

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

September Minutes

September 17, 2018

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MRS. CARLSON, VICE PRESIDENT

Mrs. Carlson called the meeting to order at 7:00 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

Mrs. Carlson 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	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	CATHERINE HIGGINS	PRESENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	MICHAEL RYDER	PRESENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
MONTAGUE	TIM CAPONE	PRESENT

NEWTON
STANHOPE
SUSSEX-WANTAGE
VERNON

JOANIE FAYE
GIL MOSCATELLO
MICHAEL GALL
BRAD SPARTA

PRESENT
ABSENT
ABSENT
PRESENT

ALSO PRESENT: Andrea Romano - Superintendent
Erin Siipola - Business Administrator / Board Secretary

VI. APPROVAL OF THE MINUTES

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

August 27, 2018 Regular Meeting
August 27, 2018 Executive Session

Voice vote: All voiced in favor

VII. PRESIDENT'S COMMENTS:

None

VIII. CORRESPONDENCE

1. Back-to-School Parent Invitation

IX. COMMITTEE REPORTS-

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

X. SUPERINTENDENT'S REPORT

Opening a new school year is exciting to say the least. For SCESC employees it is just as hectic as every other school in NJ. Our NHA school program opened successfully with training for 85+ employees. Employees met the SCESC Administration, Business Office Staff and all support staff in those two offices. Policies and procedures were reviewed, Safe Schools was introduced and new employee orientation took place.

SCESC has staff at the following school districts working as Shared Services or under contract:
Lafayette School District- School Business Administrator, Admin Assistant, LDTC, Physical Therapist
Franklin School District- Speech Therapist
Sussex Tech- Speech Therapist, Physical Therapist
Sussex Charter School- Speech Therapist, Occupational Therapist, Physical Therapist
Wallkill Regional High School Speech Therapist
Sandyston Walpack School District- LDTC

Non Public programming has begun. Staff is involved in creating schedules based on rosters provided to us from Non Public Schools. Districts are returning IDEA Contracts and direct services to students will begin with that federal funding when we have all paperwork returned.

County-wide professional development has been scheduled for October 8th with SCESC running a para-professional training at \$25.00 per person. This workshop is scheduled for 3 hours on "The Roles and Responsibilities of Para's." Dr. Pam Brillante is working with Byram Township Public Schools on PreSchool Trainings. Superintendent Andrea Romano and Social Worker Sara Klejmont are working with Washington Township and Washington Boro Schools in Warren County on Crisis Prevention Training.

Positive meetings have occurred between collaborative agencies regarding CTI Training for law enforcement, schools and mental health agencies. Superintendent was asked to be the Community Liaison for Sussex County Prosecutor's Office and the 3 annual trainings per year that are scheduled. Superintendent will be working collaboratively with Prosecutor's Office and State Police to provide trainings, seek donations for training meals and to fundraise for program.

Northern Hills Academy

Northern Hills Academy had a smooth opening and we are anticipating a very successful school year. We welcomed several new teachers and staff members this year. We are proud to have opened our doors this month to 41 students with special needs. We have several tours already scheduled and we are excited to welcome our new families into our NHA family.

We had several September activities to start our new year right. Staff attended two days full of Professional Development with workshops on various topics. Topics included STRONGE+, HIB, Health Services Mandates, NHA Curricula, Security and Fire Safety, Mindfulness, G-Suite, and Growth Mindset. We are looking forward to our September 19th In-Service to further sustain training for our staff.

We are also looking forward to the rest of our September activities! Our Back-2-School Night is scheduled for Wednesday, October 3, 2018.

XI. BUSINESS ADMINISTRATOR'S REPORT

Facilities maintenance and repair has kept SCESC Administrators on top of their game. Both unscheduled repairs and maintenance to the facilities have been ongoing.

An air conditioning unit that went bad from a power surge during a lighting storm has been replaced and we are happy to say that the insurance company covered the cost of the unit. SCESC Administration has met with R. Poust to address the ongoing issues and concerns regarding the hot water heater. The concern remains that the hot water does not remain on temperature/near temperature to the far parts of the building. R. Poust has determined that the hot water was not originally piped correctly. It is anticipated that during teachers convention, R. Poust will be repiping the hot water heater and replacing our 15 year old + hot water heater with a 75 gallon tank. This will upgrade our hot water heater by 25 gallons.

In addition to the above concerns, last week we had a leak in one of the air handlers in the attic of the original part of the building. A temporary fix has occurred for now but it was brought to our attention that the unit may need to be replaced soon. R. Poust will be providing quotes to replace the unit.

As a result of the services that have been completed and/or are anticipated, SCESC is working with Poust to set up a review of all of our equipment with anticipated life spans and maintenance reports. They will work with the previous service provider to attain information.

The auditors have been in to complete preliminary audit work on the 2017-2018 audit. The Fixed Asset company has completed their report of SCESC process.

XII. PUBLIC PARTICIPATION

There was no public participation.

XIII. 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
Brittany Sciolaro	Paraprofessional	9/26/18
Tania Perez	Paraprofessional	9/26/18

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

NAME	POSITION	STEP	RATE	EFFECTIVE DATE
Samantha Bennett	Part-Time Nonpublic Teacher	7	\$29.09 per hour	9/18/18-6/30/19
TBD	Part-Time Nonpublic Teacher	Not to exceed step 15	Not to exceed \$35.30 per hour	9/18/18-6/30/19

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Douglas Glenn as a part-time facilities director at a rate of \$25 per hour, not to exceed 10 hours a week, pending completion of all required paperwork, effective September 18, 2018 through June 30, 2019.
4. WHEREAS, the Sussex County ESC Board of Directors ("the Board") and Superintendent of Schools Ms. Andrea Romano ("the Superintendent") have agreed to establish two (2) quantitative and two (2) qualitative merit goals for the 2018-2019 school year; and

WHEREAS, the goals must be submitted to the Sussex County Executive County Superintendent for review and approval; and

WHEREAS, each goal, its criteria serving as evidence of completion, and the timeline for completion shall be described; and

WHEREAS, the Board and the Superintendent have mutually agreed to said goals, which have been reduced to writing along with the various elements required.

NOW, THEREFORE, BE IT RESOLVED that the Superintendent's 2018-2019 merit goals shall be submitted to the Sussex County Superintendent of Schools for review and approval.

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

August 30th - September 15th Payroll	\$ 227,060.71
September Bills List (Fund 10)	\$ 38,716.46

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for June, 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for June, 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget decrease for June, 2018 in the amount of \$179,832.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for July, 2018 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for July, 2018.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$33,348.00 for July 2018.

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the REAP grant for the 2018-2019 school year in the amount of \$17,098.

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

Motion is carried.

C. PROGRAMS AND SERVICES

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

Staff Member	Date	Workshop	Location	Cost	Mileage
Jennifer Cook	10.18.18 - 10.19.18	Autism Conference	Atlantic City	\$600.00	\$95.00
Sara Klejmont	12.12.18	Anxiety, ADHD, & Anger in Classrooms	Live Webcast	\$199.00	\$0
Amber Werner	8.20.18 - 8.21.18	Combined Crash Course: Level 2 G Suite Cert	Ogdensburg	\$225.00	\$0
Paige Ortega	10.10.18	Over 75 Quick "on the spot" techniques for children and adolescents with emotional and behavior problems	Live Webcast	\$199.99	\$0
Paige Ortega	12.12.18	Anxiety, ADHD and Anger in the classroom. 60 activity-based coping skills to effectively manage "big feelings"	Live Webcast	\$29.99	\$0
Paige Ortega	12.7.18	Autism Sexuality education-navigating relationship avoiding victimization & becoming empowered.	517 Ninth Street, Lakewood, NJ 08701	\$60.00	\$54.18

Emily Thomas	9.13 - 9.14 and 9.17.18	MNRI Dynamic - Postural Reflex	Park Ridge, NJ	\$0	\$0
Paige Ortega	9.17.18	"Floating Classroom"	Lenape Valley H.S.	\$0	\$8.15
Jennifer Cook	9.26.18	The Relationship between TS and Autism	Webinar	\$0	\$0
Jennifer Cook	10.2.18 , 10.9.18, 10.16.18, 10.23.18, 10.30.18, 11.6.18	NAMI Basics	St. Francis Residential, Denville NJ	\$0	\$0
Sara Klejmont	10.9.18	The ABC's of HIB	Center for Prevention & Counseling, Sparta	\$40	\$0
Jennifer Cook	9.25.18	LEGAL ONE Bullying Law Update and the Role of the ABS	Foundation for Educational Admin and the NJ Principals and Supervisors	\$0	\$46.19
Jennifer Cook or Sara Klejmont	9.12.18, 10.17.18, 11.14.18, 12.12.18, 01.16.19, 02.20.19, 03.20.19, 4.10.19, 5.15.19	SWC- CST Director's Meetings	Allamuchy, NJ	\$0	\$0
Samantha Hansen	TBD	The Creative Curriculum for Preschool Foundation	Online	\$100.00	\$0
Samantha Hansen	TBD	Implementing Gold: Exploring My Teaching Strategies: Preschool	Online	\$150.00	\$0
Casey Smith	11/3/18 - 11/4/18	Is it sensory? Or is it Behavior?	Middletown, NY	\$435.00	\$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
Andrea Romano Jenny Cook	01.03.19-0 4.11.19 (16 weeks)	Dance to Learn Program with Roxey Ballet	NHA	\$4,000.00

3. **RESOLVED**, that the Sussex County ESC Board of Directors accept the 2018-2019 non-public Chapter 192/193 and Chapter 226 nursing funding, as attached

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

Staff Member	Date	Workshop	Location	Cost	Mileage
Jen Satmaria	10/19/18, 10/20/18	Children's Brains, Neuroplasticity & Pediatric Intervention	New Brunswick, NJ	\$435.00	TBD
Andrea Romano	9/26/18 and 9/27/18	Edison	Comprehensive Training for HR Managers	Cost: Fred Pryor Subscription	\$0

5. **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.

High Point Regional High School
Sandyston/Walpack ***Added**

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the SOA for Paraprofessionals as required by the Department of Education.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the licensing fee for Project Search in the amount of \$16,000.00. ***Added**

MOVE: Mr. Capone		2ND: Mr. Sparta	
Andover	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston Aye	Kittatinny Nay
Lafayette Aye	Lenape Valley	Montague Aye	Newton Aye
Stanhope	Sussex-Wantage	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. Ambrose		2ND: Ms. Risley	
Andover	Byram Aye	Franklin Aye	Fredon Aye
Hamburg Aye	Hampton Aye	Hardyston Aye	Kittatinny Aye
Lafayette Aye	Lenape Valley	Montague Aye	Newton Aye
Stanhope	Sussex-Wantage	Vernon Aye	

Motion is carried.

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Lead Testing Program Statement of Assurance, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the New Jersey Department of Education Health and Safety Evaluation of School Buildings Checklist, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the quote from R. Poust to repipe the hot water heater with the correct piping layout in the amount of \$5,425.35 ***Added**
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the quote from R. Poust to replace the hot water with a 75 gallon tank in the amount of \$3,875.00 ***Added**

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

Motion is carried.

XIV. OLD BUSINESS

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

NEW BUSINESS:

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. OTHER BOARD ACTION

There was no other board action.

XVII. ADJOURNMENT

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

At 7:24 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

October 1, 2018 at 7 PM – Regular Meeting