

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

February 5, 2018

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order 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. 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. OATH OF OFFICE BOARD OF DIRECTORS

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

VI. ROLL CALL

ANDOVER
BYRAM

MIKE MOREL
MARY ANN RISLEY

PRESENT
PRESENT

FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	CATHERINE HIGGINS	PRESENT
HAMBURG	CHARLOTTE AMBROSE	ABSENT
HAMPTON	JOYCE ANDERSON	PRESENT
HOPATCONG	PHILIP DISTEFANO	PRESENT
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	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent
 Erin Siipola - Business Administrator / Board Secretary
 Jennifer Cook - Principal
 Thomas Ferry - Auditor

VII. APPROVAL OF THE MINUTES

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

January 11, 2018 Regular Meeting
 January 11 2018 Executive Session

Voice vote: All voiced in favor.

Abstain: Mr. DiStefano

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello reported the first negotiations session was held. It was a meet and greet and the ground rules were set. Mr. Moscatello stated he attended the workshop on the new format for the Superintendent's Evaluation Tool. The process for the evaluation has been improved. The evaluation starts off with a preconference. The entire evaluation must be completed by July 1st.

IX. CORRESPONDENCE

1. School Calendar February
2. NHA Winter Ball Invite
3. Animal Club Flyer

X. COMMITTEE REPORTS-

Personnel & Negotiations – See President’s comments.
Buildings and Grounds / Finance - Budget meeting scheduled for later in February.
Programs and Services / Policy - None

XI. SUPERINTENDENT’S REPORT

Sussex County ESC administration is working on the budget for remainder of the 2017-2018 school year and preparing budget for 2018-2019 school year. Information is being reviewed for all programs- itinerant, non public and the schools. Each line is discussed, identified as to how best to accomplish our goals and to determine the necessity of the amount allocated.

A workshop entitled, Prepare to Fade, was held on January 19th. We had representatives from almost every school district in Sussex County and with Morris, Hunterdon and Warren counties represented also. Dr. Brillante spent 3-4 hours working with school districts in identifying how to prepare the conversations with parents and CST teams to determine the necessity for paraprofessionals, related services in high school and through the transition process.

Superintendent and Principal have been working collaboratively in support of personnel issues. Information has been reviewed and documented. Teacher evaluations within the Stronge system have been completed for almost all of the certified staff in their second round. Third observations have begun to be scheduled. SGO mid year reviews have occurred.

Teacher of the Year and Educational Specialist of the Year have been identified Teacher Alyssa Summer and Educational Specialist Social Worker Sara Klejmont have met the criteria of the committee and were announced on January 22nd. Ms. Cook presented to their honors at a staff breakfast.

Business Administrator Erin Siipola and I attended a Worker’s Compensation workshop through our Fred Pryor subscription. It was beneficial on so many levels. On the heels of that workshop we held our 2nd safety meeting with NJSBIG representative George Morville of the Morville Agency. In these meetings we review SCESC’s safety protocols, workers compensation submissions and identify areas that we need to continue to improve. We discuss property and facility management and identify any areas of concern.

We continue to work collaboratively with districts to meet their needs in staffing and program development under itinerant.. Information was proposed to 1 district to start a preschool program with them, another district to provide a series of differentiated instruction with support/follow up by Dr, Brillante. Several districts have asked SCESC to assist in support with School Psychologists and/or Social Workers for itinerant work.

Another workshop is being offered in March, called SIBS- Student Inventory for Behavioral Support. This workshop is only offered to 25 participants and districts would need to purchase their own subscription. However, schools in Sussex felt that more information was needed to determine if this is an appropriate system for our schools to use to track behavior. It makes sense that SCESC coordinated this effort.

In addition, March 6th-9th Crisis Prevention Institute will be utilizing our building to host CPI Training. This was again an opportunity for SCESC to coordinate this event for the whole county.

Finally, just a reminder that our March meeting will be our FULL BOARD OF EDUCATION, our Board of Directors, plus our Representative Assembly Committee. It is scheduled for March 5th at 7:00pm.

Northern Hills Academy

January has been a very busy month. The administrative team has been working with staff on budgeting for next school year. Several school districts have toured the NHA program for placements. We have restructured some of the related services schedules with future growth in mind that also allows us to be more cost effective. We opened a new Multiple Disability classroom that will complete a full-transition by February 20th. We are very excited about this opportunity for our students.

It was once again a busy month with a lot of extracurricular activities and events. January's Monthly Curricular Themes were Arctic Animals, Transportation, Inventions, and New Year's Goals. We also had our monthly Pet Therapy and NHA Clubs. Our Animal Club is collecting new cat and dog items for a local animal shelter.

For our January In-service, staff was provided training in a variety of topics. All staff attended a HIB and Bullying Workshop and a Medical Equipment Training with Health Services. Paraprofessionals attended a Sensory Integration Training, Visual Supports Workshop, Assistive Technology Workshop and a Handle with Care Training. Teachers attended curriculum trainings for both Learning A-Z and News2You as well as an Interpreting Data to Drive Instruction Workshop.

We look forward to a fun February! Go Eagles!

XII. BUSINESS ADMINISTRATOR'S REPORT

Mr. Ferry from Ferraioli, Wielkotz, Cerullo & Cuva presented the 2017-2018 audit report. Mr. Ferry stated that fund balance is healthy which is important because Commission's do not have reserve balances. Mr. Ferry stated there were no audit comments for the 2017-2018 school year.

XIII. PUBLIC PARTICIPATION

There was no public participation.

XIV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of Stephanie Cawein, maternity leave replacement teacher for Northern Hills Academy, at MA Step 14, \$58,740, from February 6, 2018 - June 30, 2018, pending completion of all paperwork.

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
TBD	PT Paraprofessional	Not to exceed Step 26	Not to exceed \$25.85	2/06/18-6/30/18
TBD	PT Paraprofessional	Not to exceed Step	Not to exceed \$25.85	2/06/18-6/30/18

3. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of the following full time staff pending completion of all required paperwork;

Name	Position	Salary	Step	Effective Date	MEMO
Paige Ortega	Social Worker	\$54,340 (prorated)	MA Step 6	2/12/18-6/30/18	For NHA and Itinerant

4. **RESOLVED**, that the Sussex County ESC Board of Directors approve Caroline Reilly, a student from Seton Hall University to complete her clinical experience, minimum of 60 hours at Northern Hills Academy from February 2, 2018 through May 8, 2018, pending completion of all required paperwork.

5. **RESOLVED**, that the Sussex County ESC Board of Directors approve the new 2018 Superintendent evaluation tool. ***Added Agenda**

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

Motion is carried.

B. POLICY

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second reading of the following bylaw policy and regulation updates:

P0169.02 Board Member Use of Social Media Networks (New)
P3437 Military Leave (Revised)
P4437 Military Leave (Revised)
R5460.1 High School Transcripts (M) (Revised)
P5516.01 Student Tracking Devices (New)
P7425 Lead Testing of Water in Schools (New)
P&R 7440 School District Security (M) (Revised)
P&R 7441 Electronic Surveillance in School Buildings and on School Grounds (M)
(Revised)
P8630 Bus Driver / Bus Aide Responsibility (M) (Revised)
R8630 Emergency School Bus Procedures (M) (Revised)
P9242 Use of Electronic Signatures (New)

MOVE: Mr. Morel		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Hamburg	Hampton Aye	Hopatcong No P 0169.02 Aye rest of policies	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton	Stanhope Aye
Sussex County Technical Aye	Sussex-Wantage	Vernon Aye	

Motion is carried.

A brief discussion was held regarding the policy on Board Member Use of Social Media Networks.

C. FINANCE

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

January Payroll	\$ 274,327.68
January Additional Check Register (Fund 10)	\$ 25.00
January Bills List (Fund 10)	\$ 228,873.05

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for December 2017 (as attached).

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$59,084.

MOVE: Ms. Carlson		2ND: Ms. Anderson	
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Hamburg	Hampton Aye	Hopatcong Aye	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Newton	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
Stacey Fazio	1/24/18	Managing Multiple Priorities	Parsippany, NJ	Fred Pryor Subscription	TBD
Ami Dash	10/12/17	Mindfulness Goes to School	Webinar	\$0.00	N/A
Ami Dash	2/8/18	Restorative Practices and Social Skills	Webinar	\$0.00	N/A
Ami Dash	2/5/18	Best Practices in Peer Support Training	Webinar	\$0.00	N/A
Karra Hansen-Mueller	2/13/18	Facilitating Independence for Students with More Complex Support Needs	New Providence, NJ	\$140.00	TBD
Ami Dash	2/23/18	Legally Compliant IEP'S	Annandale, NJ	\$150.00	TBD
Ricki Block	4/26/18-4/27/18	2018 NJSHA Convention	Long Branch, NJ	\$150.00	\$51.03
Katie Tackaberry	4/26/18-4/27/18	2018 NJSHA Convention	Long Branch, NJ	\$150.00	\$51.03
Andrea Romano	3/23/18	NJAPSA: Spring Academy Conference	Monroe, NJ	\$199.00	TBD
Jeanne Ortiz	3/08/18	Handle with Care Re-Cert Instructor Training	New Paltz, NY	\$450.00	\$46.50

Andrea Romano	6/06/18-6/08/18	Presenter @ Pennsylvania Association of Intermediate Units Annual Conference	Lancaster, PA	\$0.00	\$0.00
Andrea Romano	2/27/18	TechXtend and NaviGate Prepared Safety Summit Workshop	Monmouth County Sheriff's Office Public Safety Center, Freehold, NJ	\$0.00	N/A

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following requests for Northern Hills Academy for Field Trips :

Staff Member	Date	Field Trip	Location	Cost
Jeannie Ortiz	05/17/18	Fishoree	Allamuchy, NJ	Cost- \$TBD Bus- \$TBD
Ricki Block	2/09/18	CBI- Stop & Shop	Sparta, NJ	Cost- \$0 Bus- NA
Rebecca DeFeo Sam Hansen	3/16/18	Imagine That!	Florham Park, NJ	Cost- \$241.71 Bus- \$TBD

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into ancillary services under Public School Itinerant Programming with the following school districts for the 2017-2018 school year.

Montague

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2017-2018 IDEA funding, as attached.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accepts the immunization audit for the 2017-2018 school year, as attached.

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accepts the annual report of TB Testing in Schools for the calendar year ending December 31, 2017, at attached.

7. **RESOLVED**, that the following appointment be made for the period of February 6, 2018 – June 30, 2018:

WHEREAS, there exists a need for an Educational Services 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:

Pamela Cunning be appointed to provide Educational Services at a rate \$75 an hour for a maximum amount not to exceed \$100,000 for the period of February 6, 2018 – 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 professions licenses and regulated by law not allowing for competitive bids. ***Added Agenda**

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 February 5, 2018 regular meeting:

Pamela Cunning – Educational Services Consultant

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

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

Motion is carried.

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Karl Environmental Group to complete the 2017-2018 Right to Know Survey in the amount of \$795.00.

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

Motion is carried.

XV. OLD BUSINESS:

1. 40th Anniversary of SCESC - A brief discussion was held regarding ideas for the upcoming 40th Anniversary.

NEW BUSINESS:

1. School Ethics Disclosure Forms

XVI. PUBLIC PARTICIPATION

There was no public participation.

XVII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Mr. DiStefano, seconded by Ms. Higgins, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:52 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 February 5, 2018 for the purpose of Matters of Attorney-Client Privilege and 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 Ms. Carlson, seconded by Ms. Ross, to close the Executive Session, all voiced in favor at 7:59 p.m.:

The Board entered into Regular Session entered into Regular Session at 7:59 p.m.

XVIII. OTHER BOARD ACTION

There was no other board action.

XIX. ADJOURNMENT

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

At 7:59 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

March 5, 2018 at 7 PM – Regular Meeting

Just a reminder that our March meeting will be our FULL BOARD OF EDUCATION, our Board of Directors, plus our Representative Assembly Committee. It is scheduled for March 5th at 7:00pm.