

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

March Agenda

March 4, 2024

REGULAR MEETING of FULL REPRESENTATIVE ASSEMBLY 7:00 PM

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. OATH OF OFFICE

VI. ROLL CALL

BOARD OF DIRECTORS

ANDOVER	BRIAN HERTENSTEIN
BYRAM	LAUREN PEDERSEN
FRANKLIN	STEPHANIE PERNA
FRELINGHUYSEN	KIMBERLY NEUFFER
GREEN	CHRISTOPHER BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	DEBRA COOK
LAFAYETTE	SUZANNE ROSS

NEWTON
 SPARTA
 STANHOPE
 SUSSEX-WANTAGE
 VERNON
 WALLKILL VALLEY

JOANIE FAYE
 LEIGH MCMICHAEL / JEN LONSKY
 GIL MOSCATELLO
 NICK D'AGOSTINO
 CAROL CONTINO
 VIRGINIA JONES

REPRESENTATIVE ASSEMBLY

FRANKFORD	TBD
FREDON	ARNE OLSEN
HAMPTON	JOYCE ANDERSON
HIGH POINT	SCOTT RIPLEY
HOPATCONG	TBD
MONTAGUE	TBD
NORTH WARREN	TBD
OGDENSBURG	TBD
SANDYSTON / WALPACK	TBD
SUSSEX TECH	GUS MODLA
WARREN HILLS	TBD

VII. BUDGET

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2024-2025 budget for submission to the Executive County Superintendent of Schools as follows:

General Fund	\$6,459,421
Special Revenue	<u>\$ 20,500</u>
Total	\$6,479,921

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Workshop, Meeting, and Travel budget for the 2024- 2025 school year as per attached document A, and Professional Services budget for the 2024-2025 school year as per attached document B.

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

Representative Assembly			
Frankford	Hampton	High Point	Hopatcong
Lenape Valley	Montague	North Warren	Ogdensburg
Sandyston / Walpack	Sussex Tech	Warren Hills	

Motion pass Yay / Nay

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

VIII. APPROVAL OF THE MINUTES

Motion by _____, Seconded by _____, to approve the following minutes:

February 5, 2024 Regular Meeting

Voice vote:

IX. PRESIDENT’S COMMENTS:

X. CORRESPONDENCE

XI. COMMITTEE REPORTS-

Personnel & Negotiations - None
 Buildings and Grounds / Finance - Met on February 29, 2024
 Programs and Services / Policy - None

XII. SUPERINTENDENT’S REPORT

Northern Hills Academy

The last month has been all about the excitement and anticipation of our fun activities. We completed multiple activities around Black History Month and Dental Month. We had a dental visit by a local dentist on the importance of good oral hygiene. All of our students attended. We held activities for Lunar New Year and actually built a dragon with Ms. Laura’s class. Students then had a parade around the building in celebration of Chinese culture. Each class made different art projects in support of Chinese culture. Ms. Andrea read “*How to Catch a Dragon*” in several classes and fortune cookies were had by all. To build staff culture a Dragon Bowl was had prior to the Superbowl. Staff brought

in foods around the two topics of Lunar New Year and Super Bowl. It was so much fun for all. Teachers, Ms. Tessa Bedkowski and Mr. Brian Wittman led this celebration.

We held Parent Teacher conferences in February and had a significant amount of parents attend either in person and/or virtually. All parents who were unable to attend were provided both a phone call and a note that went home about each student's progress.

Led by Teachers, Ms. Chloe DeLuca and Mr. Joe Leone, the 100th Day of School celebrations were held. Students were led through a variety of activities on this day. The physical therapists, Ms. Dawn Kuncken and Ms. Lia Kondos had students complete 100 exercises as one of the activities. Students enjoyed answering questions about 100 days of kindness, 100 ways to save the future etc...

Our Gertrude Hawk fundraiser was held and we sold a lot of chocolate or treats that will be here for the Spring holidays. The fundraising efforts will go to the student activities account to help support trips, assemblies and/or all student driven events.

All the activities for the month of March have been planned and shared with our NHA families.

Project Search

- The internships are finishing up their 2nd rotation at both Newton and Hackettstown locations
- The hospital is trying to get an award passed to recognize some of the interns for their hard work
- Newton interns were able to attend a job fair at SussexCounty Community College for healthcare related jobs and discuss their future plans with employers and also hand out their up to date resumes
- One of our Hackettstown Interns will be interviewing for a possible position in the OT/PT department. She has filled out the application and is waiting for an interview date-the manager of the department has asked that I attend the interview "meeting" so that I can add my input- this is a good thing!
- The PS instructors continue to post pictures on the Atlantic Health website and Facebook - staff have been commenting that they think it great
- We now have our monthly newsletter up and out! We have had many compliments about it and school districts have commented to me that it is very well one -Great job Amy and Colette!
- The interns have been doing mock interviews and filling out their resumes to prepare for future employment
- We are working with AHS Corporate to set up a visit with Hackettstown, Newton and Overlook.
- Our interns are now in Radiology 2 days a week and will open to us for the full week the entire next rotation
- John O'Hara continues to conduct a weekly meeting with the casemanager my instructor and job coach for one of our interns in Newton who is struggling with her outside life
- The PS instructors continue posting pictures on the Atlantic Health website
- John O'Hara will start info sessions the first week of March to help parents and school employees become more aware of our program
- I am looking forward to the April 4th Regional Transition to present Project SEARCH in a 20 minute presentation
- The hospital is setting up a TEAMS meeting for me to market the program to the employees at Atlantic Health - this may open up more departments to us.
- John O'Hara will be attending the State Wide Project SEARCH meeting In Cherry Hill, while Teachers Amy Anjum and Colette DuPrex, Superintendent Andrea Romano will all attend virtually.
- We had a successful visit from Project Search National Office Carly Detlefsen- she was impressed with how the Hackettstown program is up and running in such a short time.

- Now for the BIG news! I have been meeting with the President of Hackettstown and Newton Medical Centers and he has offered to be a mentor for Project SEARCH! He will be starting in our next rotation. We will select 1 intern each rotation. He is starting in Hackettstown. He will continue next year. In October he will be in Newton, then Hackettstown and Newton for the year. The intern will shadow Mr. Adams for 2 hours every Wednesday- in meetings learning what his task list looks like and how the hospital is run- This is an incredible opportunity for our interns and a testament to how vested Mr Adams is in Project SEARCH.

Superintendent Andrea Romano leads the Project Search Steering Committee. The topic for March will be sharing out the PS 2024 -2025 application and discussing the incoming interns.

XIII. BUSINESS ADMINISTRATOR’S REPORT

It has been a busy month in the business office with working on the budget. I also completed the 1095 C forms and they were given to all employees.

XIV. PUBLIC PARTICIPATION

XV. 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 hiring of the following part-time Non Public Nursing up to 28 hours, for the 2023-2024 program pending completion of all paperwork and grant funding:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Laura Andresky	PT Non Public Nurse	15	\$42.29	March 1, 2024	Assigned to PJHS

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the termination for employee #67790899, effective February 29, 2024, **BE IT FURTHER RESOLVED**, that the employee shall be on a paid administrative leave up until February 29, 2024
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves the settlement agreement with employee ID# 67790899; and **BE IT FURTHER RESOLVED**, that the Board accepts the employee’s resignation effective February 29, 2024.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the resignation of Karyn Burrafato, part time paraprofessional effective March 14, 2024.

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:

February Payroll	\$ 390,181.16
March Bills List (Fund 10)	\$ 107,418.78
March Bills List (Fund 20)	\$ 105.33

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for October 2023 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for October 2023.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$96,565 for October 2023.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for November 2023 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for November 2023.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$139,948 for November 2023.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for December 2023 (as attached).
9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for December 2023.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$18,500 for December 2023.

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Motion pass Yay / Nay

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	Transportation / Mileage Cost
Andrea Romano	2/22/24	PANS/PANDAS: From Sudden Onset to Controversies	Virtual	0	0
Julia Devore	2/22/24	PANS/PANDAS: From Sudden Onset to Controversies	Virtual	0	0
Kristina Swyryt	2/22/24	PANS/PANDAS: From Sudden Onset to Controversies	Virtual	0	0
Andrea Romano	2/10/24	SKY DIVE an immersion in SEL and Wellness for School Personnel	Virtual	0	0
Andrea Romano	5/8/24	Employee Disciplinary Procedures	Virtual Institute for Professional Development	\$50.00	0
Andrea Romano	3/7/24	Social Media and Mental Health: Guidance for Parents in Helping Young People to Avoid Pitfalls and Find Balance	Virtual	0	0
Andrea Romano	2/12/24	Autism and Preschool: 3 Key Strategies for Students with High Support Needs	Virtual	0	0
Andrea Romano	4.25.24	Developing a Plan to Fade One on One Supports - Promoting Independence in the Classroom	Virtual LRC North Satellite	0	0
Andrea Romano	5.9.24	Early Literacy Strategies for Students with Disabilities	Virtual LRC North Satellite	0	0

Andrea Romano	2.20.24 2.27.24	Harnessing AI in Special Education: A Four Part Series	Virtual	0	0
Lindy Powell Andrea Romano	5.8.24	Employee Disciplinary Procedures and Issues Up To and Including Termination	Virtual	\$50.00 each \$100.00	0
Andrea Romano	2.28.24	A Statewide Response for Support and Healing in Problematic Sexual Behaviors (PSB): What You Need to Know	Virtual	0	0
Rachael Tucker	2.28.24	A Statewide Response for Support and Healing in Problematic Sexual Behaviors (PSB): What You Need to Know	Virtual	0	0
Andrea Romano	March 5, March 12, March 19, 2024	Identifying Multilingual Learners (MLs) with Disabilities Three Part Series	Virtual	0	0
Andrea Romano	2.29.24	The Ultimate AI Handbook: Benefits, Strategies, and Ethics	Virtual	0	0
Andrea Romano	4.18.24	Sexting, Texting & Cyber-Bullying Webcast	Virtual	0	0
Andrea Romano	3.12.24	Work Environment Council of New Jersey <i>Violence Prevention Training Program</i>	Virtual	0	0
Ray Rios	2.26.24	Work Environment Council of New Jersey <u>Preventing Exposure to Workplace Chemicals</u>	Virtual	0	0
Dawn DiLascio	3/22/24	Empowering Voices- The Student Advocacy Conference	Virtual	0	0
Kim Gallagher	3/4/24	NJPSIS Enrollment Information	Virtual	0	0
Kim Gallagher	3/7/24	Emotional Regulation Skills 101	Virtual	0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the updated Memorandum of Agreement with Law Enforcement.

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Motion pass Yay / Nay

D. POLICY

1. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the first 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)

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Motion pass Yay / Nay

E. BUILDINGS AND GROUNDS

MOVE:		2ND:	
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Motion pass Yay / Nay

XVI. OLD BUSINESS

1. Superintendent Evaluation
2. Reminder to complete the School Ethics Disclosure Forms

NEW BUSINESS:

XVII. PUBLIC PARTICIPATION

XVIII. OTHER BOARD ACTION

XIV. 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 OF EDUCATION MEETING:
April 8, 2024 at 7 PM at Northern Hills Academy**