

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

December Minutes

December 17, 2018

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:04 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	PRESENT
FRANKLIN	SUZANNE ROSS	ABSENT
FREDON	CATHERINE HIGGINS	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	MICHAEL RYDER	PRESENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
MONTAGUE	TIM CAPONE	PRESENT
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
Jeanne Ortiz - Physical Therapist

VII. APPROVAL OF THE MINUTES

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

November 5, 2018 Regular Meeting

Voice vote: All in favor.

Abstain - Mr. Ryder

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated it is a busy time of year between Thanksgiving and Christmas. Mr. Moscatello, Andrea, and Kathy Helewa had a strategic planning meeting and dates have been set. What a great way to move your district forward. There were no committee meetings this month, but will resume as we move into budget season.

IX. CORRESPONDENCE

1. December Calendar
2. Ugly Sweater Day
3. International Holiday Celebration
4. Veterans' Thank You Cards
5. RoNetco Thank You & Happy Holidays
6. Strauss Esmay Arbitrator Decision

Ms. Romano congratulated Ms. Ortiz for receiving the Boy Scouts of America Outstanding Educator Award.

X. COMMITTEE REPORTS-

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

XI. SUPERINTENDENT'S REPORT

NORTHERN HILLS ACADEMY

Northern Hills Academy had a Dynamite December! So far NHA has had a very busy month with a lot of extracurricular activities and events. December's Monthly Curricular Themes were Literacy Genres of Fairy Tales, Winter Holidays, International Celebrations, and Physical Science: States of Matter.

We started out December with a beautiful Holiday Party thrown by the RoNetco Shoprites. Shoprite staff and Santa surprised all of our students with wonderful gifts. It was a very heartwarming experience and all of the students were very excited to visit with Santa. A special thank you to Mr. Matthew Shatrowskas, NHA Paraprofessional, for stepping in for Santa. He did an awesome job! Shoprite then sent us beautiful holiday cards to each of our students complete with their Santa photo.

NHA held it's 3rd Annual Holiday Breakfast: Pancakes with Santa on Saturday, December 8th. We had a wonderful turnout and were very thankful for our BOE friends and NHA staff and families who attended the festivities. A special thank you to Ms. Jennifer Satmaria,OT, who chaired and planned the whole event. Her hard work and a special commitment to our students that is commendable. Many of our staff and their families volunteered time to make this fundraiser a success! A big thank you to Ms. Satmaria, Ms. Casey Smith and their team for their diligence and enthusiasm for the event. A special thank you to Ms. Debra Stromberg, School Clerk, for all her hard work with decorating our building in preparation for the Holiday Season!

SchoolCraft Studios in Sparta, donated their time, resources, and materials to NHA in the form of School pictures. The owner, Joe Crescione, had his studio come out to NHA and spend the day getting beautiful photographs taken of our students and classes to send home as a Happy New Year school picture gift. A very special thank you to SchoolCraft Studios for donating all of the pictures!

A BIG thank you to our parents Lori Todd and Rachel Weiss who ran our two-day Holiday Shop that enabled our students to go shopping for their loved ones during the Holiday season. Ms. Jennifer Beshada, teacher, ran a special activity, Polar Express Day at NHA on December 12th. Students wore their pajamas and watched the movie, Polar Express, in our multi-purpose room while being served some hot cocoa and homemade popcorn by Ms. Amber Werner, teacher and the older students. Other activities were planned, such as cupcake decorating. The cupcakes were made by our upper BD class and teacher, Ms. Lorey Deeb. Students had a great time! Thank you to Ms. Beshada for all her hard work. We also had December NHA clubs this month. The last day of school for the year will bring a wonderful International Holiday Festival. Parents, families, and friends are welcomed to attend NHA's Festival in which all the classes are participating in. The festival will be followed up by individual holiday class parties.

We had a fantastic December and are looking forward to all the 2019 activities yet to come!!!

Ms. Romano attended CIT training which is 40 hours of training for 5 days.

XII. BUSINESS ADMINISTRATOR'S REPORT

The Business Office has been following up on past due accounts receivable and also doing any tuition contract and billing adjustments for students who may have had changes to their IEP's. Non-public nursing billing was completed for September - November. The flexible spending account open enrollment is completed.

In accordance with the new Janus law regarding unions we are required to give the union a list of all union members along with their addresses, phone numbers and e-mail addresses every 120 days. We have completed this requirement for the January 1st deadline.

XIII. PUBLIC PARTICIPATION

Mrs. Cook said the winter ball will be held on Saturday, January 26, 2019.

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
Kathryn Carr	Paraprofessional	12/4/18
Zachary Gideon	Paraprofessional	11/28/18
Ashley Drysdale	Paraprofessional	12/9/2018

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Morgan Euston as a substitute paraprofessional at a rate of \$54 per diem, effective December 18, 2018 through June 30, 2019.

3. **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	NOTES
Kait Barone	Para-Professional	4	\$15.52	January 2, 2019	Pending completion of paperwork
TBD	Itinerant Para-Professional	Not to exceed Step 16	Not to exceed \$22.50	January 2, 2019	Pending completion of paperwork
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5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of the following full time special education teacher at Northern Hills Academy:

NAME	POSITION	STEP	RATE	EFFECTIVE DATE	NOTES
Ed Bradley	Special Education Teacher	2MA	\$55,920	December 3, 2018- June 30, 2019	Position approved at the 11/6/18 BOE meeting

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of a full time speech and language therapist at the following:

NAME	POSITION	STEP	RATE	EFFECTIVE DATE	NOTES
Shaun Colavita	Speech and Language Therapist	1	\$54,920 prorated	Jan 3, 2019-June 30, 2019	Pending completion of all paperwork

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the increase in the substitute nursing per diem rate to \$150.
8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the following substitute nurses from December 18, 2018 through June 30, 2019, not to exceed 28 hours a week.

NAME	POSITION	SALARY
Jean Marie Lanzilotti	Substitute Nurse	\$150 per diem-pending completion of paperwork

9. **RESOLVED**, approves the request of Mary Ernst to be a student teacher one day a week from January 21, 2019 through May 3, 2019 from Seton Hall University, pending all required paperwork.

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

Motion is carried.

Ms. Romano explained the list of paraprofessionals is for the Franklin Preschool Expansion Program. The Speech Therapist in #6 will also be at Franklin three days a week.

Mr. Moscatello stated the substitute rate of nursing is increasing because it is hard to find substitute nurses.

B. FINANCE

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

November Payroll	\$ 332,743.87
December 15th Payroll	\$ 162,361.82
November Bills List (Fund 10)	\$ 6,401.00
December Bills List (Fund 10)	\$ 115,802.89

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for October, 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for October, 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for October in the amount of \$6,173.00.

MOVE: Mr. Capone		2ND: Ms. Risley	
Andover	Byram Aye	Franklin	Fredon
Hamburg Aye	Hampton Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Lenape Valley Aye	Montague Aye	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 December 3, 2018 – June 30, 2019:
WHEREAS, there exists a need for OT 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:

Performance Pediatrics be appointed to provide OT Services at a rate \$58 an hour. for a maximum amount not to exceed \$100,000 for the period of December 3, 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 December 17, 2018 regular meeting:

Performance Pediatrics - Occupational Therapy Services

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
Jeanne Ortiz	11/26, 12/1	Youth Pro. Training	Webinar	\$0	\$0
Jennifer Satmaria	11/13/18	Addressing functional life skills for individuals with Autism and other developmental disorders.	Webinar	\$0	\$0
Lorey Deeb	12/5/18	Behavioral challenges and emotional regulation and connect with a child who doesn't want to talk	Webinar	\$0	\$0
Sara Klejmont	2/1/19	Self regulation intervention for children	Webinar	\$0	\$0
Sara Klejmont	1/25/19	Oppositional aggressive attention seeking	Webinar	\$0	\$0
Pattie Murphy	12/13, 12/14	Project Search	East Brunswick, NJ	\$0	\$83.95
Andrea Romano	12/13, 12/14	Project Search	East Brunswick, NJ	\$0	
Casey Smith	2/19 & 2/20	MNRI Dynamic & postural reflex integration	Woodcliffs, NJ	\$0	\$0
Jackie Klinger *Added	Online	Eliminate the Confusion of FMLA	Online	Part of Fred Pryor Subscription	N/A
Jackie Klinger *Added	Online	Travel Pay & FLSA Compliance	Online	Part of Fred Pryor Subscription	N/A

3. **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
Amber Werner	1/14/19	Stop & Shop	Sparta, NJ	\$178.10
Caitlin Diaz	1/07/19	Stop & Shop	Sparta, NJ	\$188.10

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into a contract with NJSBA for a 3D Strategic Plan in the amount of \$4,000.00.
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.

North Warren Regional

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

Motion is carried.

D. BUILDINGS AND GROUND

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2018-2019 school year, as attached.

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

Motion is carried.

XV. OLD BUSINESS

1. Strategic Planning- All meetings begin at 7:00pm-8:30 pm. Check in at 6:30pm.

First Meeting	Monday, February 11, 2019
Second Meeting	Monday, March 11, 2019
Third Meeting	Monday, April 8, 2019

2. Project Search Update

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. Faye, all voiced in favor.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

At 7:35 P. M.

Important dates:

NEXT BOARD MEETING:

January 7, 2019 at 7 PM – Regular Meeting