

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

March Minutes

March 4, 2019

REGULAR MEETING of Full Representative Assembly 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Mostcatello 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. Mostcatello 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

Board of Directors:

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	PRESENT

KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
MONTAGUE	TIM CAPONE	PRESENT
NEWTON	JOANIE FAYE	PRESENT (Arrived 7:12 pm)
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	MICHAEL GALL	PRESENT
VERNON	BRAD SPARTA	PRESENT

Representative Assembly:

GREEN	MARIE BILIK	PRESENT
HOPATCONG	ANTHONY FASANO	PRESENT
HIGH POINT	GAYLE TIDONA	PRESENT
OGDENSBURG	JOSH CONKLIN	PRESENT
SANDYSTON / WALPACK	PAT COOGAN	PRESENT
SPARTA	JOANNE HOOVER	PRESENT
SUSSEX VO-TECH	GUS MODLA	ABSENT
WALLKILL VALLEY	RICHARD CARLSON	ABSENT

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

VI. BUDGET

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2019-2020 budget for submission to the Executive County Superintendent of Schools as follows:

General Fund	\$5,394,583.00
Special Revenue	<u>\$ 14,800.00</u>
Total	\$5,409,383.00

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Workshop, Meeting, and Travel budget for the 2019-2020 school year as per attached document A, and Professional Services budget for the 2019-2020 school year as per attached document B.

MOVE: Ms. Risley		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Green Aye	Hamburg Aye	Hampton Aye	Hardyston Aye
High Point Aye	Hopatcong Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley Aye	Montague Aye	Newton Aye	Ogdensburg Aye

Sandyston/ Walpack Aye	Sparta Aye	Stanhope Aye	Sussex-Wantage Aye
Sussex Vo-Tech	Vernon Aye	Wallkill Valley	

Representative Assembly Members may leave the meeting at this time but are more than welcome to stay.

Mr. Gall left the meeting.

VII. APPROVAL OF THE MINUTES

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

February 4, 2019 Regular Meeting

Voice vote: All voiced in favor.

VIII. PRESIDENT'S COMMENTS:

IX. CORRESPONDENCE

1. NHA's March Calendar
2. NHA's Read Across America Calendar of Events
3. Invitation to Project Search Open House - March 7, 2019

X. COMMITTEE REPORTS-

Personnel & Negotiations – None

Buildings and Grounds / Finance - Mr. Moscatello reported the committee met and reviewed the budget. Some improvements with heating and air conditioning were discussed. The architects are getting involved to make recommendations so it gets done right.

Programs and Services / Policy - None

XI. SUPERINTENDENT'S REPORT

Strategic Planning had an incredible turnout on February 11th. We had members of our BOE, a Sussex County Freeholder, two members of the Prosecutor's Office, a CST Director, and a parent. Our second session is scheduled for March 11th at 7:00pm at NHA. Please join us for our second session.

Project Search has launched. This month presentations occurred at Child Study Team Director's Meeting and all marketing events have been planned. Our collaboration with Newton Medical Center has gone

exceptionally well. An Open House is scheduled at the Romano Conference Center on March 7th from 12-1pm. All are welcome.

Northern Hills Academy

Even though February is a shorter month, we managed to fill it with amazing opportunities and instructional activities for our students at NHA. February's Monthly Curricular Themes were Famous African-Americans, US Presidents, Peacemakers, Love & Kindness, American Presidents & the Continent of Asia. NHA celebrated our 100th Day of School on February 19th with many activities and projects. We also had a special pizza lunch that day. We had our monthly visits from our furry friends with Pet Therapy along with our weekly Dance2Learn Program.

For our February Professional Development meetings and trainings, staff were provided training in Touchmath, School Security & Safety, Behavior Interventions, and My Learning Plan. Many of our staff members also participated in a fun culture and climate building activity, entitled, Secret Snowflakes. The secret pal-like activity concluded with a staff Valentine's party on February 14th.

Also this month, we made time to reach out to our community partnerships. Ms. Karra's class organized classes in making beautiful Valentine's Day creations for our friends at Andover's Rehabilitation Center and the Veterans' Hospital. Our special friends in the community love getting our special projects! Thank you to Ms. Karra Hansen-Mueller and her class for their hard work. NHA collected over 100 items to donate to Connect for Community for their Show 100 Ways you Care program. Items collected were toiletries and personal hygiene products. Our goal was 100 items for our 100th Day of School.

Parent-Teacher Conferences were on February 26th and very successful with 65% of our parents in attendance. We had many parents coming out and calling in to keep abreast of the progress their child is making this year at NHA. Our PTO held the first ever Scholastic Book Fair at NHA! It was a huge success. They also had a Paparazzi Jewelry fundraiser and made over \$500.

We are looking forward to a very exciting and reading-filled month of March!

XII. BUSINESS ADMINISTRATOR'S REPORT

Business Administrator and support staff have been working on the budget preparation for the 2019-2020 school year.

Mrs. Siipola and Mrs. Cook have met with the architects to look at the heating problem in the Social Worker's offices. The architects have issued a memo with a few options on how to fix the problem. We are in the process of having the Architects get quotes.

All Board of Directors should have received their school ethics forms to complete. They are due by April 30th for returning board members and within 30 days for new board members.

XIII. PUBLIC PARTICIPATION

There was no public participation.

XIV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County ESC Board of Directors accept with regret the following resignations:

Name	Position	Effective Date
Amanda Miller	Substitute Nurse	1/31/19
Noelle Incorvaia	Part-time Paraprofessional	2/25/19

2. **RESOLVED**, based upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors terminate Francesca Veen for job abandonment effective February 13, 2019.
3. **RESOLVED**, based upon the recommendation of the Superintendent that the Sussex County ESC Board of Directors approve the hiring of the following part-time Paraprofessionals, pending completion of all required paperwork, not to exceed 28 hours a week.

Name	Position	Step	Salary	Effective Date
Martha Valdez	Paraprofessional	11	\$19.50	3/19/19
*Valerie Evans *Added	Paraprofessional	9	\$18.50	

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the job description of Supervisor of Structured Learning Experience as attached for the 2018-2019 school year and beyond.
5. **RESOLVED**, based upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Jamie Westerfield, Supervisor of Structured Learning Experience for the 2018-2019 school year at a salary of \$82,000 (prorated) with benefits pending completion of paperwork.
6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind 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.
***Added**
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the hiring of Brian Wittman full time teacher at step 5 BA at a rate of \$55,170, pending release date of former employer and completion of all required paperwork.
***Added**

8. **RESOLVED**, to approve student intern practical clinical experience at the recommendation of the Superintendent to accept Sage Donnelly of William Paterson University as intern for their clinical experience in PreK - # TSD effective March 5, 2019 through June 3, 2019 pending completion of student intern paperwork. ***Added**

9. **RESOLVED**, to approve student intern practical clinical experience at the recommendation of the Superintendent to accept Brenna Haudek of William Paterson University as intern for their clinical experience in PreK - # TSD effective March 5, 2019 through June 3, 2019 pending completion of student intern paperwork. ***Added**

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

Motion is carried.

B. POLICY

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second reading of the following policies, 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. Risley		2ND: Ms. Ross	
Andover Aye	Byram Aye	Franklin Aye	Fredon
Hamburg Aye	Hampton Aye	Hardyston Aye	Kittatinny Aye
Lafayette Aye	Lenape Valley Aye	Montague Aye	Newton Aye
Stanhope Aye	Sussex-Wantage	Vernon Aye	

Motion is carried.

C. FINANCE

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

February Payroll	\$ 305,303.36
February Additional Bills (Fund 10)	\$ 1,193.00
March Bills List (Fund 10)	\$ 103,877.46

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for January 2019 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for January 2019.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$29,200.

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

Motion is carried.

D. PROGRAMS AND SERVICES

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the tuition rate for students to attend the Project Search Program for 2019-2020 school year at the rate of \$35,000 per student (member district) and \$37,000 (non-member).
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following professional development activities:

Staff Member	Date	Workshop	Location	Cost	Mileage
Ricki Block	3/3/19	Time Saving Tips & Ideas for Crazy Busy Speech Year	Long Branch, NJ	\$0	\$53.00
Katie Tackaberry	3/17/19 3/18/19 3/19/19 5/17/19	PROMPT NY (Dana Center) N.Y. Introduction	NY, NY	\$0	\$0

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following requests for Northern Hills Academy for Field Trips :

Staff Member	Date	Field Trip	Location	Cost
Amber Werner	3/11/19 4/15/19	CBI Stop & Shop Trips	Sparta, NJ	\$158.10 TBD
Caitlin Diaz	3/4/19 4/1/19	CBI Stop & Shop Trips	Sparta, NJ	\$158.10 TBD

Alyssa Summer Edward Bradley	3/19/19	Father John's Animal House	Lafayette, NJ	TBD
Karra Hansen-Mueller Amber Werner	5/6/19	CBI to Home Depot	Newton, NJ	\$115 and Bus TBD
Jeanne Ortiz	5/26/19	Fishoree	Stanhope, NJ	\$87.00 and Bus TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the change to the 2018-2019 Sussex County ESC Northern Hills Academy School Calendar as follows:

February 21, 2019 Regular Full Day of School
February 26, 2019 Early Dismissal- Parent-Teacher Conferences

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

Motion is carried.

XV. OLD BUSINESS:

NEW BUSINESS:

1. School Ethics Forms
2. Golf Outing - May 9th
3. Project Search Open House March 7th at Noon and April 3rd 7 pm.
4. Superintendent Evaluation
5. Strategic Planning Meeting Presentation was sent out which is more of an explanation of services.

XVI. PUBLIC PARTICIPATION

Ms. Cook stated she is looking for guest readers for 3/26-3/29.

XVII. OTHER BOARD ACTION

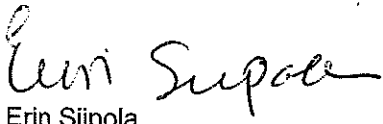
There was no other board action.

XVIII. ADJOURNMENT

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

At 7:57 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING: April 1, 2019 at 7 PM – Regular Meeting