like to thank the administrative team for their fortitude.

## VIII. CORRESPONDENCE

1. Letter from Parent - Mr. Moscatello stated a lot of the issues in the letter are Hopcatong Issues. The areas of abuse were addressed and nothing was found.
2. Thank you from Family Member- Bunny Brunch
3. Parent Training Flyer
4. Autism Walk Parent Letter
5. Resignation Letter- Non Public Teacher
6. NHA April Calendar
7. NHA Take Our Daughters and Son to Work Day Invite

## IX. COMMITTEE REPORTS-

Personnel & Negotiations – Meeting scheduled 4/12/18 (negotiations)  
 Personnel scheduled 5/1/18 @ 12:30pm  
 Buildings and Grounds / Finance - None  
 Buildings and Grounds 5/1/18 @ 1:30pm  
 Programs and Services / Policy - None

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

The latter half of the month of March was completed with what remained of Spring recess for students and staff. Attendance was light, and coverage was a challenge but we survived the difficulties. Administrative Assistant Stacey Fazio and Superintendent enjoyed a beautiful luncheon at Farmstead Country Club in celebration of Administrative Professionals Day.

The NJDOE supported the approval of our budget for the 2018-2019 school year. This is a direct attribute to Erin Siipola and her team in planning. Mrs. Jennifer Cook assisted by having all information ready in anticipation of the meetings therefore, a smooth budget planning session was had. Facilities updates are continuing with anticipated schedules for painting and cleaning throughout Spring and Summer.

Non Public meetings have begun. The Superintendent has scheduled all of the school districts throughout the month of April for annual consultation. A total of eight school districts with a total of 16 non public schools will be reviewed for annual services in Chapter 192- Basic Skill Instruction, Chapter 193- Supplemental Instruction, and Nursing Services. The eight public schools remain handling Technology Services and Textbook Services.

An area of growth this month has been the need for home instruction services in both Non Public and Public Itinerant services.

### **Northern Hills Academy**

March was a literacy-packed month of Dr. Seuss and Rhyming fun! Even though we had snow days and wacky weather NHA managed to provide many opportunities and instructional activities for our students. March's Monthly Curricular Themes were Famous Women in History, Spring, Dr. Seuss and Other Famous Authors, Currency & Financial Planning, and World Cultures & Art.

For our March Professional Development and staff meetings, staff were provided training in Sensory Integration and Behavior Interventions as well as team building activities in their PLCs. We are currently getting ready for both the PARCC Assessment and the DLM starting in April.

March's Scouting Pack Meeting for the month was the Blue & Gold event in which Ms. Jeanne Ortiz awarded all students with a scouting badge. The theme was nutrition and our partners at Shoprite came out to do an interactive Jeopardy game with our students. Each student won a special prize. A big thank you to Mr. David Mercado from RoNetco Shoprite for sharing his knowledge with our students. NHA monthly clubs were held and filled with activities such as planting seeds for our Learning Garden and creating special bird treat birdhouses for our local feathery friends.

NHA celebrated National Reading Month with two weeks full of spirit days such as Wacky Wednesday, Inside-Out Day, Silly Sock Day, and more. Students completed reading logs with their families to promote the importance of reading together at home. We finished up the month with a Pajama Day and special movie event.

NHA once again participated in the Elk's Polar Plunge in Lake Mohawk. Parents, students and staff came out to support Ms. Katie Tackaberry, Ms. Deidre Romano, and Ms. Ricki Block in their icy swim. A total of \$500.00 was raised by SCESC staff for "Splash Speech." Over 30 NHA members were at the plunge and

many also took the plunge! Thank you to everyone who donated and those who came out to a very cold and snow-covered beach to support the team.

Two teachers set up DonorsChoose accounts and earned classrooms a total of 9 Chrome Books. All teachers and students are very excited.

**XI. BUSINESS ADMINISTRATOR’S REPORT**

Budget has been approved by the Sussex County NJDOE. Proud of all the work that everyone contributed to this. It is a balanced budget and takes into account the facilities needs and requests by teachers. As identified, the parking lot repair is a priority and Administration and Facilities Director are working collaboratively to determine the best course of action.

The new phone system will be installed at Administration Building by the end of April. This is fantastic news as everyone is currently utilizing their work cell phones.

**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 accept, with regret, the following resignations:

Name	Position	Effective Date
Lisa Smith	Part-time Non-public Teacher	April 10, 2018
Camile Santana	Part-time Paraprofessional	March 29, 2018

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
Bonnie Puzio	Paraprofessional Non-public	26	\$25.85 per hour	April 9, 2018 - June 30, 2018
Jessica Pappa	Paraprofessional	12	\$16.40 per hour	May 1, 2018 - June 30, 2018

Lisbet Todd <b>*Added</b>	Paraprofessional	21	\$21.10 per hour	April 9, 2018 - June 30, 2018
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3. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of the following Part-time Teacher, not to exceed 28 hours a week, pending completion of all required paperwork.

Name	Position	Step	Salary	Effective Date
Stephanie Breuer <b>*Added</b>	Part-time Non-public Teacher	14	\$31.05 per hour	January 3, 2018- June 30, 2018
TBD	Part-time Non-public Teacher	Not to Exceed step 12	Not to exceed \$29.57 per hour	April 10, 2018 - June 30, 2018

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

Name	Position	Step	Salary	Effective Date
Lorey Deeb	Home Instructor	N/A	\$35 per hour	April 3, 2018 - June 30, 2018
Tracey Franz-Garrity	Home Instructor	N/A	\$35 per hour	April 10, 2018 - June 30, 2018
Celeste Mayhood <b>*Added</b>	Home Instructor	N/A	\$35 per hour	April 10, 2018 - June 30, 2018

MOVE: Mr. Morel		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hopatcong	Kittatinny Aye
Lafayette Aye Abstain #3&4	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex County Technical Aye	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:

March Payroll	\$ 281,411.02
March Additional Check Register (Fund 10)	\$ 57.98
April Bills List (Fund 10)	\$ 127,086.74

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for February 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$116,721.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the resolution to participate in the Sussex County Cooperative for field trips for the 2018-2019 school year, as attached.

MOVE: Ms. Ambrose		2ND: Ms. Douglas	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hopatcong	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex County Technical Aye	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
Erin Siipola	5/8/18	CDK Year End Training - Accounting	Washington, NJ	\$0.00	TBD
Jackie Klinger	5/8/18	CDK Year End Training - Accounting	Washington, NJ	\$0.00	TBD

Jackie Klinger	5/1/18	CDK Year End Training - Personnel	Washington, NJ	\$0.00	TBD
Stacey Fazio	5/1/18	CDK Year End Training - Personnel	Washington, NJ	\$0.00	TBD
Andrea Romano	6/1/18	Strauss Esmay Annual School Law and Policy Seminar	Brookdale Community College, Lincroft, NJ	\$0.00	N/A
Erin Siipola	6/1/18	Strauss Esmay Annual School Law and Policy Seminar	Brookdale Community College, Lincroft, NJ	\$0.00	N/A
Jennifer Merkler	5.18.18	Road testing childhood apraxia of Speech assessment & treatment.....	Dieruff High School, Allentown PA	\$0	TBD
Ami Dash	4.26.18	Discussing Boundaries & Relationships with youth who have Intellectual & Developmental Disabilities	Webinar	\$0	\$0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation from DonorsChoose.org for:

Donation	From	Quantity	Cost	Total	Teacher
Acer -15.6 Chromebook	DonorsChoose.org	5	\$223.12	\$1,115.60	Alyssa Summer
Acer -15.6 Chromebook	DonorsChoose.org	4	\$223.12	\$892.48	Patty Murphy

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

**Motion is carried.**

Ms. Romano stated if either teacher left they could take the chrome books with them or they can stay at the school.

**E. BUILDINGS AND GROUNDS**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Greco Landscaping for lawn maintenance in the amount of \$5,040.00 .
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the annual maintenance agreement with Willco in the amount of \$3,256.00.

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 Aye	Stanhope Aye
Sussex County Technical Aye	Sussex-Wantage	Vernon Aye	

**Motion is carried.**

Mr. Moscatello asked if there was increase in cost for the HVAC maintenance agreement and landscaping. Mrs. Sipola stated the price did not increase for the HVAC maintenance agreement but it did increase for the lawn maintenance.

**XIV. OLD BUSINESS:**

**NEW BUSINESS:**

1. School Ethics Disclosure Forms
2. Electronic Chief School Administrator - Possibility

**XV. PUBLIC PARTICIPATION**

There was no public participation.



## XVI. RESOLUTION FOR EXECUTIVE SESSION (Closed)

**Motion by Ms. Carlson, seconded by Ms. Risley**, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:28 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 April 9, 2018 for the purpose of Personnel, Legal issues and Superintendent Evaluation.*

*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. Risley**, to close the Executive Session, all voiced in favor at 8:19 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:19 p.m.

## XVII. OTHER BOARD ACTION

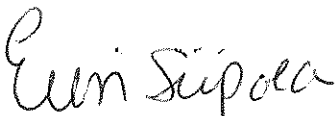
There was no other board action.

## XVIII. ADJOURNMENT

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

**At 8:19 P. M.**

Respectfully submitted,



Erin Siipola  
Business Administrator / Board Secretary

**Important dates:**

**NEXT BOARD MEETING:**

**May 7, 2018 at 7 PM – Regular Meeting**

**June 4, 2018**

**REORGANIZATION MEETING- All Representative Assembly Districts MUST  
Attend 7:00 pm Northern Hills Academy**