

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

December Minutes

December 4, 2023

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:03 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.

VI. ROLL CALL

ANDOVER	JANE BYRON	ABSENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	ABSENT
FRELINGHUYSEN	KIMBERLY NEUFFER	PRESENT
GREEN	CHRISTOPHER BILIK	PRESENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	TBD	ABSENT
NEWTON	JOANIE FAYE	ABSENT
SPARTA	WALTER KNAPP	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	NICK D'AGOSTINO	ABSENT
VERNON	CARL CONTINO	ABSENT
WALLKILL VALLEY	VIRGINIA JONES	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent
Erin Siipola - Business Administrator / Board Secretary
Lisa Carlson - Past Board member
Josh Aikens - Lafayette Board of Education Member

VII. APPROVAL OF THE MINUTES

Motion by Mr. Hoffman, Seconded by Ms. Risley, to approve the following minutes:

November 6, 2023 Regular Meeting
November 6, 2023 Executive Session

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

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated we are losing two valuable board members that have been on the board for 10 plus years. Ms. Risley and Ms. Carlson have been exceptional. They have been part of the executive committee. Ms. Risley participated in negotiations and Mrs. Carlson reviewed policy for the Commission. They are vocal, dedicated and great contributors to the organization.

IX. CORRESPONDENCE

1. Thank You Note from NHA Student

X. COMMITTEE REPORTS

Personnel & Negotiations – Met on December 7 , 2023 - Ms. Risley reported the committee met and discussed hiring the principal that is on the agenda for tonight. A new teacher is being hired for NHA with a lot of experience. There is an employee being terminated for job abandonment.

Buildings and Grounds / Finance - Met on December 7, 2023 - Ms Risley reported the committee met and the auditors are here working on the audit.

Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

Northern Hills Academy

Northern Hills Academy has a very grateful and thankful month of November. The staff and students were busy preparing for our schoolwide Thanksgiving Feast. Students held a bake-off and made multiple desserts and side dishes while staff prepared several turkeys, pounds of potatoes, side dishes and purchased drinks. The event was a beautiful display of food, classrooms discussing what they are grateful for and events surrounding the history of Thanksgiving.

Students in several classes have been expanding the community based instruction activities through field trips to the Sparta Food Pantry and to Dunkin Donuts. While students are at the Food Pantry, they are working on multiple work tasks that include packaging, unpacking, moving food, sorting food and setting up food displays. While at Dunkin Donuts, students are practicing

their orders, choosing their selections and paying for their meals with gift cards or choosing money.

The month of November saw multiple IEP meetings, 30 day meetings and re-entry meetings for students that have been out of district for mental health and/or behavioral reasons.

Compliance activities with regards to fire drills and school security drills have been met.

Project Search

- The interns enjoying 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.
- Teacher evaluations have been completed and I was thrilled with the lessons prepared by each teacher and how well they know the interns
- Furniture has all been received at Hackettstown and the site looks great. The HVAC system is up and running- the hospital has supplied us with air conditioners and space heaters throughout this process and we are very thankful for all they do for us
- I have been meeting with the department managers monthly in Newton and will be setting up monthly meetings in Hackettstown
- 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 that participates in the Rolling Resilience snack cart has been improving to where he at times goes into departments without assistance
- Newton foods service has been working to move our interns to the food prep side so that our interns get a more well rounded internship. They are doing a great job with this. Our intern is involved in the line service, filling fruit cups, and putting cookies and bacon on trays ready to bake. This is great
- The interns continue to stay motivated while in their internships and have all been given more responsibility given to them in their department.
- I have contacted Child Study teams and Guidance Departments for meetings and realize it's a busy time of year-.we are scheduling a visit in December with a case manager and a student who is very interested in attending PS next year
- I have implemented a progress report for the halfway mark in their internships. This has usually been completed at the end of the interns rotation but I feel that half way will help the last progress report a bit.
- The PS instructors have been posting pictures on the Atlantic Health website and hospital staff have been commenting on how they love seeing the news on our interns. This is a great added marketing tool
- I am working with the President of the hospital on our interns and instructors taking part in the Leadership meeting that is coming up in January. I will be working with his team to see what approach we would like to take with our participation in the meeting.
- Our room has been selected to host the hospital holiday desserts- I am happy to help with this every year. I get to earn an extra piece of cake!
- I am excited to host the Superintendent Round table in January and showcase what a great program Project SEARCH remains.

XII. BUSINESS ADMINISTRATOR'S REPORT

Open enrollment for the Flexible Spending Account has been held for the calendar year 2024.

Past due notices have been sent to school districts where there are open invoices over 90 days.

XIII. PUBLIC PARTICIPATION

There was no 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 hire Kim Gallagher as the Principal at Northern Hills Academy at the prorated salary of \$114,000 with benefits effective on or about February 9, 2024 through June 30, 2024.
2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors hire Joseph Leone, FT Teacher of Handicapped Certification at Northern Hills Academy at the prorated salary of \$80,400 with benefits effective on or about January 15, 2024 through June 30, 2024. (depending on release date from current position).
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following of Keely Schmerber at step BA 1, \$55,000 as a long term substitute at NHA from December 4, 2023 through June 30, 2024.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors hire Carolyn Ackerson at step BA 1, \$55,000 as a long term substitute at NHA from December 4, 2023 through June 30, 2024.
5. **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 paraprofessionals up to 28 hours, for the 2023-2024 RSY program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Andrea Marcinek	Part time Paraprofessional	15	\$22.15	12/12/23-6/30/24	
Kate Mazzella	Part time Paraprofessional	2	\$15.80	12/15/23-6/30/24	
Michael Leyman	Part time Paraprofessional	16	\$23.50	On or about 3/1/24 - 6/30/24	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors terminate the following part time paraprofessional, employee #36070589 for job abandonment effective December 4, 2023.

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

November Payroll	\$ 393,244.78
November (Fund 10)	\$ 162,640.35
November (Fund 20)	\$ 1,525.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for September 2023 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$328,000 for September 2023.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for September 2023.

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

Motion is carried.

C. PROGRAMS AND SERVICES

1. **RESOLVED**, upon 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
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Brian Wittman	11.15.23	District & School Leaders: Evidence Based	virtual	0	0
Ashley Ell	TBD/on demand	School Wide AAC Strategies Implemented Across Grade levels to support Academic and Social Success	virtual	0	0
Ashley Ell	TBD/on demand	Melisas Peterson, one, two, three - AAC - streamlining AAC at school using tiered AAC supports	virtual	0	0
Lindy Powell	12.14.23	Top 4 Employee Benefits to Watch in 2024	virtual	0	0
Corrie Pisciotano	1.18.24	How to Handle Emotionally Charged Situations in the Workplace	Virtual	0	0
Brian Wittman	1.24.24	6-8 Computer Science Primer Workshop	Montclair State University	0	\$37.32
Andrea Romano	12-14-23	A 2024 Primer for Training Your Special Educators to Write Compliant IEP Goals and Monitor Progress	Virtual	0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 2024-2025 ESY and RSY school calendar, as attached.
3. **RESOLVED**, that the following appointment be made for the period of December 12, 2023– June 30, 2024:
WHEREAS, there exists a need for a Speech Therapist consultant, and
WHEREAS, the funds are available for these purposes, and,
WHEREAS, the Local Public Contracts Law N.J.S.A. 18A:18A-5 requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.
NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:
Kaitlyn Urciuoli be appointed to provide Speech services at a rate \$55 an hour for hourly services, \$275 for Initial or reevaluation assessment, \$150 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional – per case for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 2023 – June 30, 2024.
These appointments are made without Competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A:18A-5. because such services are recognized professions licenses and regulated by law not allowing for competitive bids.

Notice of Award of Professional Services

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2023-2024 contracts for a maximum amount not to exceed \$100,000 without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its December 11, 2023 regular meeting:

Kaitlyn Urciuoli - Speech Therapist

- 4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary agreements for the 2023-2024 school year:

White Township School District

MOVE: Mr. Risley		2ND: Mr. Bilik	
Andover	Byram Aye	Franklin	Frelinghuysen Aye
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny Aye
Lafayette	Newton	Sparta	Stanhope Aye
Sussex-Wantage	Vernon	Walkill Valley Aye	

Motion is carried.

E. POLICY

F. BUILDINGS AND GROUNDS

XVI. OLD BUSINESS:

NEW BUSINESS:

XVII. PUBLIC PARTICIPATION

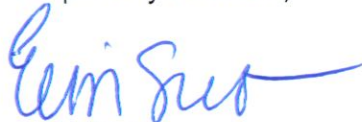
There was no public participation.

XVIII. ADJOURNMENT

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

At 7:42 P. M.

Respectfully submitted,



Erin Siipola

Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

Important dates:

Regular Board of Directors Meeting:

January 8, 2024 at 7 PM