

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

February 5, 2024

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:00 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. OATH OF OFFICE

Mrs. Siipola administered the Oath of Office to Mr. Hertenstein and Ms. Pedersen

VI. ROLL CALL

ANDOVER	BRIAN HERTENSTEIN	PRESENT
BYRAM	LAUREN PEDERSEN	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	ABSENT
FRELINGHUYSEN	KIMBERLY NEUFFER	PRESENT
GREEN	CHRISTOPHER BILIK	PRESENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	ABSENT
LAFAYETTE	SUZANNE ROSS	PRESENT
NEWTON	JOANIE FAYE	PRESENT
SPARTA	LEIGH MCMICHAEL / JEN LONSKY	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	NICK D'AGOSTINO	ABSENT

VERNON
WALLKILL VALLEY

CARL CONTINO
VIRGINIA JONES

PRESENT
PRESENT

ALSO PRESENT: Andrea Romano - Superintendent
Erin Siipola - Business Administrator
James Cerullo - Auditor

VII. CALL FOR NOMINATIONS FOR VICE PRESIDENT

Mr. Moscatello called for nominations for Vice President.

Ms. Ross nominated Ms. Faye, which was seconded by Ms. Neuffer. There were no other nominations for vice president. All voiced in favor. Motion is carried.

VIII. APPROVAL OF THE MINUTES

Motion by Mr. Jones, Seconded by Ms. Ross, to approve the following minutes:

January 8, 2024 Regular Meeting

Voice vote: All voiced in favor. Abstain: Mr. Bilik Motion is carried.

IX. PRESIDENT'S COMMENTS:

X. CORRESPONDENCE

1. PT News and Notes February 2024

XI. COMMITTEE REPORTS

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

XII. AUDIT PRESENTATION

A copy of the audit synopsis was available.

Mr. Cerullo presented the 2022-2023 audit report. He stated the Commission is financially sound. He stated the fund balance that the commission has is not unusual for an ESC because they do not have reserves such as capital reserve, maintenance reserve, etc.

Mr. Cerullo stated Mrs. Siipola does a great job.

Mr. Moscatello stated ESC's do not have a tax base. The budget is adjusted monthly depending on services being provided. Mr. Moscatello stated about twelve years ago the ESC made a decision to pay off the building we own so there is no mortgage on it.

XII. SUPERINTENDENT'S REPORT

Northern Hills Academy

Ms. Romano stated there are 6 students looking to come to our program. There were a couple of instances where things happened outside of school and flowed into the school building. A couple of students were sent out for risk assessments.

This month NHA will be celebrating the Year of the Dragon, Valentines Day, and the Super Bowl.

Non Public

Project SEARCH

- The interns are progressing in their internships at both Newton and Hackettstown locations
- The supervisors, mentors have been great working with the interns assisting them in all aspects of the job required.
- 2nd round of teacher evaluations have been completed while they conducted the EPM for the interns
- Had a productive in depth meeting with Materials staff (manager, supervisor, mentor) in Hackettstown to discuss what is needed from them- they were very receptive and thankful for the meeting as was I.
- The PS instructors continue to post pictures on the Atlantic Health website and staff have been commenting that they thought it was great
- Our intern in Newton is now in charge of the Rolling Resilience snack cart without assistance-Great job Amy!
- Newton and Hackettstown have now both included our interns in the dishwashing area and food prep-this is outstanding- they are introduced to more tasks each day.
- Hackettstown Environmental Services has really taken to the program and has our intern working in all areas of the department
- I 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
- Thanks to our great instructors we are now on Facebook again! This is an important part of our marketing and our instructors are very familiar with this platform (I however am not) we were able to get it going and I am very happy
- The PS instructors continue posting pictures on the Atlantic Health website
- I continue to work with the staff and have come up with an activity for the President's Leadership meeting with our interns.
- Our interns are being selected for awards through Atlantic Health for their great work!
- I was able to host present Project SEARCH to Warren County Superintendents to make them more aware of our program
- I participated in the Morris/Sussex Transition partnership and have secured a table at the April 4th Regional Transition Fair and also a room to present Project SEARCH. I will have a 20 minute presentation
- Participated in the State CIE training
- Participated in Violence Prevention Training Workplace Chemical Training (Virtual)
- Gave a Hackettstown tour for a family and they filled out the application right after the tour (Adult)
- We are finalizing our monthly Newsletter to be sent out each month with the "goings on" in Newton and Hackettstown PS!
- I will be conducting a TEAMS virtual info session through AHS for the Newton and Hackettstown employees -to showcase our success through our partnership with AHS and possibly open up new and exciting departments for our interns.

XIV. BUSINESS ADMINISTRATOR'S REPORT

All 1099's and W-2's have been sent out to the employees and vendors. Reports have been submitted to the IRS and State of New Jersey.

The Chapter 44 report that is required to be submitted to the NJDOE has been completed and submitted.

I completed the 2023 Survey of Occupational Injuries and Illnesses Survey for the US Department of Labor.

I attended a webinar on Hazardous Chemicals with the nurses and custodians; and

I am working on the 2024-2025 budget.

There are no financial reports because our treasurer has been out and our replacement is being approved at this meeting.

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. EXECUTIVE SESSION

Motion by Mr. Bilik, seconded by Mr. Jones, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:31 p.m.:

WHEREAS, The Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Sussex County Educational Services Commission is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Sussex County Educational Services Commission, County of Sussex, State of New Jersey that a closed session will be held on February 5, 2024 for the purpose of Personnel.

BE IT FURTHER RESOLVED that the action of the board with regard to the above entitled subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, and would not result in a possible invasion of their right to privacy.

Motion by Mr. Hoffman, seconded by Ms. Ross, to close the Executive Session, all voiced in favor at 7:40 p.m.:

XVII. 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 FMLA leave absence for employee #67447359 using accumulated sick days from December 11, 2023 - February 5, 2024.

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the leave of absence for employee # 70953591, effective January 22, 2024.
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Board of Directors approve the Rene Metzgar as Acting Treasurer of School Monies, effective January 22, 2024 at a salary of \$5,605 prorated.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following full time certificated staff for the 2023-2024 school year pending completion of all required paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Lia Fluri	Occupational Therapist	MA Step 1	\$59,500 prorated	2/6/24 -6/30/24	

5. **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
Sheridan Jones	Paraprofessional	Step 2	\$15.80 per hour	2/6/24-06/30/24	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following paraprofessional contract for the 2023-2024 school year pending completion of all required paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Michael Leyman	Para-Professional	16	\$23.50		

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approved 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.

MOVE: Ms. Neuffer		2ND: Mr. Jones	
Andover Aye	Byram Aye	Franklin	Frelinghuysen Aye
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Newton Aye	Sparta	Stanhope Aye
Sussex-Wantage	Vernon Aye	Wallkill Valley 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	\$ 367,617.28
January (Fund 10)	\$ 97,972.29
January (Fund 20)	\$ 113.42

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the 2022-2023 annual audit report from Wielkocz & Company.

MOVE: Ms. Ross		2ND: Mr. Hoffman	
Andover Aye	Byram Aye	Franklin	Frelinghuysen Aye
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Newton Aye	Sparta	Stanhope Aye
Sussex-Wantage	Vernon Aye	Wallkill Valley Aye	

Motion is carried.

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
Nanette Turner	1/8/24 1/16/24 1/29/24 2/5/24	Fraction Boot Camp for Math Teachers	Prism Bloomfield, NJ	0	0
Andrea Romano	1/22/24	NJ Work Environment Council: Violence Prevention Training	Virtual	0	0
Andrea Romano	1/29/24	NJ Work Environment Council: Preventing Exposure to Chemical & Disinfectant Hazards	Virtual	0	0
Andrea Romano	1/25/24	LEGO Education: Supporting Summer Program	Virtual	0	0
Andrea Romano	4/24/24	Preschool Inclusion Leadership Conference	East Windsor	\$58	0
Andrea Romano	1/25/24	Compliance: Are You In or Are You Out?	Teachtown Virtual	0	0

Andrea Romano	2/22/24	How to Modify Materials for Your Students	Teachtown Virtual	0	0
Andrea Romano	3/28/24	Spring Into A New Curriculum - What You Need to Know	Teachtown Virtual	0	0
Andrea Romano	1/25/24	USAO - New Jersey, DOE - OCR & NJDCR Present: Addressing Discrimination and Bias-Based Harassment in New Jersey Public Schools	Virtual	0	0
Andrea Romano	1/31/24	Persons with Disabilities and Workplace Discrimination Virtual Program	Virtual	0	0
Andrea Romano	1/25/24	"There's Something Always Going Right" conversation with the authors	Virtual	0	0
Rebecca Nitka	1/18/24	5 Elements of the Critical Thinking Triangle in Action	Mind Wing Concepts Virtual	0	0
Ashley Ell	1/18/24	AAC Connecting with Language Learners	SMIL Autism Resources Virtual	0	0
Julia Devore	2/2/24	Narcan Training	Center for Prevention & Counseling	0	TBD
Stephanie DeFelice	2/5/24	Create a Positive Learning Environment: Fostering Respect in the Classroom	Virtual	0	0
Kathleen Grennan	2/22/24	Transition from EI to Preschool	Virtual LRC North	0	0
Andrea Romano	2/15/24	Threat Assessment Information Sharing and Reporting Obligations	Virtual -NJDOE	0	0
Andrea Romano	2/7/24	Restorative Practices for Students with Challenging Behavior: Building Accountability and Empathy	Virtual	0	0

MOVE: Ms. Neuffer		2ND: Mr. Hoffman	
Andover Aye	Byram Aye	Franklin	Frelinghuysen Aye
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Newton Aye	Sparta	Stanhope Aye
Sussex-Wantage	Vernon Aye	Wallkill Valley Aye	

Motion is carried.

E. POLICY

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

P4161 - Examination for Cause

MOVE: Ms. Faye		2ND: Mr. Jones	
Andover Aye	Byram Aye	Franklin	Frelinghuysen Aye
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Newton Aye	Sparta	Stanhope Aye
Sussex-Wantage	Vernon Aye	Wallkill Valley Aye	

Motion is carried.

F. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the lawn maintenance agreement with Grecco in the amount of \$698.22 per month billable in 9 months for a total of \$6,283.98.

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

Motion is carried.

XVIII. OLD BUSINESS:

NEW BUSINESS:

1. New Board Member Orientation - Ms. Romano will email out packet
2. Superintendent Evaluation

XIX. PUBLIC PARTICIPATION

There was no public participation.

XX. ADJOURNMENT

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

At 8:08 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important Date:

NEXT BOARD MEETING

**Regular Board of Directors Meeting:
March 4, 2024 at 7 PM
FULL REPRESENTATIVE ASSEMBLY REQUIRED
TO ATTEND**