

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**March Minutes**

**March 12, 2018**

**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. 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. Hutcheson.

**VI. ROLL CALL**

**Board of Directors:**

ANDOVER  
BYRAM  
FRANKLIN

MIKE MOREL  
MARY ANN RISLEY  
SUZANNE ROSS

PRESENT (Arrived 7:12 pm)  
PRESENT  
ABSENT

FREDON  
 HAMBURG  
 HAMPTON  
 HOPATCONG  
 KITTATINNY  
 LAFAYETTE  
 LENAPE VALLEY  
 NEWTON  
 STANHOPE  
 SUSSEX CO-TECH  
 SUSSEX-WANTAGE  
 VERNON

CATHERINE HIGGINS ABSENT  
 CHARLOTTE AMBROSE PRESENT  
 JOYCE ANDERSON PRESENT (Arrived 7:14 pm)  
 ANTHONY FASANO PRESENT  
 CRAIG HUTCHESON ABSENT  
 LISA CARLSON PRESENT  
 RICHARD KUNCKEN PRESENT (Arrived 7:08 pm)  
 JOANIE FAYE PRESENT (Arrived 7:07 pm)  
 GIL MOSCATELLO PRESENT  
 GUS MODLA PRESENT  
 SUSAN LANGAN ABSENT  
 BRAD SPARTA PRESENT

**Representative Assembly:**

GREEN  
 HARDYSTON  
 HIGH POINT  
 MONTAGUE  
 OGDENSBURG  
 SANDYSTON / WALPACK  
 SPARTA  
 WALLKILL VALLEY

JENNIFER CINOTTI PRESENT  
 NICK DEMSAK PRESENT  
 DEB ANDERSON PRESENT  
 TIM CAPONE ABSENT  
 TONI CORBAN PRESENT  
 JEANNE APRYASZ PRESENT  
 KELLY MCEVOY PRESENT  
 ED CARD ABSENT

**Also Present:** Andrea Romano - Superintendent  
 Erin Siipola - Business Administrator / Board Secretary  
 Jennifer Cook - Principal  
 Valerie Bickley - Parent  
 Karelann Herkaler-Artale - Parent

**VII. BUDGET**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2018-2019 budget for submission to the Executive County Superintendent of Schools as follows:

|                 |                     |
|-----------------|---------------------|
| General Fund    | \$5,073,203.00      |
| Special Revenue | <u>\$ 14,800.00</u> |
| Total           | \$5,088,003.00      |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Workshop, Meeting, and Travel budget for the 2018-2019 school year as per attached Document A, and Professional Services budget for the 2018-2019 school year as per attached Document B.

|                   |               |
|-------------------|---------------|
| MOVE: Ms. Carlson | 2ND: Ms. Faye |
|-------------------|---------------|

|                           |               |                 |                |
|---------------------------|---------------|-----------------|----------------|
| Andover Aye               | Byram Aye     | Franklin        | Fredon         |
| Green Aye                 | Hamburg Aye   | Hampton Aye     | Hardyston Aye  |
| High Point Aye            | Hopatcong Aye | Kittatinny Aye  | Lafayette Aye  |
| Lenape Valley Aye         | Montague      | Newton Aye      | Ogdensburg Aye |
| Sandyston/<br>Walpack Aye | Sparta Aye    | Stanhope Aye    | Sussex-Wantage |
| Sussex Vo-Tech Aye        | Vernon Aye    | Wallkill Valley |                |

**Motion is carried.**

**Representative Assembly Members may leave the meeting at this time but are more than welcome to stay.**

Representative Assembly Members left.

#### **VIII. APPROVAL OF THE MINUTES**

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

February 5, 2018 Regular Meeting  
February 5, 2018 Executive Session

Voice vote: All in Favor

Abstain: Mr. Fasano

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

The past two weeks have been insane with the snow storms and trying to figure out how we are going to make up the extra days. The schools in Sussex County have done a great job during the inclement weather along with Police, EMT's and Fire Companies. Mr. Mostcallo thanked everyone for coming out to extra meetings.

#### **X. CORRESPONDENCE**

1. CPI Training
2. Paw Prints Issue 2
3. Workshop with Nami
4. March NHA Calendar of Events **\*Added**
5. 2018 NJ Special Education Administrator of the Year Award **\*Added**
6. Innovations in Special Education Award **\*Added**

7. School Boards Notes Digest- Article about ESC of NJ **\*Added**
8. Herald Article **\*Added**

## **XI. COMMITTEE REPORTS-**

Personnel & Negotiations – Mr. Moscatello reported negotiations held the first formal meeting and it went very well. Proposals were exchanged and we are moving in a positive spirit.

Buildings and Grounds / Finance -

Programs and Services / Policy - None

## **XII. SUPERINTENDENT'S REPORT**

In general this month flew by. In February the Superintendent was out of the building at several trainings. A quarterly webinar training held by the NJDOE-OSEP started the month. This information was presented by the current Assistant Commissioner of Education who spoke about changes that have occurred over the last 3 months from NJDOE. Then she attended The Power of Legal provided by David Nash and NJASA. A Non-Public meeting was held at the ESC of NJ where an Ombudsman from the NJDOE was present to review information regarding grants. Another webinar on "Good Hire and Bad Hire" was attended by the Superintendent. The NJASA Professional Development Committee was attended in Trenton and finally a phone conference with the Affinity Tank from AESA. Information from NJASA Special Education Committee was distributed to all Sussex and Warren County School Districts so that they may nominate Special Education Administrators of the Year and Innovations in Special Education program. Additional information from webinars was sent out to Board members and additional colleagues via email.

Due to the unfortunate announcement that Warren County Special Services School District will be closing their educational programs and abolishing staff positions effective June 30, 2018. I met with Warren County Special Services Superintendent to discuss how SCESC can work collaboratively to establish or pick up programs for students and districts. Information was sent out to all Warren County Superintendent's and meetings were set to establish connections to SCESC ESY program, 2018-2019 School Year program and all itinerant/professional development opportunities.

### **Northern Hills Academy**

Even though February is a shorter month, we managed to fill it with amazing opportunities and instructional activities for our students at NHA. February's Monthly Curricular Themes were Famous African-Americans, Dental & Personal Hygiene, The Heart & Circulatory System, Love & Kindness, American Presidents & the Executive Branch, and Currency and Financial Planning. February's Scouting Pack Meeting for the month was themed for the Chinese New Year. Ms. Jeanne Ortiz, PT, ran the program and a great time was had by all the students. NHA celebrated our 100th Day of School on February 22nd with many activities and projects. We had a very special pizza lunch that day. We also had our monthly visits from our furry friends with Pet Therapy.

For our February Professional Development meetings and trainings, staff were provided training in Therapeutic Yoga, School Security & Safety, Behavior Interventions, and State Assessment Preparation. Many of our staff members also participated in a fun culture and climate building activity, entitled, Secret

Snowflakes. The secret pal-like activity started on February 1st and concluded with a staff Valentine's party on February 14th.

Also this month, we made time to reach out to our community partnerships. Ms. Karra's class made beautiful Valentine's Day creations for our friends at Barn Hill Care Center in Newton. Our special friends in the community love getting our special projects! Thank you to Ms. Karra Hansen-Mueller and her class for their hard work. NHA monthly clubs were held and filled with activities such as exploring different types of soil in Garden Club, Rice Krispy Spring Treats in Cooking Club, Love Bugs Project in Arts & Crafts Club and Sorting cat and dog donations in Animal Club. The Animal Club, also this month had a special visitor from Father John's Animal Shelter. They collected donations of new cat and dog items to give to support Father John's. Our special guest, Izzy, the French Bulldog, along with her human came to meet our students and pick up the donations. Our students were very excited and had a great time with Izzy. They even made the NJ Herald. A big Thank You to Animal Club advisors and teachers, Ms. Jennifer Beshada, and Ms. Rebecca DeFeo for coordinating this amazing outreach project.

Ms. Sara Klejmont, our social worker, also made major waves, with her Brave Bags. She worked with students this month to paint and fill canvas bags with kid-friendly items such as coloring books, crayons, play dough, and stress balls. Students then donated these bags to our Police Officer friends here in Sparta. The purpose of a "Brave Bag" is to have available items to give to scared children when they go out on calls. The students were very excited to make these bags and meet up with our local Officers.

Parent-Teacher Conferences were on February 22nd/March 1st and were very successful. We had many parents coming out and calling in to keep abreast of the progress their child is making this year at NHA.

We are looking forward to a very exciting and reading-filled month of March!

### **XIII. BUSINESS ADMINISTRATOR'S REPORT**

Business Administrator and support staff have been working on the budget preparation for the 2018-2019 school year. Mrs. Siipola has met with Principal Jennifer Cook and reviewed wish lists of teacher's and made a plan for furniture and technology replacement. Mrs. Siipola and Superintendent have met with Hunter Technologies and several other phone telecommunication companies to identify an appropriate phone system that will mesh the two locations and allow the NHA building to be a central communications hub. Mrs. Siipola and Mrs. Cook have worked with the facilities director to identify a future big project of repaving the parking lot.

Mrs. Siipola has attended NJASBO meeting and has worked within all areas of the NJDOE to work within the budget revisions/changes/announcements etc.

Mrs. Siipola has obtained her QPA, so this allows an increase to the bid and quote threshold allowable for Sussex ESC.

**XIV. PUBLIC PARTICIPATION**

Ms. Herkaler-Artale a Northern Hills Academy parent expressed her concerns about the school, as did another parent Ms. Bickley.

**XV. 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 |
|----------------|----------------------------|----------------|
| Natalie Ludwig | Part-time Paraprofessional | 2/12/18        |
| Kaitlyn Barone | Part-time Paraprofessional | 2/8/18         |
| Luz Jiminez    | Part-time Paraprofessional | 3/8/18         |

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  |
|--------------------------------|---------------------|-----------------------|-----------------------|-----------------|
| Jessica Coursen                | PT Paraprofessional | 10                    | \$15.52               | 2/12/18-6/30/18 |
| Tracy Franz-Garrity            | PT Paraprofessional | 10                    | \$15.52               | 2/12/18-6/30/18 |
| Dawn Iadarola<br><b>*Added</b> | PT Paraprofessional | 18                    | \$19.85               | 3/13/18-6/30/18 |
| TBD <b>*Added</b>              | PT Paraprofessional | Not to exceed step 26 | Not to exceed \$25.85 | 3/13/18-6/30/18 |

3. **RESOLVED**, that the Sussex County ESC Board of Directors approve the hiring of Barbara Talmadge as a Part-Time Confidential Administrative Assistant at the salary of \$20.00 per hour, pending completion of all required paperwork, not to exceed 15 hours a week. **\* Added**

|                             |                   |                |              |
|-----------------------------|-------------------|----------------|--------------|
| MOVE: Ms. Risley            |                   | 2ND: Mr. Morel |              |
| Andover Aye                 | Byram Aye         | Franklin       | Fredon       |
| Hamburg Aye                 | Hampton Aye       | Hopatcong Aye  | Kittatinny   |
| Lafayette Aye               | Lenape Valley Aye | Newton Aye     | 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 revised purchasing policy for the 2017-2018 school year. **\*Added**

|                             |                   |                  |              |
|-----------------------------|-------------------|------------------|--------------|
| MOVE: Mr. Morel             |                   | 2ND: Ms. Carlson |              |
| Andover Aye                 | Byram Aye         | Franklin         | Fredon       |
| Hamburg Aye                 | Hampton Aye       | Hopatcong Aye    | Kittatinny   |
| Lafayette Aye               | 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:

|                                     |               |
|-------------------------------------|---------------|
| February Payroll                    | \$ 300,263.68 |
| February Additional Bills (Fund 10) | \$ 88.00      |
| March Bills List (Fund 10)          | \$ 96,776.45  |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for January 2018 (as attached).

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for January 2018.

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$3,673.00.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the proposal with Hunter Technologies for Phones in the Administration Building through state contract in the amount of \$12,753.59.

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the proposal with Hunter Technologies for Phones at Northern Hills Academy through state contract in the amount of \$16,598.54.

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors appoint Erin Siipola, Business Administrator/Board Secretary, as District Purchasing Agent- Qualified Purchasing Agent (QPA), effective February 23, 2018 as follows:

Whereas, 18A:18A-2 provides that a board of education may assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons which shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-2 defines purchasing agent as the secretary, business administrator or the business manager of the board of education, but if there be no secretary, business administrator or business manager, such officer, committees or employees who such power has been delegated by the board of education, and

Whereas, 18A:18A-3 provides that contracts awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and Whereas, 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations of so authorized by board resolution, and

Now Therefore Be it resolved that the Sussex County Educational Services Commission pursuant to the statues cited above hereby appoints Erin Siipola, Business Administrator/Board Secretary, as its duly authorized qualified purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Board of Education, and

Be it further resolved that Erin Siipola Business Administrator/Board Secretary, is hereby authorized to award contracts on behalf of the Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations; and

Be it further resolved that Erin Siipola, Business Administrator/Board Secretary, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold but less than the bid threshold per statute set at \$40,000. **\*Added**

|                  |           |               |        |
|------------------|-----------|---------------|--------|
| MOVE: Ms. Risley |           | 2ND: Ms. Faye |        |
| Andover Aye      | Byram Aye | Franklin      | Fredon |



|                             |                   |               |              |
|-----------------------------|-------------------|---------------|--------------|
| Hamburg Aye                 | Hampton Aye       | Hopatcong Aye | Kittatinny   |
| 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 rescind the following professional development activities:

| <b>Staff Member</b>  | <b>Date</b> | <b>Workshop</b>              | <b>Location</b> | <b>Cost</b>             | <b>Mileage</b> |
|----------------------|-------------|------------------------------|-----------------|-------------------------|----------------|
| Stacey Fazio         | 1/24/18     | Managing Multiple Priorities | Parsippany, NJ  | Fred Pryor Subscription | TBD            |
| Karra Hansen-Mueller | 2/13/18     | "I Did It"                   | MUJC            | \$0.00                  | TBD            |

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

| <b>Staff Member</b>  | <b>Date</b> | <b>Workshop</b>   | <b>Location</b>                  | <b>Cost</b> | <b>Mileage</b> |
|----------------------|-------------|---|----------------------------------|-------------|----------------|
| Ami Dash             | 2/18/17     | Vineland 3 Case Studies for Neurodevelopmental Disorders  | Webinar                          | \$0.00      | \$0.00         |
| Karra Hansen-Mueller | 3/19/18     | Supporting Social Skills Development by Facilitating Peer Interventions for Students with disabilities. | Morris-Union Jointure Commission | \$135       | TBD            |
| Karra Hansen-Mueller | 3/15/18     | Creating an Inclusive Future Using Person Centered Planning   | Ramapo College of NJ             | \$0.00      | \$0.00         |
| Sara Klejmont        | 5/1/18      | Psychopharmacology with Children  | Parsippany, NJ                   | \$129.00    | \$0.00         |
| Michelle Hennelly    | 5/9/18      | You too, Can do ABA-HBA and it's Foundation Topic I   | MUJC-Central Office              | \$100.00    | TBD            |

|               |                 |  |                             |                     |                     |
|---------------|-----------------|--|-----------------------------|---------------------|---------------------|
| Sara Klejmont | 4/18/18         | Children's Mental Health & Developmental Disabilities                            | Boggs Center, New Brunswick | \$129.00            | \$0.00              |
| Sara Klejmont | 5/6/18          | A Social/Emotional Learning Framework for schools                                | Piscataway                  | \$0.00              | TBD                 |
| Ami Dash      | 3/23/18         | Breakthrough in School Counseling: Practical & Effective CBT in a School Setting | Sparta, NJ                  | \$0.00              | 0.00                |
| Ricki Block*  | 2/27/18         | RBT Online Training Course   | Online                      | Free                | Free                |
| Ricki Block*  | 12/14/17        | Creating a Comprehensive Communicative Classroom                                 | Online                      | Free                | Free                |
| Ricki Block*  | 11/20/17        | Top Assistive Technology to Support Readers                                      | Online                      | Free                | Free                |
| Emily Thomas* | 4/19/18-4/20/18 | American Occupational Therapy Association National Conference                    | Salt Lake City, Utah        | Staff member paying | Staff Member paying |

\*Added

3. **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                                |
|------------------|---------|---------------|----------|-------------------------------------|
| Samantha Hansen  | 5/25/18 | Hillside Park | Andover  | Cost: \$0.00<br>Transportation: TBD |
| Rebecca DeFeo    | 5/25/18 | Hillside Park | Andover  | Cost: \$0.00<br>Transportation TBD  |
| Jennifer Beshada | 5/25/18 | Hillside Park | Andover  | Cost: \$0.00<br>Transportation: TBD |

4. **RESOLVED**, that the Sussex County ESC Board of Directors approve the 2018-2019 school calendar, as attached.

5. **RESOLVED**, that the Sussex County ESC Board of Directors approve the Revised 2017-2018 school calendar, as attached. **\*Added**

6. **RESOLVED**, that the Sussex County ESC Board of Directors approve the submission of the Community Grant Program to the Walmart Foundation in the amount of \$5,000.00 for . **\*Added**

|                  |                |
|------------------|----------------|
| MOVE: Ms. Risley | 2ND: Mr. Morel |
|------------------|----------------|

|                             |                   |               |              |
|-----------------------------|-------------------|---------------|--------------|
| Andover Aye                 | Byram Aye         | Franklin      | Fredon       |
| Hamburg Aye                 | Hampton Aye       | Hopatcong Aye | Kittatinny   |
| Lafayette Aye               | Lenape Valley Aye | Newton Aye    | Stanhope Aye |
| Sussex County Technical Aye | Sussex-Wantage    | Vernon Aye    |              |

**Motion is carried.**

**XVI. OLD BUSINESS:**

1. CSA Evaluation Process - Pre-conference April Board meeting.

**NEW BUSINESS:**

1. Letter from Parent to Board Members. Noting every Board Member did not receive a letter. Letter was dated 3/5/18, but was not handed out till the meeting on 3/12/18.

**XVII. PUBLIC PARTICIPATION**

Ms. Herkaler-Artale thanked Ms. Romano for moving quickly for her daughter's placement.

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

**Motion by Ms. Risley, seconded by Mr. Morel,** to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 8:03 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 March 12, 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. Risley, seconded by Ms. Faye,** to close the Executive Session, all voiced in favor at 8:26 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:26 p.m.

#### **XIX. OTHER BOARD ACTION**

There was no other board action.

#### **XX. ADJOURNMENT**

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

**At 8:26 P. M.**

Respectfully submitted,



Erin Siipola  
Business Administrator / Board Secretary

#### **Important dates:**

**NEXT BOARD MEETING: April 9, 2018 at 7 PM – Regular Meeting**