

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**June Minutes**

**June 4, 2018**

**REPRESENTATIVE ASSEMBLY/REORGANIZATION /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. ROLL CALL**

**Current Board of Directors**

ANDOVER	ROB KOROSKI	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESET
FREDON	CATHERINE HIGGINS	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HOPATCONG	PHILIP DISTEFANO	PRESENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT (7:05 p.m.)
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT

SUSSEX CO-TECH	GUS MODLA	PRESENT
SUSSEX-WANTAGE	MICHAEL GALL	PRESENT
VERNON	DAVID ZWEIER	PRESENT

**Current Representative Assembly**

GREEN	JENNIFER CINOTTI	PRESENT
HARDYSTON	NICK DEMSACK	PRESENT
HIGH POINT	DEBBIE ANDERSON	ABSENT
MONTAGUE	TIM CAPONE	PRESENT
OGDENSBURG	JOSH CONKLIN	PRESENT
SANDYSTON-WALPACK	PAT COOGAN	PRESENT
SPARTA	KAREN SCOTT	PRESENT
WALLKILL	ROBERT CARLSON	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent  
 Erin Siipola - Business Administrator / Board Secretary  
 Jennifer Cook - Principal  
 Sara Klejmont - Social Worker  
 Alyssa Summer - Teacher

**VI. ACTION ON AGENDA ITEMS**

- RESOLVED**, that the Representative Assembly set the number of Board of Directors at fifteen (15) and call for members to serve the Board for the period June 5, 2018 through June 3, 2019.

MOVE: Ms. Risley		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green Aye	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong Aye	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg Aye
Sandyston/Walpack Aye	Sparta Aye	Stanhope Aye	Sussex Vo-Tech Aye
Sussex-Wantage Aye	Vernon Aye	Wallkill Valley AYe	

**Motion carried.**

**VII. NOMINATIONS**

- CALL FOR THE NOMINATION FOR THE BOARD OF DIRECTORS

ANDOVER  
 BYRAM  
 FRANKLIN  
 FREDON  
 HAMBURG  
 HAMPTON  
 HARDYSTON  
 KITTATINNY  
 LAFAYETTE  
 LENAPE VALLEY  
 MONTAGUE  
 NEWTON  
 STANHOPE  
 SUSSEX-WANTAGE  
 VERNON

ROB KOROSKI  
 MARYANN RISLEY  
 SUZANNE ROSS  
 CATHERINE HIGGINS  
 CHARLOTTE AMBROSE  
 JOYCE ANDERSON  
 NICK DEMSAK  
 MOIRA DOUGLAS  
 LISA CARLSON  
 RICHARD KUNCKEN  
 TIM CAPONE  
 JOANIE FAYE  
 GIL MOSCATELLO  
 MICHAEL GALL  
 BRAD SPARTA

B. OATH OF ALLEGIANCE

Mrs. Siipola administered the oath of allegiance to the new board members.

C. CALL FOR THE NOMINATION FOR THE POSITION OF BOARD PRESIDENT

Nomination of Mr. Moscatello

Nominated by: Ms. Carlson

Seconded by: Ms. Risley

MOVE: Ms. Carlson		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage	Vernon Aye	Wallkill Valley	

**Motion carried.**

D. CALL FOR THE NOMINATION FOR THE BOARD VICE PRESIDENT

Nomination of Ms. Carlson

Nominated by: Ms. Ross

Seconded by: Mr. Moscatello

MOVE: Ms. Carlson		2ND: Mr. Moscatello	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage	Vernon Aye	Walkill Valley	

**Motion carried.**

**THE NEW PRESIDENT ASSUMES AND PRESIDES OVER THE REMAINDER OF THE MEETING**

Mr. Moscatello thanked all the board members who served this past year. We had a very successful year.

**VIII. APPOINTMENT OF REPRESENTATIVES AND COMMITTEES BY THE PRESIDENT**

1. Buildings and Grounds/Finance - Mr. Moscatello, Ms. Risley, Mr. Kuncken, Mr, Gall
2. Negotiations and Personne - Mr. Moscatello, Mrs. Anderson, Ms. Faye, Mr. Sparta, Ms. Risley
3. Programs and Services/Policy - Ms. Carlson, Ms. Ross, Ms, Ambrose, Mr Moscatello
4. Executive Committee - Mr. Moscatello, Ms. Carlson, Ms. Risley

**IX. ACTION ON MATTERS PERTAINING TO REORGANIZATION**

1. **RESOLVED**, by the Board of Directors of the Sussex County Educational Services Commission that all existing bylaws and policies and regulations, contracts and agreements as established by act and practice of previous Boards of Directors and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution.
2. **RESOLVED**, that the following appointments be made for the period July 1, 2018, through June 30, 2019, or until a replacement is named:

WHEREAS, there exists a need for auditing, legal services and architectural services

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

WHEREAS, 18A:18A-5 et seq. 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:

Ferraioli, Wielkottz, Cerullo & Cuva, P.A. be appointed as auditors for the period July 1, 2018 – June 30, 2019 at a fee of \$14,800, for a maximum amount not to exceed \$25,000.00.

Parette Somjen Architects be appointed to provide architectural services at a rate of \$164 per hour for Principal and Partner License Architects for the period July 1, 2018 – June 30, 2019, for a maximum amount not to exceed \$100,000.00.

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$175.00 per hour for the period of July 1, 2018 – June 30, 2019, for a maximum amount not to exceed \$100,000.00

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

**BE IT FURTHER RESOLVED** that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

3. **RESOLVED**, that the following appointments be made for the period July 1, 2018, through June 30, 2019, or until a replacement is named:

WHEREAS, there exists a need for medical, behavioral, nursing, school psychologist LCSW and OT/PT/Speech services consulting services

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

WHEREAS, 18A:18A-5 et seq. 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:

Dr. James Porter to provide medical consulting services for the period of July 1, 2018 – June 30, 2019 at a rate of \$500 a year.

BAYADA Pediatrics be appointed to provide School Nursing Services at a rate of \$60 per hour RN services and \$50 per hour for LPN services for the period of July 1, 2018 - June 30, 2019.

Margaret Dubanowich be appointed to provide School Psychologist services at a rate of \$55 per 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 manager (initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2018- June 30, 2019.

Elisa Stern be appointed to provide School Psychologist services at a rate of \$55 per 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 manager

(initials and re-evaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2018- June 30, 2019.

J&B Therapy be appointed to provide OT/PT/Speech Services at a rate of \$81.00 per hour for the period of time of July 1, 2018- August 30, 2019 for a maximum not to exceed \$300,000.

Pediatrics Performance be appointed to provide OT/PT/Speech Services at a rate of \$68.00 per hour for the period of time of July 1, 2018- August 30, 2019 for a maximum not to exceed \$300,000.

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

**BE IT FURTHER RESOLVED** that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors, move to authorize the Business Administrator / Board Secretary to invest the Commission's funds in such instruments as he/she legally empowered under the Statutes of the State of New Jersey through the following eligible financial depository institutions and governmental agencies; and any other institution eligible to act as a depository for public funds when in the best interest of Sussex County Educational Services Commission, noting entities are in compliance with Chapter 271 NJSA 19:44A-20.26 where applicable:

Lakeland Bank

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors move to approve the designation of the Commission's' Accounts and required signatures for the period July 1, 2018– June 30, 2019.

GENERAL FUND ACCOUNT

3 Signatures

Board President, Treasurer of School Monies, School Business Administrator,  
Superintendent

NET PAYROLL ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,  
Superintendent

AGENCY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,  
Superintendent

STUDENT ACTIVITY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,  
Superintendent

FLEXIBLE SAVINGS ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,  
Superintendent

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors shall from time to time enter into such agreements with Lakeland Bank as any person(s) named below deems appropriate to facilitate Electronic Banking services for the management of cash resources.

Eileen Kithcart, School Treasurer of Monies  
Andrea Romano, Superintendent  
Erin Siipola - Business Administrator / Board Secretary

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors designate the New Jersey Herald as the Official newspaper. The Star Ledger will be designated as the official alternate newspaper.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors renew the following joint Purchasing Agreements, per N.J.S.A. 18A:18A-11 for the period of July 1, 2018 – June 30, 2019

Hunterdon County Educational Services Commission  
Middlesex Regional Educational Services Commission

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following companies to provide tax-shelter annuity agreements.

AXA Equitable  
Lincoln Financial Group

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to request bids for any goods or services as needed the Commission for the period July 1, 2018 – June 30, 2019.
11. **RESOLVED**, that the Sussex County Education Services Commission Board of Directors authorize the Business Administrator to make purchases up to the bid threshold, from New Jersey State Contract Vendors.
12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to audit and approve any account necessary payments prior to board approval. Any such approval shall be presented to the Board for ratification at their next meeting as per N.J.S.A. 18A:19-4.1.
13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requirements.
14. **RESOLVED**, that the Sussex County Educational Services Commission authorize the following petty cash fund effective for the period July 1, 2018 – June 30, 2019 in the amount of \$350.00 in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10

AND FURTHER BE IT RESOLVED to establish a maximum single petty cash expenditure of \$25.00 not to be exceeded without prior approval by the Board Secretary.

15. **RESOLVED**, that the Sussex County Educational Services Commission appoint Morville Agency as the Commission's insurance broker for July 1, 2018 – June 30, 2019.
16. **RESOLVED**, that the Sussex County Educational Services Commission appoint Brown & Brown as the Commission's health insurance broker for July 1, 2018 – June 30, 2019.
17. **RESOLVED**, that the following appointments be made through June 30, 2019:

<u>Title</u>	<u>Name</u>
School Business Administrator/Board Secretary	Erin Siipola
Public Agency Compliance Officer	Erin Siipola
Qualified Purchasing Agent	Erin Siipola
Contracting Agent/Integrated Pest Management Coordinator	Erin Siipola
Right to Know Officer	Andrea Romano
Custodian of Records (OPRA)	Erin Siipola
Treasurer of School Monies	Eileen Kithcart
Attendance Officer	Stacey Fazio
Affirmative Action Officer	Erin Siipola
"504" Officer	Andrea Romano
Anti Bullying Coordinator	Jennifer Cook
Anti Bullying Specialist	Sara Klejmont

19. **RESOLVED**, that the Board approve the following schedule of meetings to be held by the Board of Directors of the Sussex County Educational Services Commission, at the Northern Hills Academy, 10 Gail Court, Sparta, NJ 07871:



2018-2019 Meeting Schedule for the Board of Trustees  
of the  
Sussex County Educational Services Commission

<u>Day and Date</u>	<u>Time</u>	<u>Type of Meeting</u>
Monday, August 27, 2018	7:00 p.m.	Regular Meeting
Monday, September 17, 2018	7:00 p.m.	Regular Meeting
Monday, October 1, 2018	7:00 p.m.	Regular Meeting
Monday, November 5, 2018	7:00 p.m.	Regular Meeting
Monday December 17, 2018	7:00 p.m.	Regular Meeting
Monday, January 7, 2019	7:00 p.m.	Regular Meeting
Monday, February 4, 2019	7:00 p.m.	Regular Meeting
Monday, March 4, 2019	7:00 p.m.	Regular Meeting Representative Assembly meeting: Budget Presentation
Monday, April 1, 2019	7:00 p.m.	Regular Meeting
Monday, May 6, 2019	7:00 p.m.	Regular Meeting
Monday, June 3, 2019	7:00 p.m.	Representative Assembly Reorganization/Regular Meeting
Monday, June 24, 2019	7:00 p.m.	Regular Meeting

MOVE: Mr. Demsak		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech

Sussex-Wantage	Vernon Aye	Walkill Valley	
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Motion carried.

**\* Representative Assembly Members May be Excused. Thank you for attending this part of our meeting.**

Representative Assembly Members and Mr. Gall left the meeting

**REGULAR MEETING OF SUSSEX COUNTY ESC - June 4, 2018**

**X. APPROVAL OF THE MINUTES**

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

May 7, 2018 Regular Meeting  
 May 7 , 2018 Executive Session

Voice Vote: All voiced in favor.

Abstain: Mr. Capone, Mr. Demsak

**XI. PRESIDENT'S COMMENTS:**

Mr. Moscatello stated the commission had a very successful year. Mr. Moscatello attended the award ceremony for Innovation in Special Education. He shared that it was a very impressive and enjoyable morning attending the ceremony There were no formal committee meetings this month.

**XII. CORRESPONDENCE**

1. Card from Sparta Chief of Police - Thank you
2. June Calendar of Events **\*added\***
3. June Lunch Menu **\* added\***
4. NJ Herald Article- Girl's Club **\*added\***

**XIII. COMMITTEE REPORTS**

Personnel & Negotiations – none  
 Buildings and Grounds / Finance - none  
 Programs and Services / Policy - none

**PRESENTATION**

Teacher of the year - Alyssa Summer  
 Educational Specialist of the year - Sara Klejmont

Mrs. Cook stated Ms. Klejmont runs the Mom's group and wears many hats at the school. She leads the crisis management team and also gives tours of our school.

Mrs. Klejmont stated she loves being here and everyday is different. The kids, parents and staff are great and it is a pleasure coming to work.

Mrs. Cook stated Mrs. Summer is creative and professional. She is here everyday for the kids.

Mrs. Summer stated she enjoys this school. She loves to teach and a make a difference. She also stated she loves the kids.

#### **XIV. SUPERINTENDENT'S REPORT**

May has been an extremely busy month for personnel. Sussex County ESC has been working collaboratively with districts to identify needs for the 2018-2019 school year. Meetings have been held with North Warren School District and Washington Boro District, both in Warren County, regarding related services and supporting their needs. SCESC has mailed out all of the requests for provider services and ancillary contracts to all school districts in Sussex County. This allows districts to utilize any/all services that we provide throughout the 2018-2019 school year.

Superintendent has been voted as the Vice President and Secretary of the Sussex County Superintendent's Roundtable Association. In addition, the first Roundtable Scholarship recipient was named. She is a student from Lenape Valley Regional High School. In my role as Vice President, I was fortunate to work with President Roger Jinks, Hamburg School District, in speaking and handing out certificates at Teacher of year/Education Specialist of Year Luncheon. Both Alyssa Summer, SCESC Teacher of the Year and Sara Klejmont, SCESC Educational Specialist of the Year attended the ceremony with Principal Jennifer Cook.

Superintendent has been voted as the Vice President and Secretary of the ESC Council Association. This position will allow for a better working relationship with other ESC's and broaden the opportunities with the NJDOE. As Vice President, an invitation was sent to Assistant Commissioner Of Education Carolyn Marano to attend the May ESC Council meeting. She attended and discussed the vision that the new Commissioner of Education has and spoke at great length about changes the NJDOE would be implementing in collaboration with Governor Murphy.

An audit of the personnel files has been completed as part of Merit Goals 2017-2018 for Superintendent. The audit found that several important documents were missing for employees. An action plan has been developed by the Superintendent, in conjunction with the Business Office staff, to ensure that missing documentation is not found in the future. Procedures were updated and placed into Standard Operating Procedures.

With the signed copies of the SCESC-ESEA Collective Bargaining Agreement completed, contracts have had to be reviewed for corrections and to ensure all staff are on the correct steps.

Extended School Year planning has been completed. SCESC will once again be offering the SKIP program for siblings of our special needs students.

Non Public programming is finishing up services for the 2017-2018 school year. Several non-public school services end June 8th while others remain in session until June 15th. The end of year procedures for all Non Public staff have been reviewed. Information to non public schools about returning students and criteria for services to continue have been shared with all non public schools. Staff in the non public office are waiting for both test scores for Non Public students, 407-1's and parental permission to begin processing information for the next school year.

Non Public programming changes that went into effect for the 2017-2018 school year were completed. Each of the Sussex County school districts, Sparta School District, Green Township School District, Vernon School District, Hampton School District, Kittatinny along with Warren County School districts, Washington Township, Washington Boro and Warren Hills Regional have transitioned to all new requirements in Non Public successfully. Superintendent worked to make the changes seamless and effective as part of Merit Goals 2017-2018.

## **NHA**

Northern Hills Academy has worked collaboratively with districts to ensure smooth transitions for several students to return to district. Although this impacts the financial situation of our business operations, it meets the successful goals that we have established for students to return to their least restrictive environment.

Enrollment continues to dip and to grow. It is cyclical at this time of year as graduation approaches and we prepare students to transition out of high school completely or to return to their respective school districts. We have worked with 4 school districts to return students that outgrew our program socially/behaviorally/academically and/or their 30 day transitional period identified that NHA may not be the appropriate fit. Our administrative team has examined the reasons for the student removals and analyze how better our programs could meet the needs of these types of student abilities.

Our excitement about the transition of 2 graduating students is contagious. Both students have had a successful gradual transition to agencies. We collaborated with both school districts to allow these students to transition 1 day per week leading up to 2/3 days per week with the agencies. Our staff worked with the staff at ARC of Warren County and SCARC in Sussex County so that these young adults could transition easier. Our staff collaborated with the agencies by providing para-professionals to attend the day programs with students thus creating a seamless transition. So proud of both of these two young men.

Overall at NHA, May was Magnificent! May's Monthly Curricular Themes were Famous Mathematicians, Butterflies, "Our Superheroes," USA, and Biology: Germs. We also celebrated May the 4th Be with You/Star Wars Day, Cinco de Mayo, Mother's Day, Mental Health Awareness Day, Superhero Day, and Memorial Day with special attire for the day.

For our May Professional Development, trainings in Social Stories, Decibels, and Sexuality Education for Students with Autism took place. The DLM testing finished on May 25, 2018, with 15 students being assessed. Thank you to everyone involved in testing.

NHA kicked the month off with our swim trips to the YMCA. The next week NHA administration appreciated the staff during a week long celebration for Teacher/Staff Appreciation Week. Thank yous such as breakfast, special snacks, and small thank you tokens were shared with staff throughout the

week. Our amazing PTO threw an incredible Staff Appreciation Luncheon on May 11th. A huge thank you to Valerie Macchio, PTO President, Lori Todd, PTO Leader, and some of the wonderful parents who helped organize this day as well as parents who donated all the deliciousness!!! Ms. Jen Satmaria, OT, Ms. Katie Tackaberry, Speech, Ms. Casey Smith, COTA, and Ms. Deb Stromberg, Paraprofessional ran a beautiful Mother's Day Tea for all the females in our students' lives.

Ms. Jen Satmaria, OT, Ms. Katie Tackaberry, Speech, and Ms. Casey Smith, COTA, along with Mr. Gil Moscatello, Ms. Andrea Romano, and Ms. Jenny Cook attended the Awards Program for Special Education Week in Princeton, New Jersey, on May 21st. NHA Girls Club received the 2018 Special Education Innovative Award for its amazing and unique programming. It was made extra special by having two of our students and their moms join us to accept the award at the program. Thank you for everyone involved!

Our students were very excited about Pet therapy again this month. Our Garden Club continues to work on our garden outside and multiple beautification projects. We are always looking for garden donations to increase the success of NHA's Learning Garden. Our Upper Classes attended a trip to Allamuchy for the annual Fishoree for some nature activities, fishing and socializing as per their classroom curricula. It was a successful experience for all participants! We finished up the month with NHA's MOMA Art Show that displayed over 100 pieces of original art created by our students along with volunteer Art Teacher, Ms. Macchio. A very special thank you to her for all her hard work with our students this year.

We are looking forward to all of our special June activities!

**A snapshot of our enrollment for June 2018**

**NORTHERN HILLS ACADEMY ENROLLMENT BY DISTRICT**

2018 ESY

Updated May 30, 2018

DISTRICT	COUNTY	# OF STUDENTS	NON MEMBER
BUTLER	MORRIS	2	X
BYRAM	SUSSEX	1	
FRANKLIN	SUSSEX	1	
GREAT MEADOWS	WARREN	1	X
HIGH POINT	SUSSEX	3	
HOPATCONG	SUSSEX	5	
JEFFERSON	MORRIS	2	X
LENAPE VALLEY	SUSSEX	1	
MONTAGUE	SUSSEX	3	
NETCONG	MORRIS	1	X

NORTH WARREN	WARREN	2	X
SANDYSTON/WALPACK	SUSSEX	1	
SPARTA	SUSSEX	5	
VERNON	SUSSEX	4	
WALLKILL	SUSSEX	5	
<b>Total Students</b> 37	<b>Total students with Integrated PreSchool</b> 43	<b>Total Member District:</b> 29	<b>Total Non-Member:</b> 8

**XV. BUSINESS ADMINISTRATOR'S REPORT**

Mandatory Open Enrollment meeting was held with staff on May 30th with Amerihealth. Amerihealth representatives came out to the school to meet with staff to discuss the new health plan and provided an opportunity for staff to ask questions.

The Business Office is busy working on closing out the 2017-2018 financials and beginning the new fiscal year 2018- 2019. Accounts payable and receivable personnel are following up on all outstanding invoices and ensuring that all services have been billed appropriately for. In addition, all billing for member dues will be sent out in June for the 2017-2018 school year.

**XVI. PUBLIC PARTICIPATION**

There was no public participation.

**XVII. EXECUTIVE SESSION STATEMENT**

Mr. Moscatello stated Executive Session will be held at the end of the meeting.

**XVIII. BOARD ACTION ON AGENDA ITEMS:**

**A. PERSONNEL**

- RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission accept, with regret, the following resignations:

NAME	POSITION	EFFECTIVE DATE
Michelle Hennelly	Teacher	6/30/18
Bonnie Puzio	Part-time Non-public Teacher	5/25/18

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following full-time staff:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE
Amy Mulhearn	Nurse	9 BA	\$59,920	6/7/18 - 6/30/18

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors, approve the hiring of the following full-time staff for the 2018-2019 school year pending completion of all required paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE
Vanessa Bisco	Speech Therapist	7 MA	\$61,170	9/1/18 - 6/30/19
Amy Mulhearn	Nurse	9 BA	\$59,920	9/1/18 - 6/30/19

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following tenured certificated staff members for employment for ESY 2018 at the per diem rates listed below for up to 30 days from July 5th -August 15th:

NAME	POSITION	STEP	PER DIEM	NOTES
Jennifer Beshada	Teacher	4 BA	\$294.40	
Caitlin Diaz	Teacher	2 BA	\$283.53	
Amber Werner	Teacher	1 BA	\$278.09	
Kathleen Grennan	LDTTC	15 MA	\$399.02	Up to 15 days

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following non-tenured certificated staff members for employment for ESY 2018 at the per diem rates listed below for up to 30 days from July 5th -August 15th:

NAME	POSITION	STEP	PER DIEM	NOTES
Ricki Block	Speech Therapist	15 MA	\$399.02	Up to 30 days
Erika Langert	Speech Therapist	1 MA	\$298.47	
Katie Tackaberry	Speech Therapist	1 MA	\$298.47	Up to 30 days

Jennifer Merkler	Speech Therapist	9 MA	\$346.03	
Sara Klejmont	Social Worker	6MA	\$325.65	
Paige Ortega	Social Worker	1 MA	\$290.46	
Rebecca DeFeo	Teacher	1 BA	\$278.09	
Samantha Hansen	Teacher	1 BA	\$278.09	
Patti Murphy	Teacher	4 MA	\$314.78	
Deidre Romano	Speech Therapist	1 MA	\$298.47	Up to 30 days
Alyssa Summer	Teacher	1 BA	\$278.09	
Jennifer Satmaria	Occupational Therapist	1 MA	\$290.46	
Casey Smith	COTA	1 BA	\$278.09	
Emily Thomas	Occupational Therapist	1 MA	\$290.46	
Dawn DiLascio	Social Worker	11 MA	\$359.61	Up to 15 days
Amy Mulhearn	Nurse	9 BA	\$326.65	
Jamie Schrager	SKIP Teacher		\$200	Up to 30 days

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Part-time Paraprofessionals, as listed, not to exceed 28 hours a week for the 2018-2019 school year.

NAME	POSITION	STEP	RATE Per hour, up to 28 hours
Brandi Allen	PT Paraprofessional	1	\$14.50
Barbara Bajkowski	PT Paraprofessional	6	\$16.85
Linda Bluhm	PT Paraprofessional	10	\$19.00
Stephanie Breur	PT Paraprofessional	8	\$17.75
Ashley Drysdale - Carpentier	PT Paraprofessional	8	\$17.75
Kathryn Carr	PT Paraprofessional	15	\$21.50
Jessica Coursen	PT Paraprofessional	4	\$15.95
Jorge Collazos Diaz	PT Paraprofessional	6	\$16.85



Tayo Euston	PT Paraprofessional	6	\$16.85
Patrick Fahy	PT Paraprofessional	8	\$17.75
Tracey Franz - Garrity	PT Paraprofessional	4	\$15.95
Dom Gaston	PT Paraprofessional	11	\$19.50
Dana Gunter	PT Paraprofessional	6	\$16.85
Noelle Incorvaia	PT Paraprofessional	1	\$14.50
Susan Inghima	PT Paraprofessional	3	\$15.55
Brittany Kinsora	PT Paraprofessional	5	\$16.40
Lisa Laganella	PT Paraprofessional	7	\$17.30
Christine Lombardo	PT Paraprofessional	5	\$16.40
Janet Magistro	PT Paraprofessional	1	\$14.50
Sandra Mangogna	PT Paraprofessional	13	\$20.50
Kelly Manning	PT Paraprofessional	1	\$14.50
Gianna Masino	PT Paraprofessional	1	\$14.50
Melissa Moffett	PT Paraprofessional	1	\$14.50
Mary O'Connell	PT Paraprofessional	11	\$19.50
Margarete Paolicelli	PT Paraprofessional	1	\$14.50
Tania Perez	PT Paraprofessional	4	\$15.95
Lindy Powell	PT Paraprofessional	4	\$15.95
Melanie Radice	PT Paraprofessional	5	\$16.40
Judi Rinaldi	PT Paraprofessional	13	\$20.50
Linda Robson	PT Paraprofessional	1	\$14.50
Anita Sarabia	PT Paraprofessional	7	\$17.30
Barbara Schwarz	PT Paraprofessional	8	\$17.75
Brittany Sciolaro	PT Paraprofessional	1	\$14.50
Matthew Shatrowskas	PT Paraprofessional	4	\$15.95

Debra Stromberg	PT Paraprofessional	3	\$15.55
Christy Tonnesen	PT Paraprofessional	14	\$21.00
Antonio Tripoli	PT Paraprofessional	5	\$16.40
Eric Tyburczy	PT Paraprofessional	1	\$14.50
Kristen Van Clief	PT Paraprofessional	1	\$14.50

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Part-Time Paraprofessionals, as listed, not to exceed 28 hours a week, from July 5, 2018 through August 15, 2018.

NAME	POSITION	STEP	RATE Per Hour, up to 28 hours
Brandi Allen	PT Paraprofessional	1	\$14.50
Barbara Bajkowski	PT Paraprofessional	6	\$16.85
Linda Bluhm	PT Paraprofessional	10	\$19.00
Ashley Drysdale - Carpentier	PT Paraprofessional	8	\$17.75
Jessica Coursen	PT Paraprofessional	4	\$15.95
Jorge Collazos Diaz	PT Paraprofessional	6	\$16.85
Tayo Euston	PT Paraprofessional	6	\$16.85
Patrick Fahy	PT Paraprofessional	8	\$17.75
Tracey Franz - Garrity	PT Paraprofessional	4	\$15.95
Dom Gaston	PT Paraprofessional	11	\$19.50
Dana Gunter	PT Paraprofessional	6	\$16.85
Susan Inghima	PT Paraprofessional	3	\$15.55
Brittany Kinsora	PT Paraprofessional	5	\$16.40
Lisa Laganella	PT Paraprofessional	7	\$17.30
Christine Lombardo	PT Paraprofessional	5	\$16.40
Janet Magistro	PT Paraprofessional	1	\$14.50

Sandra Mangogna	PT Paraprofessional	13	\$20.50
Kelly Manning	PT Paraprofessional	1	\$14.50
Melissa Moffett	PT Paraprofessional	1	\$14.50
Mary O'Connell	PT Paraprofessional	11	\$19.50
Margarete Paolicelli	PT Paraprofessional	1	\$14.50
Tania Perez	PT Paraprofessional	4	\$15.95
Melanie Radice	PT Paraprofessional	5	\$16.40
Judi Rinaldi	PT Paraprofessional	13	\$20.50
Linda Robson	PT Paraprofessional	1	\$14.50
Anita Sarabia	PT Paraprofessional	7	\$17.30
Brittany Sciolaro	PT Paraprofessional	1	\$14.50
Matthew Shatrowskas	PT Paraprofessional	4	\$15.95
Christy Tonnesen	PT Paraprofessional	14	\$21.00
Antonio Tripoli	PT Paraprofessional	5	\$16.40
Eric Tyburczy	PT Paraprofessional	1	\$14.50
Kristen Van Clief	PT Paraprofessional	1	\$14.50
Stephanie DeFelice	PT Paraprofessional	11	\$19.50
Jody Pruiksma	PT Paraprofessional	5	\$16.40
Cathleen Cavaliere	PT Paraprofessional	1	\$14.50
Morgan Euston	PT Paraprofessional	1	\$14.50
Kellie Mokrzycki	PT Paraprofessional	1	\$14.50
Casey Smith *ADDED*	PT Paraprofessional	14	\$21.00
Sarah McCarthy *ADDED*	PT Paraprofessional	4	\$15.95

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Lisbet Todd as an ESY Itinerant Paraprofessional, step

15 at a rate of \$21.50 per hour, not to exceed 28 hours a week, from July 2nd, 2018 through August 6th 2018.

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following non-public part-time nurses for the 2018-2019 school, pending grant funding, not to exceed 28 hours a week.

NAME	POSITION	STEP	RATE Per Hour
Donna Grossman	Part-time Nurse	9	\$30.36
Tami Glander	Part-time Nurse	11	\$31.63
Amanda Miller	Part-time Nurse	15	\$35.30
Sharon Messerle	Part-time Nurse	14	\$34.29
Laura Norton	Part-time Nurse	15	\$35.30
Patricia Campbell	Part-time Nurse	13	\$33.27
Theresa Sutherland	Part-time Nurse	15	\$35.30
Lynn Rogers	Part-time Nurse	15	\$35.30

MOVE: Mr. Demsak		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage	Vernon Aye	Walkill Valley	

**Motion is carried.**

**B. FINANCE**

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

May Payroll	\$299,262.20
May (Fund 10) Bills List	\$10,473.80
June (Fund 10) List of Bills	\$86,735.86

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for April 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for April 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in in the amount of \$65,000.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Sussex County Vo-tech for Food Service for the 2018-2019 school year.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised 403(b) plan adoption agreement as attached.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2018-2019 timesheet schedule, as attached.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the 2018 Safety Grant, as attached.

MOVE: Ms. Carlson		2ND: Ms. Faye	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage	Vernon Aye	Wallkill Valley	

**Motion is carried.**

**C. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following professional development activities.

Staff Member	Date	Location	Program	Cost
Tania Perez	6/19/18	Parsippany, NJ	Nutritional and Integrative Interventions for Mental Health Disorders	Cost:\$0.00 Mileage: \$0.00
Andrea Romano	6/1/18	Lincroft	Strauss Esmay Workshop	Cost \$0.00
Erin Siipola	6/1/18	Lincroft	Strauss Esmay Workshop	Cost \$0.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following professional development activities.

Staff Member	Date	Location	Program	Cost
Paige Ortega	5/15/18	Webinar	Producing Meaningful Improvements in Problem Behavior of Persons with Autism	Cost: \$0.00
Rebecca DeFeo	5/15/18	Webinar	Producing Meaningful Improvements in Problem Behavior of Persons with Autism	Cost: \$0.00
Andrea Romano	5/24/18	NJASA	Hiring, Recruitment and New Law	Cost: \$199.00
Sara Klejmont	6/11/18	Morris County PSA	Comprehensive Active Shooter	Cost: \$0.00 Mileage: TBD
Sara Klejmont Paige Ortega Andrea Romano Dawn DiLascio Kathleen Grennan	6/12/18	Wallkill	NAMI Workshop	Cost: Free to SCESC
Stacey Fazio	7/10/18	Morris County PSA	District Certification Staff	Cost \$0.00

Andrea Romano	7/25/18	Parsippany	Employment Law	Cost: Fred Pryor Subscription
Andrea Romano	7/31/18	Branchburg	Achieve NJ Regional Workshop	Cost: \$0.00
Andrea Romano	8/3/18	Allentown, PA	Effective Goal Setting	Cost: Fred Pryor Subscription
Andrea Romano	August 9, 2018.	New Jersey Forensic Science Technology Center Auditorium 1200 Negron Drive Hamilton, NJ 08691	Regional Training Sessions for District Certification Staff	Cost \$0.00 Mileage: 0
Andrea Romano	9/26/18 and 9/27/18	Edison	Comprehensive Training for HR Managers	Cost: Fred Pryor Subscription
Jennifer Cook	6/8/18	Mt. Arlington	NJL2L Meeting - Action Research	Cost: \$0.00 Mileage: TBD
Jennifer Cook, Andrea Romano, Pam Brillante	6/29/18	Vernon, NJ	STRONGE Training Re-Cert	Cost: \$0.00 Mileage: TBD
Andrea Romano	8/9/18 8/23/18	Webinar	Developing Trauma Informed Partnerships with Schools and Other CAC Partners - Part 1 and Part 2	Cost: \$0.00

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following field trips for the 2018-2019 school year.

Staff Member	Date	Field Trip	Location	Cost	Transportation
Jeanne Ortiz	10/11/18	Nature Day at Camp Winnebago	Rockaway, NJ	\$3.00 per student	TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary educational services under Public Itinerant Programming with the following districts for the 2018-2019 school year:

Franklin Borough School District  
 Vernon Township School District  
 Warren Hills School District  
 Butler Borough School District  
 Wallkill Valley School District  
 Fredon Township School District **\*ADDED\***

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the shared service agreement with Lafayette Township School District for Business Office support services for the period of July 1, 2018 - June 30, 2019 in the amount of \$88,375.00.

6. **RESOLVED**, that the following appointment be made for the period of May 10, 2018 – June 30, 2018:

WHEREAS, there exists a need for nursing services, 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:

Onpoint Nursing be appointed to provide nursing services at a rate \$49 an hour for a maximum amount not to exceed \$25,000.00 for the period of May 10, 2018, 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.

MOVE: Ms. Ambrose		2ND: Ms. Faye	
Andover Aye	Byram Aye	Franklin Aye Abtain #4	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg



Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage	Vernon Aye Abstain #4	Wallkill Valley	

**Motion is carried.**

**D. BUILDINGS AND GROUNDS**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the quote to replace air conditioning unit in the amount of \$6,350.00.

MOVE: Ms. Risley		2ND: Ms. Anderson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point	Hopatcong	Kittatinny	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg
Sandyston/Walpack	Sparta	Stanhope Aye	Sussex Vo-Tech
Sussex-Wantage	Vernon Aye	Wallkill Valley	

**Motion is carried.**

**XIX. OLD BUSINESS:**

**NEW BUSINESS:**

**XX. PUBLIC PARTICIPATION**

There was no public participation.

**XXI. OTHER BOARD ACTION**

There was no other board action.

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

**Motion by Ms. Risley, seconded by Ms. Carlson,** to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 8:01 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 June 4, 2018 for the purpose of Personnel, Superintendent Evaluation, and Legal.*

*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. Ross, seconded by Ms. Risley,** to close the Executive Session, all voiced in favor at 8:40 p.m.:

The Board entered into Regular Session entered into Regular Session at 8:40 p.m.

**XXIII. ADJOURNMENT**

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

**At 8:40 P. M.**

Respectfully submitted,



Erin Siipola  
Business Administrator / Board Secretary

**Next SCESC Board of Education Meeting  
June 25, 2018 @ 7:00 pm.**