

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

**November Minutes**

**November 5, 2018**

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

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

Mr. Moscatello called the meeting to order at 7:09 pm.

**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	TBD	ABSENT
BYRAM	MARY ANN RISLEY	ABSENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	CATHERINE HIGGINS	ABSENT
HAMBURG	CHARLOTTE AMBROSE	ABSENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	MICHAEL RYDER	ABSENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
MONTAGUE	TIM CAPONE	ABSENT
NEWTON	JOANIE FAYE	PRESENT

STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	MICHAEL GALL	PRESENT
VERNON	BRAD SPARTA	PRESENT

ALSO PRESENT:      Andrea Romano - Superintendent  
                              Erin Siipola - Business Administrator / Board Secretary  
                              Jennifer Cook - Principal  
                              Doug Glenn - Facility Director

**VII. APPROVAL OF THE MINUTES**

Motion by Ms. Anderson, Seconded by Ms. Faye, to approve the following minutes:

September 17, 2018 Regular Meeting

Voice vote: All voiced in favor.

**VIII. PRESIDENT'S COMMENTS:**

Mr. Mostcatello stated it has been very busy. A contract for an internet service opportunity for more speed at no cost was discussed. The school is in the line of site for an Antenna to be installed on the roof. The enrollment at NHA is down to 41 students.

**IX. CORRESPONDENCE**

1. Retirement Letter - Dr. Pamela Brillante
2. Letter Special Olympics
3. Congratulations Letter from Boy Scouts of America to Jeanne Ortiz, Fretwell Outstanding Educator Award
4. November Calendar
5. Thanksgiving Save-the-Date

**X. COMMITTEE REPORTS-**

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

**XI. SUPERINTENDENT'S REPORT**

During the month of October the superintendent was involved in a number of professional development and community relations activities. Ms. Romano was asked to be the Community Liaison for the Sussex County Crisis Intervention Team and participated in a 40 hour training alongside the Sussex County Prosecutor's Office, all local law enforcement and mental health agencies within the county. Two additional training weeks are scheduled for December 2018 and March 2019. During these two training weeks, Ms. Romano will be the trainer for "Working with Developmentally Disabled members of the community."

Workshop 2018 was well attended by SCESC BOE members. Ms. Romano and Mrs. Siipola attended workshops that would be beneficial to our organization. They attended workshops on fiscal responsibilities, school policing, policies and law. Both were engaged in the ESC Council booth and met with a variety of local board members.

Superintendent, Principal Cook and Social Worker, Sara Klejmont have been scheduling visits to other successful programs in NJ to continue to grow and enhance our programs here at SCESC. A rotating group of veteran teachers and related services personnel have been participating in these opportunities to review and assess competitive programs. These opportunities have been wonderful glimpses into what other schools are currently doing and offer ideas for SCESC staff to implement into our programs.

Strauss Esmay has been contacted to discuss any updates to school policies and regulations. Ms. Romano is working with them to identify policies and procedures that need to be updated as per their schedule and our approvals.

Strategic planning has been explored with the Executive Committee, but finding dates to begin the process with NJSBA has been a challenge. The 3D Design has been recommended and will be discussed at November BOE meeting.

### **Facilities and Maintenance**

School security has been upgraded at both the front and rear doors. A new system has been installed and all staff have new access codes to enter the building. Fire Alarm annual testing was completed and the fire extinguishers were inspected by Consolidated Fire Protection both with no issues. Weekly playground inspection walks and logs were maintained. Our new Facilities Director has instituted a Tool Box Talks for Custodial staff. The month of October topic was Mold.

Trouble with the phone systems has been on going. Hunter Technology has been out to service. They have collaborated with 20-20, our technology company. In addition, Planet Network will be adding a mounted antenna to our roof to help support free internet service for our organization as per approved contract.

### **Itinerant Program**

Many school districts in Sussex County have reached out to help support areas within related services and nursing services.

With several (3) districts receiving the Preschool Expansion Grant, SCESC has worked to assist and support with staffing needs.

SCESC Professional Development has offered districts a workshop series/individual sessions within behavior areas.

### **Non Public Programming**

Sussex County ESC started services to students in 10 school districts during the month of September. In October, services under IDEA began and doubled the number of student sessions that our teachers provide services to.

All state reports are completed in the month of October for the previous school year so we heavily interact with CST secretaries and directors regarding NJ Smart, and Non Public Completion Reports. In addition, all reports are due to anticipate enrollment in the month of October for the next school year. Progress reports for students involved in speech, comp ed, supplemental education, physical and occupational therapy were all due.

## **Northern Hills Academy**

Northern Hills Academy had a Super September and an Outrageous October! We had five tours at NHA this month and gained 3 new students with another student pending approval.

It was a busy two month with a lot of extracurricular activities and events. We started out October with a Week of Respect where classrooms participated in individual classroom activities and collaborative activities under this theme.

A very successful Back-2-School Night with 52% of the parents attending was held in the beginning of October. Jennifer Cook, Principal, presented to the parents, as well as the Related and Support Services team. Each had a department table/booth in the hallway for our 1st ever, "Specialist's Fair." The teachers completed presentations in the classrooms regarding room procedures, curriculum, and routines. A change in our procedure for the evening led to the most successful parent night we have had.

Our students went swimming at the Sussex County YMCA and had a fun time being in the water at the beginning of the month. Mr. Muldoon and Mr. McIntyre of the Sparta Fire Department came with a Fire Truck for a visit. The students learned about fire prevention and safety during the week and were able to explore the fire engine. Hampton Fire Department also donated Fire Safety calendars. Students participated in Pet Therapy, Art, and Adaptive Gross Motor/PE throughout the month.

The certified staff had their third in-service on October 9th and completed both the STRONGE Evaluation Training and SGO Training with Principal Cook. Staff were also given time and workshops to explore NHA's Curricula. New staff were trained in Handle with Care by Physical Therapist, Jeanne Ortiz. During the month, the principal also held weekly staff meetings, committee meetings and Professional Learning Community (PLCs) meetings. NHA's committees this year are SciP (School Improvement Panel), Technology, Professional Development and Safety.

We concluded October with our big Oktoberfest on the 26th that included such activities as making Root Beer Floats, sensory bags, a pretzel survey, tattoos, a sensory hand tunnel, face painting, games, dancing and more. Parents were invited and some attended to join in the festivities. We finished up October on the 31st with our annual Trunk-or-Treat and individual classroom parties that parents also participated in and attended.

We look forward to many more exciting happenings for the month of November. Please join us on Tuesday, November 20, 2018, at 11:30am for NHA's Annual Thanksgiving Luncheon.

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

The auditors have been in and have started the 2017-2018 audit. We will be holding our annual open enrollment for the flexible spending account in November which will take effect January 1st.

## **XIII. PUBLIC PARTICIPATION**

Mrs. Cook stated the Pancake Breakfast with Santa will be on December 8th.

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

**A. PERSONNEL**

1. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept with regret, the resignation of:

NAME	POSITION	EFFECTIVE DATE
Antonio Tripoli	Paraprofessional	9/26/18
Emily Thomas	O.T.	11/7/18
Brandi Allen	Paraprofessional	11/9/18

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept, with regret, the letter of retirement from Dr. Pamela Brillante, effective January 1, 2019.

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve an intermittent Family Medical Leave of Absence for Casey Smith effective October 18, 2018 through January 10, 2019 or sooner.

4. **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	EFFECTIVE DATE
Judy Vogel	P/T Paraprofessional	7	\$17.30 per hour	10/8/2017- 06/30/18
Keely Schmerber	P/T Paraprofessional	4	\$15.95 per hour	10/15/18- 06/30/18
Jake Stanton	P/T Paraprofessional	5	\$16.40 per hour	11/12/18- 06/30/18
Kelly Knapp	P/T Paraprofessional	13	\$20.50 per hour	11/12/18 -06/30/18
Brittany Strick	P/T Paraprofessional	2	\$15.15 per hour	11/5/18- 06/30/18

Aimee Jiminez <b>*Added</b>	P/T Paraprofessional Non Public	1	\$14.50 per hour	10/1/18 -06/30/18
TBD <b>*Added</b>	P/T Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	11/6/18- 06/30/18
TBD <b>*Added</b>	P/T Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	11/6/18
TBD <b>*Added</b>	P/T Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	11/6/18

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of a full time special education teacher at Northern Hills Academy, at a rate not to exceed step 15 MA at a rate of \$73,420, effective November 6, 2018. **\*Added**
6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the following substitute teachers from October 15, 2018 through June 30, 2019, not to exceed 28 hours a week.

NAME	POSITION	SALARY
Keely Schmerber	Substitute Teacher	\$15.95 + \$5 per hour

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the following Non Public teachers from October 15, 2018 through June 30, 2019, not to exceed 28 hours a week.

NAME	POSITION	SALARY
Kristen Dempsey	P/T Non Public Teacher	\$25.93

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the following P/T Nurses from October 15, 2018 through June 30, 2019, not to exceed 28 hours a week.

NAME	POSITION	SALARY
Dorothy Domsaky	P/T Nurse	\$25.93

MOVE: Ms. Carlson		2ND: Ms. Ross	
Andover	Byram	Franklin Aye	Fredon
Hamburg	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley Aye	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	Vernon Aye	

**Motion is carried.**

## B. FINANCE

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

September 30th Payroll	\$ 140,057.20
October Payroll	\$ 309,847.51
October Bills List (Fund 10)	\$ 82,664.79
November Bills List (Fund 10)	\$ 193,017.68

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for August, 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for August, 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for August, 2018 in the amount of \$48,536.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for September, 2018 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for September, 2018.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2018 Safety Grant Award in the amount of \$1,800.00.

MOVE: Mr. Kuncken		2ND: Ms. Andreason	
Andover	Byram	Franklin Aye	Fredon

Hamburg	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley Aye	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	Vernon Aye	

**Motion is carried.**

**C. PROGRAMS AND SERVICES**

1. **RESOLVED**, that the following appointment be made for the period of November 6, 2018 – June 30, 2019:

WHEREAS, there exists a need for an Learning Disability Teacher 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:

Nancy Lennon be appointed to provide LDTC Services at a rate \$55 an 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 for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2018 – June 30, 2019.

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.

**Notice of Award of Professional Services**

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2018-2019 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 November 5, 2018 regular meeting:

Nancy Lennon - LDTC

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

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

Staff Member	Date	Workshop	Location	Cost	Mileage
Erin Siipola	10/22/18 - 10/26/18	NJSBA Workshop	Atlantic City, NJ	\$300.00	TBD
Andrea Romano	10/22/18 - 10/26/18	NJSBA Workshop	Atlantic City, NJ	\$300.00 Hotel: TBD	N/A
Dawn DiLascio	10/25/18	Transgender Students	Sparta, NJ	\$30.00	TBD



Kathleen Grennan	10/25/18	Transgender Students	Sparta, NJ	\$30.00	TBD
Samantha Hansen	10/26/18	Early Low Vision: Preschool-Grade 1	New Brunswick	\$0	\$37.69
Caitlin Diaz	10/22/18	Reaching the Intermediate Learner w/ RAZ Plus	Webinar	\$0	\$0
Karra Hansen-Mueller	10/23/18	CBVI-Teacher workshop MD/low vision & academic	New Brunswick, NJ	\$0	\$19.84
Lorey Deeb	9/20/18	Connecting SEL to career readiness	Webinar	\$0	\$0
Amber Werner	10/5/18	Pathways to Adult living	Piscataway, NJ	\$0	\$38.06
Jennifer Satmaria	10/5/18	Pathways to Adult living	Piscataway, NJ	\$0	\$39.30
Lorey Deeb	12/17/18	Effectively dealing with disruptive students	West Orange, NJ	\$269.00	\$TBD
Caitlin Diaz	10/8/18	Health Curriculum Training 2018	Frankford, NJ	\$80.00	\$0
Deidre Romano	5/2/18 or 5/3/18	NJSHA Conference	Long Branch, NJ	\$300.00	\$22.97
Jaime Schragar	1/4/19	Anxiety & Trauma in Autism	New Brunswick, NJ	\$60.00	\$0
Jennifer Cook	11/5/18	ABLE Act: Benefits & Limitations	Webinar	\$0	\$0
Jennifer Cook	10/22/18	Graduation Rights for Student with Disabilities	Webinar	\$0	\$0
Jennifer Cook	11/29/18	Housing options for people with developmental disabilities	Webinar	\$0	\$0
Jennifer Cook	10/4/18	Special-Education Administrators about upcoming trainings on Community-Based instruction	Webinar	\$0	\$0
Amy Mulhearn	10/8/18	7th Annual School Pediatric Nurse Conference	Newton, NJ	\$0	\$4.80
Paige Ortega	10/26/18	Employment Certificates & Working papers training for issuing officers	Somerville	\$0	\$0
Paige Ortega	10/25/18	Transgender Students: Creating affirming schools for Transgender youth.	Sparta	\$0	\$0
Sara Klejmont	11/15/18	Parenting/Children & Families Ethics	Monmouth University	\$0	\$0
Jenny Cook	10/23/18	ADDITUDE ADHD Expert Webinars	Webinar	\$0	\$0
Jeanne Ortiz	12/5/18	PT Ethics: do the ends justify the means	Fairfield	\$0	\$0
Stacey Fazio	11/15/18	Safe Schools, Safe Futures: K-12 School	Morristown, NJ	\$0	\$0

		Threat Assessment Training			
Erin Siipola	1/10/18	2019 FMLA Compliance Update	Parsippany, NJ	\$199.00	TBD
Jackie Klinger	1/10/18	2019 FMLA Compliance Update	Parsippany, NJ	\$19.00	TBD
Amber Werner	11/14/18	NJ Center for Tourette Syndrome, cognitive, emotional & behavioral interventions	Webinar	\$0	\$0
Jennifer Merkler <b>*Added</b>	12/14/18	Technology in context: Aligning speech-language interventions with research based methods.	Walnutport, PA	\$0	\$45.88
Jennifer Satmaria <b>*Added</b>	11/13/18	Addressing Functional life skills for individuals w/ Autism & other developmental disorders	Webinar	\$0	\$0
Lorey Deeb <b>*Added</b>	11/14/18	Cognitive, Executive, Emotional & Behavioral interventions for students	Webinar	\$20.00	\$0

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

Staff Member	Date	Field Trip	Location	Cost
Lorey Deeb	11/12/18	Sterling Hill Mining Museum	Ogdensburg, NJ	\$76.00
Karra Hansen-Mueller Amber Werner	11/12/18	Sparta Presbyterian Food Pantry	Sparta, NJ	\$0
Amber Werner	12/10/18	Stop & Shop	Sparta, NJ	\$280.00
Caitlin Diaz	12/3/18	Stop & Shop	Sparta, NJ	\$210.00

4. **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 2018-2019 school year.

Sussex County Vo-Tech  
Green Township  
Sandyston / Walpack

MOVE: Ms. Faye		2ND: Ms. Carlson	
Andover	Byram	Franklin Aye	Fredon
Hamburg	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley Aye	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	Vernon Aye	

**Motion is carried.**

#### D. POLICY

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second readings of the following policies and regulations:

- P1550 Equal Employment/Anti-Discrimination Practices
- R1550 Equal Employment/Anti-Discrimination Practices
- P5350 Student Suicide Prevention
- P5533 Student Smoking
- P5561 Use of Physical Restraints and Seclusion Techniques for SWD
- R5561 Use of Physical Restraints and Seclusion Techniques for SWD
- P8462 Reporting Potentially Missing or Abused Children
- P1613 Disclosure and Review Applicants Employment History
- R1613 Disclosure and Review Applicants Employment History
- P5512 Harassment, Intimidation and Bullying
- P1613 - Disclosure and Review of Applicant's Employment History
- R1613 Disclosure and Review of Applicant's Employment History
- P5512 Harassment, Intimidation, and Bullying (HIB)
- R5512 Harassment, Intimidation, or Bullying Investigation Procedure
- P5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

MOVE: Ms. Faye		2ND: Mr. Kuncken	
Andover	Byram	Franklin Aye	Fredon
Hamburg	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley Aye	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	Vernon Aye	

**Motion is carried.**

**E. BUILDINGS AND GROUND**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Comprehensive Maintenance Plan and M-1, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Greco Landscaping & Lawn Maintenance to snow plow for the 2018-2019 school year, per option 1, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the property access agreement with Planet Networks to install antennas for fiber optic lines on the roof, as attached. **\*Added**

MOVE: Ms. Anderson		2ND: Ms. Faye	
Andover	Byram	Franklin Aye	Fredon
Hamburg	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley Aye	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	Vernon Aye	

**Motion is carried.**

**XV. OLD BUSINESS**

1. Training with NJ School Boards- Kathleen Helewa  
Strategic Planning

**NEW BUSINESS:**

**XVI. PUBLIC PARTICIPATION**

There was no public participation.

**XVII. OTHER BOARD ACTION**

There was no other board action.

**XVIII. ADJOURNMENT**

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

Respectfully submitted,



Erin Siipola  
Business Administrator / Board Secretary

At 7:38 P. M.

**Important dates:**

**NEXT BOARD MEETING:**

**December 17, 2018 at 7 PM – Regular Meeting**