

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

February 4, 2019

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:01 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	JESSICA BRENNAN	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	PRESENT
FREDON	JOHN NIEMASZ	ABSENT
HAMBURG	CHARLOTTE AMBROSE	PRESENT
HAMPTON	JOYCE ANDERSON	PRESENT
HARDYSTON	MICHAEL RYDER	ABSENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
MONTAGUE	TIM CAPONE	ABSENT
NEWTON	JOANIE FAYE	PRESENT (arrived 7:15 pm)

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  
 Thomas Ferry - Auditor

**VI. OATH OF OFFICE**

Mrs. Siipola administered the oath of office to Ms. Brennan.

**VII. APPROVAL OF THE MINUTES**

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

January 7, 2019 Regular Meeting

Voice vote: All voiced in favor. Abstain: Ms. Brennan

**VIII. PRESIDENT'S COMMENTS:**

Mr. Moscatello stated SCESC was either closed or delayed every day last week for inclement weather because our population of students is fragile. The school year is moving along quickly. Shortly we will be moving into the Superintendent's evaluation. Mr. Moscatello stated he would like to do it the same way as last year.

**IX. CORRESPONDENCE**

1. NHA February Calendar
2. Used Smart Device Collection
3. PTO Fundraisers
4. 100th Day of School- Community Project
5. Golf Outing

**X. COMMITTEE REPORTS-**

Personnel & Negotiations – Ms. Risley reported the committee discussed staffing changes for the 19/20 school year. Project Search will be starting up in the fall at Newton Hospital. Shared service agreements for the 19/20 school year were also discussed. The Chamber of Commerce is going to do a job fair for Paraprofessionals, Substitutes, Nurses, and CDL Drivers.

Buildings and Grounds / Finance - None  
 Next Meeting date: Tuesday, February 26, 2019 1:00pm Northern Hills

Programs and Services / Policy - Ms. Ambrose reported the committee reviewed Strauss Essmay policies, and also discussed Project Search.

**XI. SUPERINTENDENT'S REPORT**

The Administrative team has had a significantly busy month. The second set of Stronge evaluations have been completed for about 90% of staff by the administrative team. This process entails a pre-observation

conference, an evaluation and a post-evaluation conference. With multiple locations for teaching staff and related services staff, the schedule has kept both Principal Jennifer Cook and Superintendent at a variety of locations.

Mid-Year meetings have occurred at all but one school district for Non-Public programming. The NJDOE has approved additional security funding and the Non Public schools have until June to encumber the additional funds. SCESC and the Public School Districts conferred on the amount of funding remaining for Chapter 192/193/Nursing and IDEA. Several Business Administrators from the Public Schools also attended the meetings.

Our Warren County Non Public program at Good Shepherd Christian Academy will be closing their doors in June 2019 due to lack of student enrollment. We will be working with both Washington Township Elementary School District and Warren Hills Regional School District to close the program. Students and staff were notified in early January about the closing. SCESC staff will work to return all materials to districts and ensure all student documentation is updated prior to June 2019. SCESC will act as a liaison with NJDOE and the public school districts.

Although our scheduled In-Service Day was cancelled, staff still participated in the Strategic Planning discussion. SWOT Analysis was electronically distributed and staff shared their input. Healthy discussion ensued regarding SCESC strengths, opportunities and threats. Weaknesses were reviewed for internal discussions and procedural analysis. In addition, the administrative team met with 8 students during a lunch and learn. Students had so much information to share. Our Mom's Group, led by Social Worker Sara Klejmont also participated in strategic planning. The Administrative Team worked with the Mom's to hold an open discussion regarding the opportunities, the weaknesses, opportunities and threats. About 15 moms participated in the discussion. All information has been documented and electronically communicated to Executive Committee and Kathleen Helewa, NJSBA.

A very successful partnership has been secured with both Project Search and Atlantic Health Services. Superintendent has been designated as the Newton Medical Center Project Search Committee Chair and meetings have been set for the next 3 months in anticipation of the program beginning in September 2019.

A successful partnership has been secured with Dispenzerie & Associates for annual fundraising opportunities. Two meetings have been held to discuss how NHA students can engage in the Golf Outing on May 9th and to increase our student prevocational skills through tasks in their office. We hope that our staff, Board members, families and vendors will participate as sponsors, golfers and/or purchase tickets to the dinner portion of the event.

The Winter Ball was held the last weekend of January at NHA. The school was transformed into "Bright Lights, Big City" theme and looked amazing. A subway station with metro cards and the cafeteria outfitted as a disco held the students attention for 3 hours on a Saturday. Several classrooms were set up as areas where students could watch a movie, utilize sensory activities and/or engage in more hands on activities. Students were treated to an italian dinner inclusive of an assortment of pastas and chicken fingers. A pretzel machine offered snacks all evening and then dessert rounded out the night. Dancing and much laughter was had by all. The opportunity to see another side of our students is such a wonderful opportunity for all of our staff.

### **Northern Hills Academy**

January was busy at NHA! Our January themes were: A Healthy You: Body Systems, Biomes: Tundra and Taiga, Our Rights and Freedoms, and New Year's Goals. We had our monthly Pet Therapy as well as a Scouting Pack meeting about Communication. NHA Clubs took place and some groups started a 100th Day of School collection in collaboration with Connect for Community. We are collecting toiletries to

donate to this organization. NHA's Technology Committee under the guidance of Teacher Ms. Alyssa Summer, has started a Used Smart Device Collection. If you have any used smart devices please think of donating them to NHA for students to utilize for educational and indoor recess purposes.

Our 3rd Annual Winter Ball was on January 26, 2019, from 4:30pm-7:30pm. What a Success!!! We had many staff and students participate and everyone looked amazing! Thank you to all the parents and staff for making it happen for the 3rd year in a row!!!

Even though it has been a cold and snowy month, we have been able to build in some creative use of time for Professional Development. Ms. Jenny Cook worked with paraprofessionals during a training on Touchmath. Teachers and therapists all submitted their Mid-Year SGOs. Several staff have also been able to complete webinars from the coziness of the school's conference room.

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

Mr. Ferry from Ferraioli, Wielkotz, Cerullo & Cuva presented the 2017-2018 audit report. Mr. Ferry stated the commission has a healthy fund balance. There were no comments or recommendations.

A copy of the audit synopsis was available.

## **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 accept, with regret, the following resignations:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Jennifer Merkel	Speech Therapist	February 28, 2019
Lorey Deebs	Teacher	February 27, 2019

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of a Full-Time Speech Therapist, Jennifer Fratangelo, pending completion of all paperwork, at Step 1, \$54,920 prorated, with benefits effective 2/4/19 - 6/30/19.

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
Jennifer Lockman	Part - time Paraprofessional	10	\$19.00 per hour	2/5/2019	Upon completed paperwork
TBD	Part - time Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	2/5/19	Upon completed paperwork
TBD	Part - time Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	2/5/19	Upon completed paperwork
TBD	Part - time Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	2/5/19	Upon completed paperwork
TBD	Part - time Paraprofessional	Not to exceed step 16	Not to exceed \$22.50 per hour	2/5/19	Upon completed paperwork

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors hereby approves a Family Medical leave of absence for Melanie Radice commencing on January 8, 2019 until January 28, 2019 using personal, and family illness days with benefits followed by State FMLA leave.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of a full time teacher TBD, not to exceed step MA 15 at a rate not to exceed \$73,420, effective February 28, 2019, pending completion of all required paperwork. **\*Added**

MOVE: Ms. Anderson		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley	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:

January Payroll	\$ 324,156.42
January Additional Bills (Fund 10)	\$ 75,815.55
February Bills List (Fund 10)	\$ 106,341.81
February Bills List (Fund 20)	\$ 469.20

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for December 2018 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for December, 2018.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for December in the amount of \$6,580.66.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve that participation in coordinated transportation with Warren County Special Services School District for the 2019-2020 school year with a 4% administrative fee, as attached.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the Comprehensive Annual Financial Report and Auditors' Management Report on Administrative Findings as presented by the Districts auditing firm Ferraioli, Wielkotz, Cerullo & Cuva for the fiscal year ending June 30, 2018.

MOVE: Ms. Risley		2ND: Ms. Faye	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye	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
Andrea Romano	4/3/19	Pathways to Justice	Sussex County	0	0
Pattie Murphy	classroom	Beginning Steps to Integrate AAC in your classroom	Web	0	0
Pattie Murphy	classroom	An Implementation tool kit for AAC-Achieving authentic communication.	Web	0	0
Pattie Murphy	classroom	Model and Grow Language-Part 1	Web	0	0
Pattie Murphy	classroom	Model and Grow Language-Part 2	Web	0	0
Pattie Murphy	classroom	Putting Aided Language input into practice	Web	0	0
Stacey Fazio	2/26/19	Front Desk Safety & Security	Saddle Brook	\$0	\$15.00
Stacey Fazio	3/14/19	Email & Business Writing	Saddle Brook	\$0	\$15.00
Stacey Fazio	4/17/19	HR newly assigned HR responsibilities.	Parsippany	\$0	\$0
Jennifer Beshada	1/11/19 & 2/8/19	Touch Math PD	NHA	\$0	\$0
Andrea Romano	2/12/19	What are the keys to cultural relevance in a social-emotional learning (SEL) curriculum	Webinar	\$0	\$0

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

Staff Member	Date	Workshop	Location	Cost	Mileage
Samantha Hansen	1/11/19	Early Childhood Education Workshop	Lenape Valley	\$0	\$0

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the agreement with Kean University for field work experience for Speech Language Pathology students, as attached.

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Consulting Services and Licensing Agreement with Project Search, as attached.

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.

White Township

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 memorandum of agreement with Sparta Police Department for the 2018-2019 school year. **\*Added**

8. **RESOLVED**, that the following appointment be made for the period of February 5, 2019 – June 30, 2019:

WHEREAS, there exists a need for a School Psychologist 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:

Robert Misyak be appointed to provide School Psychologist 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 February 5, 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 \$20,000 without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its February 4, 2019, regular meeting:

Robert Misyak - School Psychologist

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

MOVE: Ms. Ross	2ND: Ms. Faye
----------------	---------------



Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston	Kittatinny
Lafayette Aye	Lenape Valley	Montague	Newton Aye
Stanhope Aye	Sussex-Wantage Aye Abstain #8	Vernon Aye	

**Motion is carried.**

**D. BUILDINGS AND GROUND**

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Precision HR Solutions, Inc. for substitute custodial services at a rate of \$21 or \$23.50 per black seal custodian, attached.

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

**Motion is carried.**

Mr. Moscatello stated due to a full time and part time custodian being out at the same time we need to use Precision HR Solutions for cleaning.

**E. POLICY**

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the first reading of the following policies and regulations, as attached

- P 0141.1 Board Member and Term – Sending District (Revised)
- P 0141.2 Board Member and Term – Receiving District (Revised)
- P 2422 Health and Physical Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)
- P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5330.04 Administering an Opioid Antidote (M) (Revised)
- R 5330.04 Administering an Opioid Antidote (M) (New)

- P 5337 Service Animals (Revised)
- P 5756 Transgender Students (M) (Revised)
- P&R 7440 School District Security (M) (Revised)
- P 8860 Memorials (Revised)

Policy and Regulation Guide Updates - Replacing "Electronic Violence and Vandalism Reporting System (EVVRS)" with "Student Safety Data System (SSDS)"

- P 2415.06 Unsafe School Choice Option (M) (Revised)
- R 2460.8 Special Education – Free and Appropriate Public Education (M) (Revised)
- R 5530 Substance Abuse (M) (Revised)
- P&R 5600 Student Discipline/Code of Conduct (M) (Revised)
- P&R 5611 Removal of Students for Firearms Offenses (M) (Revised)
- P&R 5612 Assaults on District Board of Education Members or Employees (M) (Revised)
- P&R 5613 Removal of Students for Assaults with Weapons Offenses (M) (Revised)
- P&R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

MOVE: Ms. Ambrose		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston	Kittatinny
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 Monday, February 11, 2019
- Second Meeting Monday, March 11, 2019
- Third Meeting Monday, April 8, 2019

**NEW BUSINESS:**

1. Superintendent's Evaluation coming up soon.

## **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. Carlson, all voiced in favor.

**At 7:46 P. M.**

Respectfully submitted,



Erin Siipola  
Business Administrator / Board Secretary

### **Important dates:**

#### **NEXT BOARD MEETING:**

**March 4, 2019 at 7 PM – Regular Meeting**

Just a reminder that our March meeting will be our **FULL BOARD OF EDUCATION**, our Board of Directors, plus our Representative Assembly Committee. It is scheduled for March 4th at 7:00pm.