

# SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

## January Agenda

January 9, 2023

### REGULAR MEETING 7:00 P.M.

**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. ROLL CALL**

ANDOVER	MARIA DUNBAR
BYRAM	MARY ANN RISLEY
FRANKLIN	KATHLEEN CLOHESSEY
GREEN	MARIE BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	MOIRA DOUGLAS
LAFAYETTE	LISA CARLSON
LENAPE VALLEY	RICHARD KUNCKEN
NEWTON	JOANIE FAYE
SPARTA	TBD
STANHOPE	GIL MOSCATELLO
SUSSEX-WANTAGE	NICK D'AGOSTINO
VERNON	THERESA SCURA-COUGHILIN
WALLKILL VALLEY	VIRIGINIA JONES

**VI. APPROVAL OF THE MINUTES**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to approve the following minutes:

December 5, 2022 Regular Meeting  
December 5, 2022 Executive Session

Voice vote:

**VII. PRESIDENT'S COMMENTS:**

**VIII. CORRESPONDENCE**

1. German Christmas Market Tree Committee Thank you
2. Sussex County Educational Services Commission selected to Participate in Developing Resilience with Engaging Approaches to Maximize Success (DREAMS) Program.

**IX. COMMITTEE REPORTS-**

Personnel & Negotiations – None  
Buildings and Grounds / Finance - Met on December 19, 2022  
Programs and Services / Policy -None

**X. SUPERINTENDENT'S REPORT**

Elite Retirement Presentation

**NHA**

Northern Hills Academy had a fantastic December. It was filled with Winter Wonderland Themes. Staff really engaged in all of the activities and lessons with their students. Our first big event, Cocoa and Caroling with the Parents was held. It was led by OT Rachael Tucker. She has held a choral club with two groups of students who love to sing. The students practiced in the Choral Club and within their classrooms to sing winter/holiday songs for the parents. What an incredible activity!!!

Students and staff participated in a door decorating contest and each classroom had specific categoriocal wins. Bulletin boards and the cafeteria were decorated for our winter festivities. Our PT's Ms. Dawn and Ms. Lia held YouTube Video's of Elf Races and students really enjoyed dodging arctic animals, picking up presents and jumping moguls. Students and staff worked up a sweat!

To implement some de-stressing activities, the Superintendent led "mindful meetings on Mondays and Friday's". These were activities to help staff cope with the stress of the season. Topics include ways to implement self-care and opportunities to laugh with each other. It was a drop in sessions and staff

seemed to enjoy them. We celebrated our Secret Snowflakes as a staff and attempted to hold a staff breakfast but were unable to due to a power failure.

Students finished taking the Fall Dynamic Learning Map activities. Staff attended the training and this should meet the requirements for the Spring testing also.

Students in two classrooms have continued to participate in weekly field trips to the food pantry. Students were able to secure bags of food for the classmates and items to use to cook within our class cooking activities. Mrs. Valerie at the Sparta Food Pantry, has provided students with community activities that connect back to the classrooms and volunteering.

Superintendent has met with and worked with the Sussex County Prosecutor's Office to update our digital maps of the school facility.

### **Project Search**

December was an exciting month at Project Search. The interns wrote their Employment Planning Meeting (EPM) notes and practiced speaking on their own for their individual Zoom EPM meetings. The interns conducted their own Employment Planning Meetings. They were able to sit by themselves and run the meeting. I am very proud of them - it is not an easy thing for communicatively handicapped students to complete. The process entailed the interns creating a document and emailing the document to Mr. O'Hara for review. This was an exercise on advancing their technology skills. Some needed assistance and will perfect it by their next Employment Planning Meeting.

We continue to be involved in distributing snacks with Rev. Randy twice a month - it is the hospital initiative to show employees they are appreciated and valued. This is assisting our interns immensely with their communication skills and was evident with how they conducted themselves at their Employment Planning Meeting. The activities that we engage in at Newton Medical Center seem like fun activities, however, we are utilizing these moments as teachable moments to support our goals.

Another student, parent and caseworker took a tour of the program and were very impressed with what we do and interested in applying. We have 5 additional tours in the hospital set up for the month of January. The skills trainer and I continue visiting various departments to see if Project SEARCH interns can assist them in any way this year and for the future.

"Soothing Paws" came to our classroom with their service dogs to demonstrate what they do here for Atlantic Health. The interns actively participated and had great questions for the presenters.

Upon return in January, the interns are all set in their new internships.

## **XI. BUSINESS ADMINISTRATOR'S REPORT**

Nonpublic is in the process of making some changes to the procedures for billing. Pam Cuning who is an educational consultant for Sussex ESC and has experience with nonpublic has been working with the nonpublic office on billing procedures. There are a few meetings scheduled for this.

The dishwasher in the Bear's Den has been replaced.

The business office is working on 1099's that will be going out this month to our vendors.

We are still experiencing a delay in the FSA cards to our employees due to the supply chain shortage.

We will begin working on the budget this month.

## **XII. PUBLIC PARTICIPATION**

**XIII. BOARD ACTION ON AGENDA ITEMS:**

**A. PERSONNEL**

1. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following student intern for the Spring Semester (January 2023-June 2023) upon completion of all required paperwork;

NAME	POSITION	EFFECTIVE DATE	College	NOTES
Alexis Castanheira	Level 1 OT Intern	February 1, 2023- April 30, 2023	Kean University	10 sessions

2. **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 2022-23 school year pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Katie Mazzella	Para-professional	1	\$15.25	12.20.22 - 06.30.23	
Martin McKernan	Para-professional	15	\$22.00	01.03.23 - 06.30.23	
TBD	Para-professional	1	\$15.25	01.03.23 - 06.30.23	

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following staff members for the Green Team (crisis team) as per the criteria set by SCEC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Elizabeth Williams	Para-Professional	\$100.00 (prorated: begin in November 2022)	To be paid out at the end of 2022-2023 school year as per CBA.

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following staff members for the Green Team (crisis team) as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Sara Femiano	Supervisor	N/A	

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following staff members for the Blue Team (medical emergency team) as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Joann Johnson	Para-professional	\$100.00-prorated (last day was December 2, 2022)	To be paid out at the end of 2022-2023 school year as per CBA.
Sara Femiano	Supervisor	N/A	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors correct the following social worker internship dates

NAME	COLLEGE	PROGRAM	MEMO
Claire Wu	Fordham	Social Worker	9.13.22-12.16.22

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following staff members for the Blue Team (medical emergency team) as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Elizabeth Williams	Para-Professional	\$100.00 (prorated: begin in January 2023)	To be paid out at the end of 2022-2023 school year as per CBA.

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

Motion pass

## B. FINANCE

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payment of the following bills:

December Payroll	\$ 287,142.15
January (Fund 10)	\$ 113,040.00

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Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass

## C. PROGRAMS AND SERVICES

1. **RESOLVED**, 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
Jackie Klinger	3.21.23	Purchasing	Whippany	\$175	
Erin Siipola	3.21.23	Purchasing	Whippany	\$125	
Andrea Romano	12.13.22	Developing Effective Paraeducators: Best Practices	online	\$0	0
Andrea Romano	12.14.22	December – Countering the Winter Blues	online	\$0	0

Andrea Romano	1.11.23	January - Getting Proactive with Threat Assessments	online	\$0	0
Brian Wittman	1.11.23	Financial Literacy Workshop	Edison, NJ	0	\$44.18
Andrea Romano	2.8.23	February - Balanced Calendar & Scheduling	online	\$0	0
Andrea Romano	3.8.23	March - Mastery-based Learning	online	\$0	0
Andrea Romano	4.12.23	April - Partnerships to Support Culturally Relevant Learning	online	\$0	0
Andrea Romano	5.10.23	May – The Power of Youth Co-Design	online	\$0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Sunbelt Staffing, LLC to provide services from January 10, 2023 through June 30, 2023 per the attached rate sheet.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached rates for the 2022-2023 school year, as attached.

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Motion pass

**D. POLICY**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the first reading of the following policies and regulations:

COVID-19 Policy Updates

- P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (Abolished)  
 P 1648.13 School Employee Vaccination Requirements (M) (Abolished)

Bylaw, Policy, and Regulation Updates

- P 0152 Board Officers (Revised)  
 P 0161 Call, Adjournment, and Cancellation (Revised)  
 P 0162 Notice of Board Meetings (Revised)  
 P & R 2423 Bilingual and ESL Education (M) (Revised)  
 P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)  
 R 2425 Emergency Virtual or Remote Instruction Program (M) (New)  
 P & R 5200 Attendance (M) (Revised)  
 P 5512 Harassment, Intimidation, or Bullying (M) (Revised)  
 P 8140 Student Enrollments (M) (Revised)  
 R 8140 Enrollment Accounting (M) (Revised)  
 P & R 8330 Student Records (M) (Revised)  
 R 8420.2 Bomb Threats (M) (Revised)  
 R 8420.7 Lockdown Procedures (M) (Revised)  
 R 8420.10 Active Shooter (M) (Revised)

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Motion pass

**XIV. OLD BUSINESS:**

**NEW BUSINESS:**

**XV. PUBLIC PARTICIPATION**



**XVI. 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 MEETING**

**Important dates:**

**Regular Board of Directors Meeting:**

**February 6, 2023 at 7 PM**