

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

April Minutes

April 8, 2024

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:02 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. ROLL CALL

| | | |
|-----------------|--------------------|------------------------------|
| ANDOVER | BRIAN HERTENSTEIN | PRESENT (arrived at 7:08 pm) |
| 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 | PRESENT |
| LAFAYETTE | SUZANNE ROSS | ABSENT |
| NEWTON | JOANIE FAYE | PRESENT |
| SPARTA | LEIGH MCMICHAEL | ABSENT |
| STANHOPE | GIL MOSCATELLO | PRESENT |
| SUSSEX-WANTAGE | NICK D'AGOSTINO | ABSENT |
| VERNON | CARL CONTINO | ABSENT |
| WALLKILL VALLEY | VIRGINA JONES | PRESENT |

ALSO PRESENT: Andrea Romano - Superintendent
Erin Siipola - Business Administrator / Board Secretary

VI. APPROVAL OF THE MINUTES

Motion by Ms. Faye, Seconded by Ms. Cook, to approve the following minutes:

March 4, 2024 Regular Meeting
March 4, 2023 Executive Session

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

VII. PRESIDENT'S COMMENTS:

Mr. Moscatello reported things are moving along. Mr. Moscatello stated with regret he is not running for reelection in December. Sussex ESC's reorganization meeting is in June and he has been on the board for 15 years and he will be looking for someone to step up and take over the Board President position. He stated he is thankful to have worked with such great administrators.

Mr. Moscatello stated it is with sadness that there is a resignation on the agenda tonight for Mrs. Siipola. It is hard to replace great administrators.

VII. CORRESPONDENCE

1. Meet Your Principal

IX. COMMITTEE REPORTS

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

X. SUPERINTENDENT'S REPORT

NORTHERN HILLS ACADEMY

The students and staff at Northern Hills Academy have demonstrated great excitement as winter comes to a close and spring draws near! The staff and students buzzed with excitement as they welcomed Principal Kim with warmth and kindness. Throughout the month of March, engaging activities and classroom lessons were enjoyed by all.

The school kicked off Read Across America week with a school-wide celebration of a love for reading. Various guest readers from the community, including parents, board members, assemblymen, and law enforcement officers, visited the school to read to the children. Each class collaborated to create a book cover that was showcased in the multipurpose room for all classes to enjoy.

A special event, Social Emotional Learning Day, took place on March 8th. Social Worker, Stephanie Iannuzzelli, created interactive lessons and activities for the students that focused on positive affirmations

and building self-esteem. The day concluded with students creating themed leaves for a tree display in the hallway entitled "Our Social Emotional Skills Help Us Grow."

The Saint Patrick's Day celebrations were a continuation of the excitement at NHA. One of our classes, led by Ms. Laura, engaged in a creative activity by constructing a Leprechaun trap with the goal of catching the elusive creature. In the morning, students were greeted with gold coins, festive confetti, and small green footprints throughout the hallways. Each class took turns inspecting the trap to see if the leprechaun had been captured. To conclude the day, a schoolwide game of BINGO was played, adding to the fun and excitement of the day!

In honor of the arrival of Spring, Ms. Chloe coordinated a festive schoolwide activity in which each class participated in an egg hunt. Hidden eggs containing treats were scattered outdoors, and a special guest bunny was also present to enhance the enjoyment of the event!

In addition to enjoying the fun and exciting activities, staff and students have been diligently focused on achieving progress and personal development on a daily basis.

- Read Across America guest readers
 - Assemblyman Mike Inganamort and his Dept Chief of Staff Brett Conrads
 - Sussex County DOE Education Specialist Michael Slattery and Adam Kendler
 - Several Sparta Police Officers
 - Retired Board of Education member Mary Ann Risley
 - Parents of Staff members; Stephanie DeFelice, Krystina Swyryt, Stephanie Iannuzzelli
- Curriculum ½ day demonstration
 - Speech and OT : How to Communicate effectively with children
 - Nurtured Heart
- St. Patrick's Day Activities
 - Leprechaun Traps
 - Staff Luncheon- SEL
- Work-Based Learning and Community-Based Instruction
 - Field Trip to Dunkin Donuts
 - Field Trip to Food Pantry
 - Assist in bagging items for families for Easter meals

Project Search

- The internships are in their last rotation at both Newton and Hackettstown locations
- March EPM are completed
- Had productive positive meetings with departments offering training and assistance whenever needed
- **One of our Hackettstown Adult Interns was hired and accepted a full-time position in the OT/PT department!!!**
- The PS instructors continue to post pictures on the Atlantic Health website and Facebook with great responses
- A possible intern and family toured the Newton program and were extremely impressed
- Mock interviews and resume writing are in full swing daily
- Our Hackettstown Intern started his internship with Atlantic Health President Bob Adams and it is going very well.
- Info sessions are being conducted every Wednesday at 10:00 am and 1:00pm to help parents and school employees become more aware of our program
- I am looking forward to the April 24th Regional Transition to present Project SEARCH in a 20 minute presentation
- Our staff all participated virtually in the StateWide Project SEARCH meeting In Cherry Hill.
- Had a positive zoom meeting with the Sparta Child study team - they may have potential interns for next year

- A visit with Morris Hills Child Study team members is set for April 9th when all return from Spring Break
- Dates were set up for Our annual corporate visit has been set for April 24th-PS staff will be attending P-burg Transition Fair on April 10th and as mentioned April 24th presentation
- All of Warren County School Districts have been emailed to come to our new Hackettstown

XI. BUSINESS ADMINISTRATOR’S REPORT

Our budget has been approved by the county office and is on our website.

Just a reminder for anyone who hasn’t completed their school ethics forms to please complete them. If you have any problems please let me know and I can help you.

XII. PUBLIC PARTICIPATION

There was no public participation.

XIII. 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 accept with regret the resignation of the following staff:

| NAME | POSITION | EFFECTIVE DATE | NOTES |
|----------------|----------------------------|----------------|-------|
| Erin Siipola | Business Administrator | June 30, 2024 | |
| Meliza Guzman | Part Time Paraprofessional | March 28, 2024 | |
| Sheridon Jones | Part Time Paraprofessional | June 14, 2023 | |

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following job description of Facilities Manager, as attached.
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following full time position for the remainder of the 2023-2024 school year, prorated, pending completion of all required paperwork:

| NAME | POSITION | SALARY | EFFECTIVE DATE | NOTES |
|-------------|--------------------|-------------------|-----------------|-------|
| Joseph Neal | Facilities Manager | \$62,500 prorated | 5/6/24-06/30/24 | |

4. **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 |
|--------------------|------------------|------|--|------------------|-------|
| Kathryn Lederhaas | Paraprofessional | 16 | \$23.50 + .50 for bachelors degree + .35 for sub cert Total: \$24.35 per hour | 4/8/24- 06/30/24 | |
| Elias Batista | Paraprofessional | 2 | \$15.80 per hour | 4/8/24- 06/30/24 | |
| Madison Chavarria | Paraprofessional | 6 | \$17.50 per hour | 4/8/24- 06/30/24 | |
| TBD *ADDED* | Paraprofessional | TBD | TBD | 4/9/24- 06/30/24 | |

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the the following part-time certificated staff as a substitute teacher for the 2023-2024 school year program pending completion of all paperwork:

| NAME | POSITION | STEP | SALARY | EFFECTIVE DATE | NOTES |
|-------------------|--------------------|------|------------------------|------------------|-------|
| Kathryn Lederhaas | Substitute Teacher | 16 | \$24.35 + \$5 per hour | 4/8/24 - 6/30/24 | |

| | | | |
|------------------------|-----------------------|---------------------|-------------------|
| MOVE: Ms. Faye | | 2ND: Mr. Hoffman | |
| Andover Aye | Byram Aye | Franklin | Frelinghuysen Aye |
| Green Aye Abstain #4&5 | Hamburg Aye | Hardyston Aye | Kittatinny Aye |
| Lafayette | Newton Aye Abstain #4 | Sparta | Stanhope Aye |
| Sussex-Wantage | Vernon | 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:

| | |
|-----------------|---------------|
| March Payroll | \$ 427,779.87 |
| April (Fund 10) | \$ 144,053.20 |
| April (Fund 20) | \$ 1,339.57 |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for January 2024 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for January 2024.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$89,182 for January 2024.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February 2024 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for February 2024.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$20,833 for February 2024.

| | | | |
|-------------------|-------------|---------------------|-------------------|
| MOVE: Mr. Hoffman | | 2ND: Ms. Jones | |
| Andover Aye | Byram Aye | Franklin | Frelinghuysen Aye |
| Green Aye | Hamburg Aye | Hardyston Aye | Kittatinny Aye |
| Lafayette | Newton Aye | Sparta | Stanhope Aye |
| Sussex-Wantage | Vernon | 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 |
|-----------------------------------|---------|----------------------------------|----------|------|-------------------------------|
| Kim Gallagher & Corrie Pisciotano | 4/3/24 | REAP: SRSA Application Webinar | Virtual | \$0 | 0 |
| Kim Gallagher & Corrie Pisciotano | 4/11/24 | REAP: FAQ about SRSA Application | Virtual | \$0 | 0 |

| | | | | | |
|--------------------|-------------------------|---|----------------------------------|----------|---------|
| Lindy Powell | 4/23/24 | Progressive Discipline and Corrective Action Plans | MUJC New Providence, NJ | \$150.00 | 0 |
| Kim Gallagher | 4/10/24 & 4/24/24 | Orientation: CBI Cohort (Foundations of CBI) | Virtual | 0 | 0 |
| Tessa Bedkowski | 4/10/24 & 4/24/24 | Orientation: CBI Cohort (Foundations of CBI) | Virtual | 0 | 0 |
| Adrianna Velez | 6/11/24 | Hot Topics in Special Education | MUJC New Providence, NJ | \$150.00 | \$35.62 |
| Kim Gallagher | 6/11/24 | Hot Topics in Special Education | MUJC New Providence, NJ | \$150.00 | \$35.63 |
| Veronika Banach | 5/3/24 | Current Trends in Child Mental Health Treatment + Protocols | Sage Alliance Boonton, NJ | 0 | \$24.20 |
| Andrea Romano | 4/23/24 | Review. Amend. Spend. Campaign: NJDOE Inclusive Learners and ESSER | Online | 0 | 0 |
| Andrea Romano | 4/10/24 | Autism and Pathological Demand Avoidance *ADDED* | Online | 0 | 0 |
| Andrea Romano | 4/16/24 | Towards Improved Understanding and Treatment of Severe Behaviors in ASD *ADDED* | Online | 0 | 0 |
| Andrea Romano | 4/10/24 | What Can Be Covered Through My Health Plan for My Child with Severe Autism? *ADDED* | Online | 0 | 0 |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised school calendar for the 2023-20234 school year, as attached. ***ADDED**

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

Motion is carried.

E. POLICY

- RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the second reading of the following policy:

- P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P 3211 Code of Ethics (Revised)
- R 5440 Honoring Student Achievement (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5841 Secret Societies (Revised)
- P 5842 Equal Access of Student Organizations (Revised)
- P & R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- P & R 2423 Bilingual Education (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

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

Motion is carried.

F. BUILDINGS AND GROUNDS

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Karl Environmental to complete the Right to Know Survey in the amount of \$795.00.

| | | | |
|----------------|-------------|---------------|-------------------|
| MOVE: Ms. Faye | | 2ND: Ms. Cook | |
| Andover Aye | Byram Aye | Franklin | Frelinghuysen Aye |
| Green Aye | Hamburg Aye | Hardyston Aye | Kittatinny Aye |

| | | | |
|----------------|------------|--------------------|--------------|
| Lafayette | Newton Aye | Sparta | Stanhope Aye |
| Sussex-Wantage | Vernon | Walkill Valley Aye | |

Motion is carried.

XIV. OLD BUSINESS :

1. Superintendent Evaluation - Mr. Moscatello stated he should have a draft for the May meeting.

NEW BUSINESS:

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. ADJOURNMENT

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

At 7:28 P. M.

Respectfully submitted,

Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

Important dates:

**Regular Board of Directors Meeting:
May 6, 2024 at 7 PM**