

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

December Agenda

December 6, 2021

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	JR GIACCI
FREDON	CATHERINE HIGGINS
GREEN	MARIE BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	MOIRA DOUGLAS
LAFAYETTE	LISA CARLSON
LENAPE VALLEY	RICHARD KUNCKEN
NEWTON	JOANIE FAYE
STANHOPE	GIL MOSCATELLO
SUSSEX-WANTAGE	MICHAEL GALL
VERNON	THERESA SCURA-COUGHLIN
WALLKILL VALLEY	VIRIGINIA JONES

VI. OATH OF OFFICE

VII. APPROVAL OF THE MINUTES

Motion by _____, Seconded by _____, to approve the following minutes:

November 1, 2021 Regular Meeting

Voice vote:

VIII. PRESIDENT'S COMMENTS:

IX. CORRESPONDENCE

1. NHA's December Calendar
2. NHA's Paw Prints Newsletter - 1st Marking Period Edition
3. Project Search Tour letter
4. NHA Letter from Parent
5. County Office Approval of Remote Learning Plan

X. COMMITTEE REPORTS-

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

XI. SUPERINTENDENT'S REPORT

Throughout the month of November, Sussex County ESC had many moments that showed the gratitude and thanks that we are known for. At NHA the students and staff celebrated the remembrance of our Veteran's, demonstrated acts of kindness within our school setting and outside with our community collaborators. In addition, the sharing of food and supplies to our school community, was a prime example of the kindness that can be extended.

Many of our traditional activities at NHA have been hampered by our precautions being taken for Covid but our staff really have pulled together creative and innovative ideas to support the traditions. It has definitely taken a significant amount of time in planning and implementation of the modified activities. Kudos to the staff members that are taking the lead on these areas. These events included holiday activities around Thanksgiving, annual fire truck show with Sparta Fire Department, Veteran's Day and School Picture day.

November also had multiple opportunities for SCESC staff members to shine. Professional opportunities for staff to explore and/or lead activities in the areas of technology, diversity and social skills/communication were made available. Superintendent attended Women's Leadership Cohort through AESA, and Leadership/Diversity through NJASA. Principal Cook has been an integral part of the Sussex/Warren Child Study Team Director's meetings. Our related services Speech staff and Social Worker Paige Ortega held a session entitled, "Collaboration w/ Counseling"- Social Emotional Language & Communication." John O'Hara, Project Search Director and Superintendent attended YIC meeting to

discuss job development opportunities in Sussex County. In addition, Mr. O'Hara reached out to all of the high school CST Director's to schedule individual school district Zoom Open House invites for 2022-2023 Project Search Program.

Superintendent Roundtable had the Superintendent's and the Sussex County Prosecutor's Office with Chief of Police/Sheriff's Office and NJ State Police on hand to sign the Memorandum of Agreement with the Executive County Superintendent. This was the first time that we have all been in the same place to sign the MOA. It was an opportunity to touch base, speak openly and showcase the relationships that have developed with our local law enforcement.

Non Public programming continues to grow as the first marking period ends. Student referrals have increased and meetings with non-public directors are ongoing. Conversations that identify any areas of concerns have been held with public schools, updates on funding and allocations have been provided to non public schools.

Although November is a shortened month, the business office was kept incredibly busy with billing, meeting requests of the auditor and updating student contract revisions. Itinerant programming continues to grow and provides services to so many districts.

Northern Hills Academy

November was focused on our theme of Giving Thanks. What are we thankful for at NHA? We are thankful for all of our incredible staff that push our students to meet their full potential each and every day. We are thankful for all of the parents and family members that continue to support their children through their time at NHA. We are also thankful for all of the extra activities we were able to do this month such as Community Club, Girls Club, Mindfulness Mondays, Garden Club, Walking Club, and Sports Club.

NHA celebrated our Veterans with homemade cards and letters that were sent out to our special friends that served our country. We also celebrated World Kindness Day and Thanksgiving with several fun and educational activities in the classrooms. Special November themes this month focused on Native Americans, Diwali, Colonization and Settlement, and Good and Services. We also explored Election Day and Democracy.

In collaboration with the Sparta Community Food Pantry, we sent home over 40 bags of food to our NHA families during the month of November. This will continue throughout the year. NHA's Community Club led by teachers, Stephanie DeFelice and Karra Hansen-Mueller, created wonderful Thanksgiving letters, crafts, and cards with the students for our community friends at the Chelsea in Sparta.

We look forward to the upcoming holiday season and a wonderful December.

Project Search

Interns are over the halfway point in their first rotation. This is exciting as they are near the end of the rotation and their Employment Planning Meetings will be scheduled early in December. At these meetings, their first rotations are discussed and strengths are identified by the intern and their assigned job coach/developers.

The classroom instruction portion has been focusing on topics such as Conflict Resolution at home and in the workplace. Through our classroom lessons and discussInterns have also been identifying different ways to keep motivated and to finish this first rotation STRONG. Additional topics such as in demand occupations and respective salaries are always areas that are stressed, so interns know what to expect.

A project of putting patient admission bags together for Patient Experience & Volunteer Services continues and the interns feel great that they are helping the hospital care for the patients.

Project Search marketing efforts continue through the following activities:

- Emails with flyers are being sent out to all Sussex, Warren and Morris County School CST offices asking that they send to parents of students in special education
- Zoom meetings for Open Houses are being set up.
- Posters created by Atlantic Health were made and will be distributed to the all high schools/special ed/guidance departments.

Finally Project Search interns and staff are in the process of assessing interns to choose a department for their 2nd rotation

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. PUBLIC PARTICIPATION

XIV. 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 approve a Julio Lopez PT Custodian at a rate not to exceed \$23.85 step 10 for the remainder of the 2021-2022 school year, effective November 7, 2021, not to exceed 28 hours a week.
2. **RESOLVED**, upon the recommendation of the Superintendent the approval of a leave of absence for employee #62045380 beginning on December 2, 2021 through on or about March 29, 2022, using approximately 14 sick days and unpaid days for the remainder of the time.
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following part-time paraprofessionals for the 2021-2022 school year, not to exceed 28 hours a week, pending completion of paperwork:

NAME	POSITION	STEP	21-22 SALARY	DATE	NOTES
Erin Tonnesen	Para-professional	2	\$15.40 per hour	12.15.21-06.30.2022	
Margaret Jachec	Para-professional	10	\$19.25 per hour	1.3.22 - 06.30.2022	

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of Silvia Farinella, as a part time nonpublic teacher, step 15 \$40.01 per hour, not to exceed 28 hours a weeks, pending grant funding, effective January 3, 2021.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following pursuant to policy 5751 Sexual Harrassment of Students:

Title IX Coordinator - Erin Siipola
Investigator - Erin Siipola
Decision Maker - Jennifer Cook
Appeals Officer - Andrea Romano

MOVE:		2ND:	
Andover	Byram	Franklin	Fredon
Green	Hamburg	Hardyston	Klittatinny
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:

November Payroll	\$ 328,019.14
December Bills (Fund 10)	\$ 88,143.16
December Bills (Fund 20)	\$ 338.39

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for October 2021.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for October in the amount of \$23,081.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the ARP Non Title I grant.

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Andover	Byram	Franklin	Fredon
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Lafayette	Lenape Valley	Newton	Stanhope
Sussex-Wantage	Vernon	Walkkill 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	Transportation/ Mileage Cost
Andrea Romano	11.4.21	How to Support Students Receiving Special Education in the General Education Classroom	Webinar	\$0	\$0
Andrea Romano	11.16.21	Administrator Strategies for Addressing Students with Disabilities Who Exhibit Dangerous or Disruptive Behaviors	Webinar	\$0	\$0
Jackie Klinger	11.29.21 11.30.21	Comprehensive Guide to HR Management	Webinar	\$0	\$0
Andrea Romano	11.17.21 12.8.21	Psychological Safety for Every Student and Staff Member	Webinar	\$0	\$0
Andrea Romano	11.29.21	Reimagining Special Education: Creating Positive Change in Disruptive Times	Webinar	\$0	\$0
Sara Femiano	12.1.21	McKinney Vento Training - update on immigration	Webinar	\$0	\$0
Andrea Romano	12.1.21	The New Blueprint for Creating Inclusive, District-Wide Practices that Yield Better Outcomes for All Students	Webinar	\$0	\$0
Cathy Kohansby	12.8.21	How to Prepare All Educators to Teach English Learners	Webinar	\$0	\$0
Andrea Romano	12.14.21	2021 Special By Design: Art for Students with Disabilities Focusing on Creating Less	Webinar	\$35.00	0
Andrea Romano	12.8.21	Communicating Effectively During Adversity	Webinar	\$0	\$0
Brian Wittman	12.6.21	So You Have A Student With Aggressive Or Violent Behavior...Now What?	Webinar	\$79.00	0
Andrea Romano	12.13.21- 12.16.21	ASCD 2022 Virtual Leadership Summit	Virtual Series	\$199.00	\$0

Jackie Klinger Andrea Romano	1.6.22	Leadership & Management Skills for Women	Webinar	\$0	\$0
Andrea Romano	1.12.22	How Your Teachers Can Honor and Empower All Students by Design	Webinar	\$0	\$0
Amber Werner	1.20.22	Elementary Conflict Resolution	Webinar	\$0	\$0
Andrea Romano	1.25.22	How to Facilitate Productive Systems-Change Conversations with Your General Education Counterparts	Webinar	\$0	\$0
Sara Femiano	1.26.22	Generating Ease in Troubled times	Webinar	\$60	\$0
Andrea Romano	2.8.22	From FBA to BIP: Today's Best Practices in Assessment, Intervention Design, and Progress Monitoring	Webinar	\$0	\$0
Andrea Romano	2.22.22	The Key Steps to Evaluate and Improve Your District's Programs for Students with Disabilities	Webinar	\$0	\$0
Andrea Romano	3.9.22	How to Redesign Your District's IEP Meetings to be Inclusive and Culturally Responsive so that All Students Can Succeed	Webinar	\$0	\$0
Andrea Romano	3.24.22	How to Help Teachers Think Differently About Developing Appropriately Ambitious Goals and Documenting Progress	Webinar	\$0	\$0
Andrea Romano	4.14.22	In It to Win It: How to Manage Difficult Special Education Cases in Your District	Webinar	\$0	\$0
Andrea Romano	5.5.22	Progress Monitoring in 2022: How to Effectively Harness Tools, Time, and Training for Your Staff	Webinar	\$0	\$0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the HIB Self Assessment, as attached.

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following board goals for the 2021-2022 school year: **(DRAFT)**

DISTRICT GOAL 1: Continue the expansion of district programs

- Increase enrollment in Project Search Program
- Increase enrollment at Northern Hills Academy
- Expand services in Itinerant programming

DISTRICT GOAL 2: Continue community collaboration efforts with local law enforcement and community partners in educating about disability awareness and proactive responses to students with disabilities.

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Motion pass Yay / Nay

D. POLICY

- RESOLVED**, that the Sussex County ESC Board of Directors approve the first reading of the following policies and regulations:

- | | |
|------------|---|
| P 1648.13 | School Employee Vaccination Requirements (M) (New) |
| P 2425 | Emergency Virtual or Remote Instruction Program (M) (New) |
| P & R 5751 | Sexual Harassment of Students (M) (Revised) |

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Motion pass Yay / Nay

E. BUILDINGS AND GROUND

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MOVE:		2ND:	
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Motion pass Yay / Nay

XV. OLD BUSINESS

1. Kathleen Helewa- Board Goals - March 7th- 6 pm - Board goals for 22-23 school year.

NEW BUSINESS:

XVI. PUBLIC PARTICIPATION

XVII. OTHER BOARD ACTION

XVII. 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:

JANUARY 10, 2022 AT 7 PM - REGULAR MEETING