

# SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

April Agenda

April 8, 2024

## REGULAR MEETING 7:00 P.M.

### I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

### 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

### 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	BRIAN HERTENSTEIN
BYRAM	LAUREN PEDERSEN
FRANKLIN	KATHLEEN CLOHESSEY
FRELINGHUYSEN	KIMBERLY NEUFFER
GREEN	CHRISTOPHER BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	DEBRA COOK
LAFAYETTE	SUZANNE ROSS
NEWTON	JOANIE FAYE
SPARTA	LEIGH MCMICHAEL
STANHOPE	GIL MOSCATELLO
SUSSEX-WANTAGE	NICK D'AGOSTINO
VERNON	CARL CONTINO
WALLKILL VALLEY	VIRGINA JONES

**VI. APPROVAL OF THE MINUTES**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to approve the following minutes:

March 4, 2024 Regular Meeting  
March 4, 2023 Executive Session

Voice vote:

**VII. PRESIDENT’S COMMENTS:**

**VII. CORRESPONDENCE**

- 1. Meet Your Principal

**IX. COMMITTEE REPORTS**

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

**X. SUPERINTENDENT’S REPORT**

NORTHERN HILLS ACADEMY

The students and staff at Northern Hills Academy have demonstrated great excitement as winter comes to a close and spring draws near! The staff and students buzzed with excitement as they welcomed Principal Kim with warmth and kindness. Throughout the month of March, engaging activities and classroom lessons were enjoyed by all.

The school kicked off Read Across America week with a school-wide celebration of a love for reading. Various guest readers from the community, including parents, board members, assemblymen, and law enforcement officers, visited the school to read to the children. Each class collaborated to create a book cover that was showcased in the multipurpose room for all classes to enjoy.

A special event, Social Emotional Learning Day, took place on March 8th. Social Worker, Stephanie Iannuzzelli, created interactive lessons and activities for the students that focused on positive affirmations and building self-esteem. The day concluded with students creating themed leaves for a tree display in the hallway entitled "Our Social Emotional Skills Help Us Grow."

The Saint Patrick's Day celebrations were a continuation of the excitement at NHA. One of our classes, led by Ms. Laura, engaged in a creative activity by constructing a Leprechaun trap with the goal of catching the elusive creature. In the morning, students were greeted with gold coins, festive confetti, and small green footprints throughout the hallways. Each class took turns inspecting the trap to see if the leprechaun had been captured. To conclude the day, a schoolwide game of BINGO was played, adding to the fun and excitement of the day!

In honor of the arrival of Spring, Ms. Chloe coordinated a festive schoolwide activity in which each class participated in an egg hunt. Hidden eggs containing treats were scattered outdoors, and a special guest bunny was also present to enhance the enjoyment of the event!

In addition to enjoying the fun and exciting activities, staff and students have been diligently focused on achieving progress and personal development on a daily basis.

- Read Across America guest readers
  - Assemblyman Mike Inganamort and his Dept Chief of Staff Brett Conrads
  - Sussex County DOE Education Specialist Michael Slattery and Adam Kendler
  - Several Sparta Police Officers
  - Retired Board of Education member Mary Ann Risley
  - Parents of Staff members; Stephanie DeFelice, Krystina Swyryt, Stephanie Iannuzzelli
- Curriculum ½ day demonstration
  - Speech and OT : How to Communicate effectively with children
  - Nurtured Heart
- St. Patrick's Day Activities
  - Leprechaun Traps
  - Staff Luncheon- SEL
- Work-Based Learning and Community-Based Instruction
  - Field Trip to Dunkin Donuts
  - Field Trip to Food Pantry
  - Assist in bagging items for families for Easter meals

### **Project Search**

- The internships are in their last rotation at both Newton and Hackettstown locations
- March EPM are completed
- Had productive positive meetings with departments offering training and assistance whenever needed
- **One of our Hackettstown Adult Interns was hired and accepted a full-time position in the OT/PT department!!!**
- The PS instructors continue to post pictures on the Atlantic Health website and Facebook - with great responses
- A possible intern and family toured the Newton program and were extremely impressed
- Mock interviews and resume writing are in full swing daily
- Our Hackettstown Intern started his internship with Atlantic Health President Bob Adams and it is going very well!
- Info sessions are being conducted every Wednesday at 10:00 am and 1:00pm to help parents and school employees become more aware of our program
- I am looking forward to the April 24th Regional Transition to present Project SEARCH in a 20 minute presentation
- Our staff all participated virtually in the StateWide Project SEARCH meeting In Cherry Hill.
- Had a positive zoom meeting with the Sparta Child study team - they may have potential interns for next year
- A visit with Morris Hills Child Study team members is set for April 9th when all return from Spring Break
- Dates were set up for Our annual corporate visit has been set for April 24th-PS staff will be attending P-Burg Transition Fair April 10th and as mentioned April 24th presentation
- All of Warren County School Districts have been emailed to come to our new Hackettstown

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

Our budget has been approved by the county office and is on our website.

Just a reminder for anyone who hasn't completed their school ethics forms to please complete them. If you have any problems please let me know and I can help you.

**XII. 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 the following staff:

NAME	POSITION	EFFECTIVE DATE	NOTES
Erin Siipola	Business Administrator	June 30, 2024	
Meliza Guzman	Part Time Paraprofessional	March 28, 2024	
Sheridon Jones	Part Time Paraprofessional	June 14, 2023	

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following job description of Facilities Manager, as attached.
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following full time position for the remainder of the 2023-2024 school year, prorated, pending completion of all required paperwork:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
Joseph Neal	Facilities Manager	\$62,500 prorated	5/6/24-06/30/24	

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following PT para-professional for the 2023-2024 school year pending completion of all required paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Kathryn Lederhaas	Paraprofessional	16	\$23.50 + .50 for bachelors	4/8/24- 06/30/24	

			degree + .35 for sub cert Total: \$24.35 per hour		
Elias Batista	Paraprofessional	2	\$15.80 per hour	4/8/24- 06/30/24	
Madison Chavarria	Paraprofessional	6	\$17.50 per hour	4/8/24- 06/30/24	

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the the following part-time certificated staff as a substitute teacher for the 2023-2024 school year program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Kathryn Lederhaas	Substitute Teacher	16	\$24.35 + \$5 per hour	4/8/24 - 6/30/24	

MOVE:		2ND:	
Andover	Byram	Franklin	Frelinghuysen
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Newton	Sparta	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass Yay / Nay

## B. FINANCE

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

March Payroll	\$ 427,779.87
April (Fund 10)	\$ 144,053.20
April (Fund 20)	\$ 1,339.57

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for January 2024 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for January 2024.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$89,182 for January 2024.

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February 2024 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for February 2024.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$20,833 for February 2024.

MOVE:		2ND:	
Andover	Byram	Franklin	Frelinghuysen
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Newton	Sparta	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass      Yay / Nay

### C. PROGRAMS AND SERVICES

1. **Resolved**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following professional development activities:

Staff Member	Date	Workshop	Location	Cost	Transportation / Mileage Cost
Kim Gallagher & Corrie Pisciotano	4/3/24	REAP: SRSA Application Webinar	Virtual	\$0	0
Kim Gallagher & Corrie Pisciotano	4/11/24	REAP: FAQ about SRSA Application	Virtual	\$0	0
Lindy Powell	4/23/24	Progressive Discipline and Corrective Action Plans	MUJC New Providence, NJ	\$150.00	0
Kim Gallagher	4/10/24 & 4/24/24	Orientation: CBI Cohort (Foundations of CBI)	Virtual	0	0
Tessa Bedkowski	4/10/24 & 4/24/24	Orientation: CBI Cohort (Foundations of CBI)	Virtual	0	0
Adrianna Velez	6/11/24	Hot Topics in Special Education	MUJC New Providence, NJ	\$150.00	\$35.62

Kim Gallagher	6/11/24	Hot Topics in Special Education	MUJC New Providence, NJ	\$150.00	\$35.63
Veronika Banach	5/3/24	Current Trends in Child Mental Health Treatment + Protocols	Sage Alliance Boonton, NJ	0	\$24.20
Andrea Romano	4/23/24	Review. Amend. Spend. Campaign: NJDOE Inclusive Learners and ESSER	Online	0	0

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Lafayette	Newton	Sparta	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass      Yay / Nay

#### E. POLICY

1. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the second reading of the following policy:

- P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P 3211 Code of Ethics (Revised)
- R 5440 Honoring Student Achievement (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5841 Secret Societies (Revised)
- P 5842 Equal Access of Student Organizations (Revised)
- P & R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- P & R 2423 Bilingual Education (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

MOVE:		2ND:	
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Lafayette	Newton	Sparta	Stanhope
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Motion pass      Yay / Nay

**F. BUILDINGS AND GROUNDS**

- 1. RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Karl Environmental to complete the Right to Know Survey in the amount of \$795.00

MOVE:		2ND:	
Andover	Byram	Franklin	Frelinghuysen
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Newton	Sparta	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass      Yay / Nay

**XIV. OLD BUSINESS :**

1. Superintendent Evaluation

**NEW BUSINESS:**

**XV. PUBLIC PARTICIPATION**

**XVI. ADJOURNMENT**

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

**At    P. M.**

**Important dates:**

**NEXT BOARD MEETING**

**Important dates:**

**Regular Board of Directors Meeting:  
May 6, 2024 at 7 PM**