

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

January Minutes

January 7, 2019

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:02 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 | PRESENT |
| FREDON | JOHN NIEMASZ | ABSENT |
| 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 | ABSENT |
| NEWTON | JOANIE FAYE | PRESENT |

STANHOPE

SUSSEX-WANTAGE

VERNON

GIL MOSCATELLO

MICHAEL GALL

BRAD SPARTA

PRESENT

PRESENT

PRESENT

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

VII. APPROVAL OF THE MINUTES

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

December 17, 2018 Regular Meeting

Voice vote: All voiced in favor.

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello reported the Executive Committee met prior to tonight's meeting and discussed the rates for the 2018-2019 school year. The new year started with two new students.

IX. CORRESPONDENCE

1. January Calendar
2. Principal's Parent Letter
3. Bear Wear Fundraiser
4. Paw Prints Newsletter

X. COMMITTEE REPORTS-

Personnel & Negotiations – None

Next Meeting date: Tuesday, January 29, 2019 1:00pm

Buildings and Grounds / Finance - None

Next Meeting date: Tuesday, February 26, 2019 1:00pm Northern Hills

Programs and Services / Policy - None

Next Meeting date: Tuesday, 3:00 January 29, 2019

XI. SUPERINTENDENT'S REPORT

Sussex County ESC has continued to focus on planning for the future. Strategic Planning information has been sent to staff and parents so they can participate in surveys and SWOT Analysis. Students have been included in the process and 5 students have been identified to help the Superintendent identify concerns they may have.

Administrative team members met to review the timeline for budget preparation. Superintendent and Business Administrator met with Facilities Director in support of his budget prep. Meetings have been identified for the remainder of January and February.

Advertisements went out for needed substitute teachers, substitute custodial staff and consultants for School Psychologist. Our new speech therapist started in Franklin's Preschool Expansion Program.

A meeting has been scheduled with a local business who would like to partner with Sussex ESC to make annual donations to our school district.

Northern Hills Academy

January has been a busy time and we are only 3 days into 2019! Several school districts have toured the NHA program for placements. We opened a new Behavior Disability classroom that will completed its full-transition on January 2nd. We had two new students join us the first week of January. We welcome those new students and their families to our NHA family.

We had our first Dance2Learn session at NHA on January 3rd. The Roxey Ballet Company is running a 16-week dance program specific for students with special needs. We are extremely lucky and excited for this opportunity. We have 20 students participating in the program. We have also started to plan out 3rd Annual Winter Ball on January 26, 2019, from 4:30pm-7:30pm.

For our January In-service, staff will be provided training in a variety of topics. Topics will include Strategic Planning, Applied Behavioral Analysis, ABA Prompting, RazPlus Learning, and Unique Learning System.

We look forward to an amazing rest of January!

XII. BUSINESS ADMINISTRATOR'S REPORT

January is going to be a busy month. The business office will be attending a workshop on FMLA updates. We have also started working on the 1099's. The Administrative team has already been meeting to discuss and work on the 2019-2020 budget.

XIII. PUBLIC PARTICIPATION

There was no public participation.

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 approve the hourly rate correction for Kaitlyn Barone from \$15.52 per hour to \$15.95 effective January 2, 2019.
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 paraprofessionals, as listed, not to exceed 28 hours a week for the 2018-2019 school year.

| NAME | POSITION | STEP | RATE | EFFECTIVE DATE | NOTES |
|------------------------|----------|-----------------------|--------------------------------|----------------|--------------------------|
| Gina McCabe-Richardson | PT Para | 2 | \$15.15 | TBD | Upon completed paperwork |
| TBD *Added | PT Para | Not to exceed step 16 | Not to exceed \$22.50 per hour | TBD | Upon completed paperwork |

- RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of Celeste Mayhood as a home instructor from January 2, 2019- June 30, 2019 at the rate of \$35.00 per hour, no benefits and not to exceed 28 hours per week.
- RESOLVED**, that the Sussex County ESC Board of Directors hereby approves a Family Medical leave of absence for Judi Rinaldi commencing on February 4, 2019 until March 3, 2019 using personal, vacation and family illness days with benefits followed by Federal FMLA leave with benefits.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Jeanne Ortiz effective June 30, 2019 on account of retirement. *Added

| | | | |
|-------------------------|--------------------|---------------|----------------|
| MOVE: Ms. Risley | | 2ND: Ms. Ross | |
| Andover | Byram Aye | Franklin Aye | Fredon |
| Hamburg Aye | Hampton Aye | Hardyston Aye | Kittatinny Aye |
| Lafayette Aye | Lenape Valley | Montague | Newton Aye |
| Stanhope Aye Abstain #3 | Sussex-Wantage Aye | Vernon Aye | |

Motion is carried.

B. FINANCE

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

| | |
|------------------------------|---------------|
| December 30th Payroll | \$ 134,316.90 |
| January Bills List (Fund 10) | \$ 74,468.86 |
| January Bills List (Fund 20) | \$ 6,671.08 |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for November 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for November, 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for November in the amount of \$52,500.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the rates for the 2019-2020 school year, as attached.

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

Motion is carried.

Mr. Moscatello stated we usually only increase the rates every two years however there are some increases on the services because what we are charging are not covering the costs.

C. PROGRAMS AND SERVICES

1. **RESOLVED**, that the following appointment be made for the period of January 8, 2019 – June 30, 2019:

WHEREAS, there exists a need for Educational 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:

Mary Publicover be appointed to provide Educational Services at a rate \$75 an hour. for a maximum amount not to exceed \$100,000 for the period of January 8, 2019 – 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 January 7, 2018 regular meeting:

Mary Publicover - Educational 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 |
|----------------------|-------------------|------------------------------------------------------------------------------------------------------|--------------------|-------|---------|
| Jennifer Cook | 1/11/19 | School Meal Compliance | Webinar | \$0 | N/A |
| Jennifer Cook | 1/08/19 | Special Education: Lifts & Transfers | Webinar | \$0 | N/A |
| Jennifer Cook | 1/08/19 | Special Education: Safety in the Classroom | Webinar | \$0 | N/A |
| Jennifer Cook | 1/11/19 | Administrative Supervision of Students | Webinar | \$0 | N/A |
| Jennifer Cook | 1/10/19 | New Supplement Strategies: Using trace materials & plant extracts to treat ADHD in children & Adults | Webinar | \$0 | N/A |
| Jennifer Cook | 1/29/19 | How ADHD shortens life expectancy: What Parents & Doctors need to know to take action | Webinar | \$0 | N/A |
| Jennifer Cook | 1/31/19 or 2/1/19 | Techspo | Atlantic City | TBD | TBD |
| Andrea Romano | 3/14/19-3/15/19 | Women's Leadership Conference | Somerset, NJ | \$349 | N/A |
| Karra Hansen-Mueller | 1/22/19 | Willing Hands | Parsippany, NJ | \$0 | \$10.54 |
| Jeanne Ortiz | 1/22/19 | Willing Hands | Parsippany, NJ | \$0 | \$10.54 |
| Paige Ortega | 1/8/19 | Mindfulness in the Classroom: Practice Use-H-Now tips, tools & technique | Sparta, NJ | \$0 | \$0 |
| Samantha Hansen | 1/11/19 | Early Childhood Education Workshop | Lenape Valley H.S. | \$0 | TBD |

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 |
|--------------|---------|--------------------|----------|-------|
| Caitlin Diaz | 2/4/19 | CBI to Stop n Shop | Sparta | \$TBD |
| Amber Werner | 2/11/19 | CBI to Stop n Shop | Sparta | \$TBD |

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2019 ESY program dates for Northern Hills Academy from 7/1/19 - 8/13/19 with no school on 7/4/19 and 7/5/19.

| | | | |
|-------------------|--------------------|-----------------|----------------|
| MOVE: Ms. Carlson | | 2ND: Ms. Risley | |
| Andover | Byram Aye | Franklin Aye | Fredon |
| Hamburg Aye | Hampton Aye | Hardyston Aye | Kittatinny Aye |
| Lafayette Aye | Lenape Valley | Montague | 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 Karl Environmental Group to complete the Right to Know Survey for the 2018-2019 school year at a rate of \$795.00, as attached.

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

Motion is carried.

XV. OLD BUSINESS

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

First Meeting
Second Meeting
Third Meeting

Monday, February 11, 2019
Monday, March 11, 2019
Monday, April 8, 2019

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. Risley, and Seconded by Ms. Ross, all voiced in favor.

At 7:21 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

February 4, 2019 at 7 PM – Regular Meeting