

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

March Agenda

March 6, 2023

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	JANE BYRON
BYRAM	MARY ANN RISLEY
FRANKLIN	KATHLEEN CLOHESSEY
GREEN	MARIE BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	DEBRA COOK
LAFAYETTE	LISA CARLSON
LENAPE VALLEY	RICHARD KUNCKEN

NEWTON
 SPARTA
 STANHOPE
 SUSSEX-WANTAGE
 VERNON
 WALLKILL VALLEY

JOANIE FAYE
 WALTER KNAPP
 GIL MOSCATELLO
 NICK D'AGOSTINO
 RUSS ROGERS
 VIRGINIA JONES

REPRESENTATIVE ASSEMBLY

FRANKFORD
 FREDON
 HAMPTON
 HIGH POINT
 HOPATCONG
 MONTAGUE
 NORTH WARREN
 OGDENSBURG
 SANDYSTON / WALPACK
 SUSSEX VOTECH

BRAYDEN HIRSCH
 ARNE OLSEN
 JOYCE ANDERSON
 SCOTT RIPLEY
 NICOLE FALCONI - SHUBERT
 BARBARA HOLSTEIN
 TRACY ALBERTSON
 HEATHER SCHINN
 WILL KOCHIS
 GUS MODLA

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

Frankford	Hampton	High Point	Hopatcong
Montague	North Warren	Ogdensburg	Sandyston/Walpack
Sparta	Sussex Votech		

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 6, 2023 Regular Meeting

Voice vote:

IX. PRESIDENT’S COMMENTS:

X. CORRESPONDENCE

1. March Calendar
2. March Lunch Menu

XI. COMMITTEE REPORTS-

Personnel & Negotiations - None
 Buildings and Grounds / Finance - Met on February 28,2023
 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.

XIV. 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	Not to exceed MA +30 step	TBD	Not to exceed \$79,100	

	Disabilities -Project Search	15			
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:		2ND:	
Andover	Byram	Franklin	Fredon
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Lenape Valley	Newton	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	\$324,091.18
March Bills List (Fund 10)	\$208,844.19

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:		2ND:	
Andover	Byram	Franklin	Fredon
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Lenape Valley	Newton	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

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	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 the Best Books & Related Activities	webinar	0	0
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

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:		2ND:	
Andover	Byram	Franklin	Fredon
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Lenape Valley	Newton	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass Yay / Nay

D. POLICY

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

Motion pass Yay / Nay

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:		2ND:	
Andover	Byram	Franklin	Fredon
Green	Hamburg	Hardyston	Kittatinny
Lafayette	Lenape Valley	Newton	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

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. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by _____, seconded by _____, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at _____ 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 _____, seconded by _____, to close the Executive Session, all voiced in favor at _____ p.m.:

The Board entered into Regular Session at _____ p.m.

XIX. OTHER BOARD ACTION

XX. 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 3, 2023 at 7 PM at Northern Hills Academy**