

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

February 6, 2023

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:01 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. OATH OF OFFICE

Ms. Siipola administered the oath of office to Mr. Knapp.

VI. ROLL CALL

ANDOVER	MARIA DUNBAR	ABSENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	ABSENT
GREEN	MARIE BILIK	ABSENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
NEWTON	JOANIE FAYE	ABSENT
SPARTA	WALTER KNAPP	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT

SUSSEX-WANTAGE	NICK D'AGOSTINO	PRESENT
VERNON	THERESA SCURA-COUGHILIN	ABSENT
WALLKILL VALLEY	VIRIGINIA JONES	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent
Erin Siipola - Business Administrator / Board Secretary
Dr. Greg Farley - Principal

VII. APPROVAL OF THE MINUTES

Motion by Ms. Carlson, Seconded by Mr. Jones, to approve the following minutes:

January 9, 2023 Regular Meeting

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

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated he has been at the school a couple of times. He attended the Gala for Ms. Romano last Thursday where they honored her. . A finance committee meeting was held on 1/26/23. Staffing needs have all been fulfilled.

IX. CORRESPONDENCE

1. News & Notes Department of Non-Public Services

X. COMMITTEE REPORTS-

Personnel & Negotiations – None

Buildings and Grounds / Finance - Met on January 26, 2023 - Mr. Hoffman reported the committee discussed the roof leak around the louvers, but we are waiting for some information from the architects. The window repairs are going to be about \$800 a window. The pump in room 103 is bad and needs to be replaced. Mr. Moscatello came up with the price of \$500 for the pump and the quote we received was \$2,800.

Mr. Moscatello stated Ms. Romano was giving the go ahead to move forward with the pump. We asked for a breakdown of costs on the quote and the response back was they only provide that on the whole project. We will look for a new plumber to do smaller jobs for the school.

Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

So many incredible things happened within the last month. The students have been active with the reading programs and activities that Dr. Farley is implementing. Students are reading to others and over the loudspeaker during announcements. In addition at NHA, we opened the Sensory Room to parents and they really enjoyed the tactile and sensory activities. Two Meet and Greet sessions were held by Dr.

Farley. He has met so many parents that it was not as well attended as we hoped, but he provided opportunities live and virtual.

As a committee member of NJASA, I attended the Leadership and Diversity Committee meeting where we discussed the need for more diversity in our school districts and how best to accomplish that. In addition, I attended the Sussex County Superintendent Roundtable. Much of the conversation was around staffing, QSAC, and we were introduced to Ginnie's House.

So many interviews for staffing occurred. It is nice to see the response by potential employees. Speech sessions will be able to be made up in all programs by April. We have let districts and all parents know. We had a snow day!!!

Northern Hills Academy: The following are the highlights from NHA

Personnel

Hiring update

- Fully staffed
 - Speech-Language Pathologists (4)
 - Paraprofessionals (11)
 - Main Office Clerk (1)

Curriculum

- Aris - training and implementation
- Literacy Initiative

Research suggests that daily reading:

1. Improves brain connectivity
2. Increases vocabulary and comprehension
3. Empowers students to empathize with other people

Our Mobile Library is making a comeback and Miss Michelle will be getting to all of our classrooms each week giving students the opportunity to "check out" a book. Together we will figure out what is needed in each classroom and share/swap with other classrooms. Finding topics of interest is vital to getting our students to read and appreciate books. There is nothing like physical books in our hands.

February 1st is Read Aloud Day and reading to children, according to Jim Trelease, author of the Read Aloud Handbook "Every time we read to a child, we're sending 'pleasure' messages to the child's brain in books and print.

Each month we will be highlighting literacy on certain days - below are some days and ways you can make this happen in your classroom. Please plan to celebrate and implement some activities during:

- January 30 - February 6 is National Storytelling Week
- February 1 - Read Aloud Day
- February 27 - March 3 is Read Across America Week
 - March 2 invitations to go out
- March 21 - World Poetry Day
- April 23 - 29 National Library Week
- May 1 - Mother Goose Day

- May 2-8 - Children's Book Week

- WBL and CBI
 - Work-Based Learning and Community Based Instruction
 - Getting our students out
 - Transportation
 - Food Pantry

Assessment

- What did you do to get better today?
- Progress Reports/Report Cards
- Related Services
- Home/School connection

Project Search at Newton Medical Center: These are the highlights:

- The interns returned from holiday break ready to intern in their new departments
- The managers and supervisors are impressed with the interns willingness to learn and grasp what is needed in each department
- The snack cart is being discussed in the hospital for us to take over the distribution permanently instead of just the 2 days 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 readiness for upcoming interview skills
- Marketing efforts continue to promote the program with school districts and have them relay information to parents for our upcoming virtual information sessions
- We have four definite applicants for next year that will be evaluated on a scheduled assessment day with a possible two more applicants and more to come
- The skills trainer and I have been able to open up two more departments, one that was available in the past Wound Care and a new department Cardiac Rehabilitation. We continue visiting various departments to see if Project SEARCH interns can assist them in any way this year and for the future
- The Heart Center has talked about holding a job open for our intern when she graduates. They are training her daily and feel she will be ready to take the job. They are holding it for her which is amazing!

XII. BUSINESS ADMINISTRATOR'S REPORT

The business office has sent all 1099's and W-2's out to vendors and employees.

The preliminary audit numbers look like we are in good financial standing and we were able to generate a profit. The auditors will be at the March or April board meeting to present the audit.

The business office has also been reviewing processes for efficiency.

We are in the process of working on the 2023-2024 budget.

XIII. PUBLIC PARTICIPATION

There was no public participation.

XIV. 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 hiring of the following certified staff members, pending completion of all required NJDOE paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	MEMO
Ashley Ell	Speech Therapist	MA 3	\$60,450	1.25.23 - 6.30.23	
Rebecca Nitka	Speech Therapist	MA 3	\$60,450	1.25.23 - 6.30.23	
Elizabeth Boyle	Speech Therapist	MA 9	\$67,950 - Full time Salary \$40,077 Part time Salary .60 FTE	1.27.23 - 6.30.23	Par time (MWF) Moving full time TBD

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
Morgan Kervatt	Paraprofessional	3	\$16.05 per hour	1.25.23 - 6.30.23	Position approved previously
Margret Perri	Paraprofessional	11	\$20.00 per hour	1.23.23 - 6.30.23	Position approved previously
Chancelevia Mengara	Paraprofessional	10	\$19.50 per hour	1.23.23 - 6.30.23	Position approved previously
Gail Fiasco	Paraprofessional	11	\$20.00 per hour	1.23.23 - 6.30.23	Position approved previously
Kathryn Williams	Paraprofessional	3	\$16.05 per	1.23.23 - 6.30.23	Position

			hour		approved previously
Carol Hakkenberg	Paraprofessional	11	\$20.00 per hour	1.23.23 - 6.30.23	Position approved previously
JoAnne Krystofiak	Paraprofessional	13	\$21.00 per hour	1.23.23 - 6.30.23	Position approved previously
Hannah O'Shea	Paraprofessional	3	\$16.05 per hour	1.23.23 - 6.30.23	Position approved previously

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve an unpaid NJ FMLA leave for employee number 88528419 from January 30, 2022 - April 3, 2023, employee is responsible for health insurance contributions while on leave.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve salary increase for substitute certification for Meghan Murphy in the amount of .35 per per hour for a total per hour pay of \$18.60 effective February 7, 2023.
5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of Lisa Hand, part time office clerk at \$20 per hour, not to exceed 28 hours per week, start date 2/21/23 - 6/30/23, upon completion of all required paperwork.
6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Director approve the sidebar agreement with the Educational Services Employees' Association as attached.
7. **BE IT RESOLVED**, that per the recommendation of its group insurance broker-of-record, Brown & Brown Inc., the Sussex County Educational Services Commission hereby resolves, effective March 1, 2023 the following:
 1. Utilize Ameriflex as its Employer Funded Flexible Spending Account vendor at the proposed rates, fees, and terms represented in their proposal.
 2. Designate Brown & Brown Inc., as the Board's broker-of-record for the aforementioned group ER Funded FSA program. Brown & Brown Inc. is authorized to act on behalf of the Board in all matters related to this program.
 3. All appropriate Educational Services Commission staff are authorized to take such action and affect such documentation as necessary to execute these contracts.

MOVE: Ms. Risley		2ND: Ms. Carlson	
Andover	Byram Aye	Franklin	Green

Hamburg	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	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:

January Payroll	\$ 291,921.99
February (Fund 10)	\$ 110,263.33
February (Fund 20)	\$ 5,229.76

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for November 2022 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for November 2022.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$9,437.50 for November 2022.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for December 2022 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for December 2022.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$61,842.50 for December 2022.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the five year lease with G&S Warehousing for the administration building commencing on January 15, 2023 as follows:

	Amount Base Rent	Monthly Payment
Year 1	\$24,000.00	\$2,000.00
Year 2	\$25,200.00	\$2,100.00
Year 3	\$26,400.00	\$2,300.00
Year 4	\$27,600.00	\$2,300.00
Year 5	\$28,800.00	\$2,400.00

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation of \$5,000 from Elite Retirement Consulting, LLC.

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

Motion is carried.

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
Stephanie DeFelice	Tips for Transitioning Students with Autism Into the Classroom	9.20.22	Online	\$0	
Stephanie DeFelice	Challenging Behaviors in the Autism Classroom: What Can We Do?	11.16.22	Online	\$0	
Erin McMeen	Drug Trends	1.16.23	Green Hills Twp School District	\$0	
Andrea Romano	Break Free from the Crisis Mindset: How to Build Your District's Culture of Resilient Leadership	1.19.23	Online- AASA	\$0	
Andrea Romano	Neuroscience-Aligned & Trauma-Informed Approaches to Supporting Students, Teachers & Staff	1.20.23	Online	\$0	
Jackie Klinger	How to become a great communicator	1.23.23	online	\$0 with Pryor Subscription	

Andrea Romano Greg Farley Corrie Pisciottano	Vector Training: Admin Tips and Tricks Workshop	1.25.23	Online	\$0	
Andrea Romano	4 Tips to Seamlessly Weave SEL Skills Into Your Everyday Teaching Practice	1.19.23	online	\$0	
Andrea Romano	Preparedness Without Fear: Developing Policies Beyond Run, Hide, Fight	1.25.23	online	\$0	
Laura Steiner	Applying for NJTSS-ER Consultative Supports	1.25.23	online	\$0	
Andrea Romano	Reimagine Documentation to Support the Quest for Program Quality	1.25.23	online	\$0	
Jackie Klinger	1 Person HR Dept	2.9.23	online	\$0 with Pryor Subscription	
Jackie Klinger	Admin Asst Conference	2.15.23& 2.16.23	online	\$0 with Pryor Subscription	
Tessa Bedkowski	For the Love of Special Education	2.16.23	online	\$0	
Andrea Romano	For the Love of Special Education	2.16.23	online	\$0	
Corrie Pisciottano	Time Management for the Overwhelmed	2.23.23	online	\$0 with Pryor Subscription	
TBD	The Eye Of The Storm	3.1.23	online	\$125.00	
Laura Steiner	Teachers in the Garden-Healthy Kids in the Classroom	3.31.23	Sussex County Community College McGuire Annex	\$0	
Jackie Klinger	How to have sensitive & difficult employee conversations	4.4.23	online	\$0 with Pryor Subscription	
Martine Kelly *Added	Austronaut Training	2.3.23 - 2.4.23	online	\$400	
Tessa Bedkowski *Added	For The Love of Special Education	2.16.23	online	\$0	

Lindy Powell *Added	Tips & Tricks for Rockstar Task Management	On Demand	online	\$0	
Lindy Powell *Added	Doing More With Spreadsheets in Goggle Docs	On Demand	online	\$0	

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised rate sheet for the 2023-2024 school year, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve addendum #1 with Sunbelt Staffing LLC, to provide Brazerworks Services in addition to Sunbelt Staffing for recruiting.

MOVE: Mr. D'Agostino		2ND: Ms. Carlson	
Andover	Byram Aye	Franklin	Green
Hamburg	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	Vernon	Wallkill Valley Aye	

Motion is carried.

D. POLICY

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the second 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)

MOVE: Mr. D'Agostino		2ND: Ms. Carlson	
Andover	Byram Aye	Franklin	Green
Hamburg	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	Vernon	Walkkill Valley Aye	

Motion is carried.

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Karl Environmental Group to perform the 2022/2023 Right to Know Services, in the amount of \$795.00.

MOVE: Ms. Carlson		2ND: Ms. Risley	
Andover	Byram Aye	Franklin	Green
Hamburg	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	Vernon	Walkkill Valley Aye	

Motion is carried.

XV. OLD BUSINESS:

1. Superintendent Evaluation

NEW BUSINESS:

1. School Ethics Disclosure Statements: ***Added**
 - a. New Board Member due within 30 days of taking office.
 - b. Returning Board Members due by April 30, 2023.

XVI. PUBLIC PARTICIPATION

There was no public participation.

XVII. ADJOURNMENT

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

At 8:09 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

Important dates:

Regular Board of Directors Meeting:

March 6, 2023 at 7 PM

FULL REPRESENTATIVE ASSEMBLY REQUIRED TO ATTEND