

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

March Minutes

March 6, 2023

REGULAR MEETING of FULL REPRESENTATIVE ASSEMBLY 7:00 PM

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:04 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 Ms. Byron.

VI. ROLL CALL

BOARD OF DIRECTORS

ANDOVER	JANE BYRON	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	PRESENT

GREEN	MARIE BILIK	ABSENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
NEWTON	JOANIE FAYE	PRESENT
SPARTA	WALTER KNAPP	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	NICK D'AGOSTINO	PRESENT
VERNON	RUSS ROGERS	ABSENT
WALLKILL VALLEY	VIRGINIA JONES	PRESENT

REPRESENTATIVE ASSEMBLY

FRANKFORD	BRAYDEN HIRSCH	ABSENT
FREDON	ARNE OLSEN	PRESENT
HAMPTON	JOHN NELSON	PRESENT
HIGH POINT	ELIZABETH SCHUMAN	PRESENT
HOPATCONG	NICOLE FALCONI - SHUBERT	ABSENT
MONTAGUE	BARBARA HOLSTEIN	ABSENT
NORTH WARREN	JOHN NAUSE	PRESENT
OGDENSBURG	HEATHER SCHINN	ABSENT
SANDYSTON / WALPACK	WILL KOCHIS	PRESENT
SUSSEX VOTECH	GUS MODLA	PRESENT

VII. BUDGET

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2023-2024 budget for submission to the Executive County Superintendent of Schools as follows:

General Fund	\$5,122,882
Special Revenue	<u>\$ 20,300</u>
Total	\$5,143,182

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Workshop, Meeting, and Travel budget for the 2023- 2024 school year as per attached document A, and Professional Services budget for the 2023-2024 school year as per attached document B.

MOVE: Mr. Hoffman		2ND: Ms. Risley	
Board of Directors			
Andover Aye	Byram Aye	Franklin Aye	Fredon Aye
Green	Hamburg Aye	Hardyston Aye	Kittatinny Aye

Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex-Wantagen Aye	Vernon	Wallkill Valley Aye	
Representative Assembly			
Frankford	Hampton Aye	High Point Aye	Hopatcong
Montague	North Warren Aye	Ogdensburg	Sandyston/Walpack Aye
Sparta Aye	Sussex Votech Aye		

Motion is carried.

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

VIII. APPROVAL OF THE MINUTES

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

February 6, 2023 Regular Meeting

Voice vote: All voiced in favor. Motion is carried.

IX. PRESIDENT’S COMMENTS:

Mr. Moscatello stated there was a Finance / Buildings and Grounds meeting. Window repairs were discussed. Some of them are emergency in nature. The committee also met to review the budget.

X. CORRESPONDENCE

1. March Calendar
2. March Lunch Menu
3. 2023 Summer Skip Program ***Added**

XI. COMMITTEE REPORTS-

Personnel & Negotiations - None
 Buildings and Grounds / Finance - Met on February 28,2023 - Mrs. Risley reported the committee met and discussed the budget in detail. The para training proposal was also discussed along with the new project search location at Hackettstown.
 Programs and Services / Policy - None

XII. SUPERINTENDENT’S REPORT

Sussex County Educational Services Commission and all of our staff members have been involved in the budget process. Our administrative staff has spent a significant amount of time collaborating on

making a sustainable and affordable budget. We are cognizant of the status of school funding within the districts that we support. We have worked continuously to sharpen our pencil so that the services we provide within our district and out within our member/non-member districts.

This budget will reflect one that has been impacted by staff turnover and one that is reflective of creating new classrooms, purchasing new curriculum, updating our facility with technology and safety concerns. The process was transparent with our staff and staff was incredibly conservative with what their needs are for student successes.

Collaboration has been utilized when planning for the 2023-2024 school year. Several districts have met with the Superintendent to review their needs for itinerant services which would maximize staff in several smaller districts. School psychologists and speech therapy continue to be the areas that are needed by districts. We continue to explore the options for school districts to be both people and financially savvy.

I am so proud of Project Search at Newton Medical Center and the constant encouragement that our interns have received from this program. We have worked with CEO Bob Adams and his staff to discuss expanding the program to Hackettstown Medical Center. We finally received the approval from Project Search International to move ahead with an opening of the replication of Project Search to Hackettstown Medical Center. The real work will begin at this point.

As Spring is almost here, meetings with all of our non-public and public school districts will begin to be here. Preparation is underway for those meetings and our staff in non-public will be working to stay in compliance.

Northern Hills Academy

Curriculum

- Abilities of Northwest Jersey Inc will be conducting classes beginning this month

Budget

- Three intakes (tours)
 - One 6 year old beginning March 6
 - Two accepted (beginning March 6 and ASAP)
- Worked on curriculum, supplies, and technology budget for 2023-2024
 - Achieve instructional goals through a fiscally responsible budget

Technology

- Exploring interactive whiteboards
 - BenQ
 - Smart
 - Konica Minolta
- Have begun the process of digitizing IEPs for accountability easy staff access

Special Events

- Polar Plunge
- Read Across America Week: Sparta PD
- Newton-Sparta Pediatric Dentistry presentation
- Dance to Learn: Roxey Ballet
- Weekly field trip to Sparta Food Pantry

Instructional Supervision

- Principal completed Stronge Evaluation Training and received certification
- Committee meetings with:
 - Professional Development
 - Curriculum
 - Technology
 - Safety
 - Blue Team
 - Green Team

Community Involvement

- Set up Family Workplace Readiness Day March 27

Project Search

- Atlantic Health System at Newton Medical Center continues to include us in their monthly activities-"Cheers for Peers" and birthday celebrations along with their Super Bowl and Valentines Day activities
- Patient Services is letting us take over the snack cart duties by ourselves without staff monitoring us. They are thrilled with us participating in this and it will possibly be a few days per week
- Marketing efforts continue to promote the program with school districts and have them relay information to parents. Emails have been sent out to all Sussex County schools and Warren/Morris will go out March 3rd
- Gave a tour for a parent and possible intern and they were thrilled with what we did. The parent is on the Board for Boonton School District. The family sent in an application to me two days after the tour
- We have six definite applicants for next year that will be evaluated on a scheduled assessment day. We have two more possible applicants from Lenape Valley.
- The addition of Wound Care has worked out real well and we are back to making Buretoes!
- Our intern from the Hart Center has filled out an application to work here in the Heart Center upon graduation. The manager is seriously looking to hire her and pushing for her to get her certificates.
- Attended Tech Talk Webinar: Introducing New Ride Options and Enhanced Self-Services Tool
- Interns are winding down their second internship and getting ready for their Employment Planning Meetings.
- Interns learned how to do a zoom invite and sent out invites to members for their EMP
- We are working on constructing a resume and budgeting and planning in financial literacy

XIII. BUSINESS ADMINISTRATOR'S REPORT

Presentation of 2021-2022 Audit Report - Matt Wielkotz from Wielkotz and Company, LLC.

Mr. Wielkotz presented the audit to the board. He stated there were no comments or recommendations and the Commission has a healthy fund balance.

XIV. PUBLIC PARTICIPATION

There was no public participation.

XV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, upon the recommendation of the Superintendent, the Sussex County Educational Services Commission Board of Directors approve the hiring of the following full time certificated staff, prorated, for the 2022-2023 school year, pending completion of paperwork

NAME	POSITION	STEP	DATES	SALARY	NOTES
TBD	Teacher of Students with Disabilities -Project Search	Not to exceed MA +30 step 15	TBD	Not to exceed \$79,100	
TBD	Teacher of Students with Disabilities	Not to exceed MA +30 step 15	TBD	Not to exceed \$79,100	

2. **RESOLVED**, upon the recommendation of the Superintendent, the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time paraprofessional, prorated, for the 2022-2023 school year, pending completion of paperwork

NAME	POSITION	STEP	DATES	SALARY	NOTES
TBD	Para	Not to exceed Step 15	TBD	Not to exceed	
TBD	Para	Not to exceed Step 15	TBD	Not to exceed	

3. **RESOLVED**, upon the recommendation of the Superintendent, the Sussex County Educational Services Commission Board of Directors approve the job shadowing for 60 hours of a student from Western Governors University for Karina Miranda at Northwest Christian School under Non-Public programming pending all paperwork completion.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of Hannah O'Shea as a part time paraprofessional, step 3, \$16.05 per hour effective 1.23.23 - 6.30.23.

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

February Payroll	\$324,091.18
March Bills List (Fund 10)	\$208,844.19
March Bills List (Fund 20)	\$ 2,050.00

2. **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 Wielkotz, & Company, LLC. for the fiscal year ending June 30, 2022.

MOVE: Ms. Risley		2ND: Mr. Hoffman	
Andover Aye	Byram Aye	Franklin Aye	Green
Hamburg Aye	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley Aye	Newton Aye	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	Vernon	Wallkill Valley 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
Anna Gelpke	2.20.23 2.28.23	Sensory SLP Intensive	webinar	0	0
Chloe DeLuca	2.22.23	Overcoming Challenging Behaviors in the Classroom & Finding Solutions	webinar	0	0
Greg Farley	3.1.23	Scaling & Optimizing Work Based Learning Best Practices	webinar	0	0
Elizabeth Boyle	3.8.23 3.29.23 4.19.23	Addressing Anxiety & Challenging Behaviors in Preschool & Elementary Students	webinar	0	0
Chloe DeLuca	3.9.23	The Power of Stories: Selecting	webinar	0	0

		the Best Books & Related Activities			
Andrea Romano	2.22.23	Overcoming Challenging Behaviors in the Classroom and Finding Solutions	webinar	0	0
Andrea Romano	2.23.23	Courageous Leadership Where We Live, Learn, and Earn	webinar	0	0
Andrea Romano	3.1.23	A New Look at Administrator Strategies for Turning Evaluations into Excellent IEPs District-Wide	webinar	0	0
Andrea Romano	3.1.23	Unlocking the Secrets of Executive Functions	webinar	0	0
Kathleen Fugaro *Added	4.5.23 - 4.6.23	How to Communicate with Tact and Professionalism	Webinar	0	0
Dawn DiLascio *Added	3.24.23	2023 Educational Enterprises Conference	Paramus, NJ	0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2023-2024 Sussex County Educational Services Commission School Calendar, 12 month calendar and Custodial Calendars, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Northern Hills Academy 2023 Summer Kids Inclusion Program (SKIP) as attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the licensing agreement with Children's Hospital Medical Center of Cincinnati with a fee of \$10,000 for the start of Project Search at Hackettstown Medical Center to be implemented Fall 2023.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the Innovations in Special Education application as written.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the ARIS Thrive Grant for Autism Educators as written.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the ESY 2023 dates of July 5th- August 15th, 2023.
8. **RESOLVED**, that the Sussex County Educational Services Board of Directors approve Frelinghuysen to join as a member district.

MOVE: Mr. D'Agostino		2ND: Ms. Clohessey	
Andover Aye	Byram Aye	Franklin Aye	Green
Hamburg Aye	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley Aye	Newton Aye	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	Vernon	Wallkill Valley Aye	

Motion is carried.

D. POLICY

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Grecco Landscaping and Maintenance for the Lawn care in the amount of \$5,849.91.

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

Motion is carried.

XVI. OLD BUSINESS

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

NEW BUSINESS:

1. Peace by Piece - Mr. D'Agostino invited Administrator and Board Members to visited the program.

XVII. PUBLIC PARTICIPATION

There was no public participation.

Mr. Kuncken left the meeting.

XVIII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Risley, seconded by Ms. Carlson, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 8:20 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 March 6, 2023 for the purpose of Superintendent Evaluation.

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 Ms. Carlson, seconded by Ms. Risley, to close the Executive Session, all voiced in favor at 8:28 p.m.:

The Board entered into Regular Session at 8:28 p.m.

XIX. OTHER BOARD ACTION

There was no other board action.

XX. ADJOURNMENT

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

At 8:28 P. M.

Respectfully submitted,



Erin Siipola

Business Administrator / Board Secretary

**Important dates: NEXT BOARD OF EDUCATION MEETING:
April 3, 2023 at 7 PM at Northern Hills Academy**