

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

February Minutes

February 7, 2022

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:03 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	MARIA DUNBAR	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	SUZANNE ROSS	ABSENT
FREDON	CATHERINE HIGGINS	ABSENT
GREEN	MARIE BILIK	PRESENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	MOIRA DOUGLAS	ABSENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	PRESENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT

SUSSEX-WANTAGE
VERNON
WALLKILL VALLEY

MICHAEL GALL
THERESA SCURA-COUGHILIN
VIRGINIA JONES
PRESENT
PRESENT

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

VI. APPROVAL OF THE MINUTES

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

January 10, 2021 Regular Meeting

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

VII. Presentation of Donation to Sussex County ESC

Elite Retirement Consultants LLC/Golf Outing: Nuri Gunes, Matt DeVito, Julia Dick
Northern Hills Academy Students: Harold Friedman and Jackson Roberts

Elite Retirement Consultants LLC presented the NHA students with a \$5,000 donation from the All Fore Kids Golf outing. Harold and Jackson accepted the donation on behalf of the students at NHA.

Mrs. Cook shared that the sensory wall and bubble wall was purchased from the donation from the last golf outing. The sensory wall is used for sensory breaks.

Mr. Moscatello stated Elites generosity is greatly appreciated.

Mr. DeVito said that the golf outing is in honor of his mother who passed away 9 years ago and his adult autistic brother.

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated there were a couple of meetings. Two negotiations meetings were held and are going well. The next meeting is scheduled for February 18th. The Committee is also working on Ms. Romano's contract.

There was a Finance committee meeting on February 3rd. The Committee discussed things that need to be taken care of in the building. Seal coating of the parking lot was also discussed. The administrative offices are in need of more space and a meeting has been scheduled with the landlord on Thursday to discuss expanding.

IX. CORRESPONDENCE

1. February Calendar
2. February Lunch Menu
3. Parent - Teacher Conferences
4. Ms. Paige's Counseling Corner
5. Substitute Job Info- SCSRA

X. COMMITTEE REPORTS-

Personnel & Negotiations – See president's comments
Buildings and Grounds / Finance - See president's comments
Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

SCESC

One of the biggest events since our last BOE meeting was the Job Alikes workshops held on January 18th. Five, one hour sessions were held for a variety of job alikees, TOSD, Speech, OT, Specials and PSD teachers, were held by Superintendent Romano. These were initial meetings to introduce the concept of job alikees and how utilizing technology can really bring staff throughout the county together to discuss best practices, strategies, interventions and resources. All in all about 75 staff members from multiple school districts attended. Some of the schools included Vernon, Hopatcong, Hardyston, Stanhope and Byram. Follow up has already occurred with certain groups.

Budget meetings and observations of staff have filled many days throughout the remainder of January and beginning of February. SCESC Administration have requested budget information from staff and are working collaboratively to build a sustainable and realistic budget. Observations of staff, both in SCESC and at two contracted districts, Hopatcong and Fredon have continued. Mid-year evaluations of all administrative staff and administrative assistants have been accomplished.

Superintendent Romano set up a table at Centenary University as a Job Fair looking for substitutes on behalf of the Sussex County Superintendent Roundtable. We have another date scheduled for February 24th and will be working with Sussex County Community College to set 2 dates for there. About 40 students at Centenary signed up to receive information. Great for a first attempt. Superintendent's from Newton, Kittatinny and Franklin joined Andrea at the table. In addition, ECS Gayle Carrick spent the entire day alongside us to encourage college students to sign up.

Northern Hills Academy

January was busy at NHA! Our January themes were: A Healthy You: Mindfulness, Yoga and Meditation, Exercise, Our Rights and Freedoms, Black Lives Matter, Winter Sports, and New Year's Resolutions and goals.

We started up our monthly Scouting for Life program with the Boy Scouts of America and were able to build bird feeders. Mr. Brian Wittman, Teacher, and Ms. Jenny Cook, Principal, are leading this program including a Den of multi-level cub scouts. We are Pack #700 in Sparta. The Pack Den is currently collaborating with Pack #49 from Jefferson Township for a Community Services Project that is helping senior citizens. NHA has also created a program in collaboration with Oak Ridge Martial Arts Academy, in Jefferson, that supports two classrooms at NHA in focusing their mind, eyes, and body. Mr. Brian's and Ms. Caitlin's classes enjoy working with Sensei Matt each month. Once again, the fantastic Roxey Ballet is working with NHA in their Dance to Learn Program, which teaches a 16-week curriculum specifically designed for our population. Ms. Christina Holl has joined us as the teacher again alongside Mr. Teryn. Our students love participating in these extracurricular programs that are available at NHA.

Even though it has been a cold and snowy month, we have been able to build in some creative use of time for Professional Development both in-person and virtually. During our Professional Development

In-Service Day, staff participated in county-wide 'Job Alike' sessions hosted by Ms. Andrea Romano, Superintendent. Other staff topics included: scheduling efficiency, Early Literacy Basic Skills program, Learning A-Z programming, SGO work, and Professional Learning Community SMART Goals. Ms. Jenny Cook worked with staff during our scheduled Delayed Opening on various topics including, Dynamic Learning Maps, State Assessments, Curriculum, and Parent Communication. Ms. Sarah McCarthy, Occupational Therapist, also turned-keyed a fantastic presentation on Visual Impairments in Students and Strategies to Use in the Classroom.

We are preparing for our 3rd Marking Period, our annual Parent-Teacher Conferences on February 10th and NHA's 100th Day of School. We look forward to a fantastic February!

Project Search

Our program has really made amazing strides throughout the pandemic at Newton Medical Center. The interns who were either in close contact or tested positive with Covid kept moving throughout their internships through Zoom. One student and his family who were concerned about the spike in cases and was cautious about being present on-site, worked with the Steering Committee to develop a successful plan of action for him to return. The importance of this for all interns was to see how you might encounter an issue at work and how simple solutions can be worked through.

The interns continue to learn new aspects of their internship/department with supervisors and mentors. Our intern in Food Services has had added responsibilities in food prep already! We have never had an intern move up that fast in Food Services. Congratulations to him and the program!

As part of the curriculum, the interns have been discussing Financial Literacy. A review of the various taxes that are taken out of a paycheck, paper checks vs direct deposits and the importance of direct deposit and the various other deductions taken out of a paycheck has been the focus. The interns are seeing the importance of keeping a realistic budget and how much bills can cost each month. We are now discussing banking and the different banking institutions that are in their community and encouraging all interns to open up personal bank accounts.

We zoomed with 2 Project SEARCH graduates. The interns asked questions about "real" work life. The graduates shared that they loved getting a paycheck and we all discussed the aspects of their paychecks and how they spend their money.

Marketing efforts continue through emails, phone calls, zoom meetings and Virtual Open Houses. All of the dates are set from February through April, when the applications for the 2022-2023 program are due. John O'Hara has presented Project Search to the Sparta School District Child Study Team through Zoom. The presentation was successful with positive feedback and discussions which will continue with 2 students being a possible match for the program. An on-site visit will be followed up on.

Another Virtual Open House with Sparta and Walkkill Valley Schools was presented. Sparta had an interested adult attend the program and follow up with DVRS will occur. The parents of the 2 students were not able to attend- we are rescheduling. Walkkill had one student and his brother attend. The Walkkill School District is interested in rescheduling for those that could not attend.

At Newton Medical Center, we have discussed two of the current Adult Interns with the HR department. They are interested in possibly hiring them at Atlantic Health. We have constructed resumes, and the interns have filled out the online application and the HR representative talked about possible onboarding dates. As this is not ever a promise, the interns have made their mark in the program and utilized a very public job fair from the hospital as their launching pad.

As for professional development, Mr. O'Hara has attended a webinar with the Project SEARCH owners Erin and Susie, discussing the program goals and initiatives. He is working to align SCESC's vision and strategic plan with these. In addition, Mr. O'Hara joined a Voc Fit Webinar discussing the various ways to document intern information. He also attended the SCESC Parent Training webinar. It was a very informative presentation from Catholic Charities in regards to programs for post 21 options and he attended a zoom through the Transition Network featuring topics on - Special Olympics- Transition company "Best Buddies" and the West Morris School District SLE program. Finally Mr. O'Hara is registering for the Project Search Conference in Baltimore in July 2022.

XII. BUSINESS ADMINISTRATOR'S REPORT

The audit report is in the process of being completed. We are going to look to hold a special virtual board meeting to approve the audit report.

Administration has had several budget meetings regarding the 2022-2023 budget along with a Finance committee meeting to discuss the upcoming budget.

All 1099's have been completed and sent out.

XIII. PUBLIC PARTICIPATION

There was no 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 accept with regret the following resignations:

Heidi Schoenemann - Office Clerk - Effective February 11, 2022
 Silvia Farinella - Part - time Teacher - Effective January 25, 2022
 Martha Valdes - Paraprofessional - Effective February 11, 2022
 Alyssa Summer - Teacher - Effective - March 26, 2022 * **Added**
 Paige Ortega - School Social Worker - Effective March 7, 2022 ***Added**

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Services Commission Board of Directors approve employ # 63591762 for an intermittent leave of absence through NJ FMLA beginning January 26, 2022, using 2 personnel days, and 1.5 family illness days, followed by an unpaid leave of absence.

MOVE: Ms. Risley		2ND: Ms. Faye	
Andover Aye	Byram Aye	Franklin	Fredon
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny

Lafayette Aye	Lenape Valley Aye	Newton Aye	Stanhope Aye
Sussex-Wantage	Vernon Aye	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	\$289,675.71
February Bills (Fund 10)	\$ 186,462.97

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation from Elite Retirement in the amount of \$5,000.00.

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

Motion is carried.

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
Jennifer Cook	February 2022	2022 Black Lives Matter at School Curriculum Fair	Webinar	\$0	\$0
Brian Wittman	1/27/22	Formative & Summative Assessment: Springboards for Achievement	Webinar	\$0	\$0
Sara Femiano	1/27/22	Compassion Fatigue Resiliency	Webinar	\$0	\$0
Kelly Edsall	2/1/22	Understanding, Evaluating and Treating Disruptive Mood Dysregulation Disorder	Webinar	\$0	\$0

Joyce Di...	2/1/22	NJ DOH K-12 Guidance Updates	Webinar	\$0	\$0
Lisa Christiansen	2/1/22	NJ DOH K-12 Guidance Updates	Webinar	\$0	\$0
Jennifer Cook	2/8/22	Programs for Students with Multiple Disabilities	Webinar	\$0	\$0
Jennifer Cook	2/16/22	NJSLA District Test Coordinator Training/District Technology Coordinator Training	Webinar	\$0	\$0
Courtney Vignola	2/16/22 & 2/17/22	AAC Early Starts Conference	Webinar	\$0	\$0
Andrea Romano	February 16-17, 2022	Facilities Management - A 2-Day Comprehensive Course	Webinar	\$0	\$0
Courtney Vignola	2/20/22	Diving Into the AAC Language Lab	Webinar	\$0	\$0
Courtney Vignola	2/22/22	Managing Multiple Priorities Projects & Deadline	Webinar	\$0	\$0
Courtney Vignola	2/24/22	Customizing Your Chat Device: Part 1	webinar	\$0	\$0
Brian Wittman	2/28/22	Support Strategies to Address Challenging Behaviors When Plans Are Not Working	Webinar	\$0	\$0
Rachael Moore	March 9-11, 2022	Introduction to Prompt Technique	Webinar	\$599.00	\$0
Sara Femiano	February 27, 2022	Compassion Fatigue Resiliency for Educators and School Communities: Some Basics	Webinar	\$0	\$0
Andrea Romano	2.8.22	Compensatory Education and the Pandemic: Rights and Considerations	Webinar	\$0	\$0
Brian Wittman	2.28.22	Support Strategies to Address Challenging Behaviors When Plans are Not Working	Webinar	\$0	\$0
Brian Wittman	2.27.22	Formative and Summative Assessments: Springboards for Achievement	Webinar	\$0	\$0

Dawn Dilascio	2.4.22	UCASE Annual Conference 2022	Webinar	\$50.00	\$0
Stephanie DeFelice	2.8.22	Programs for students with multiple disabilities:	Webinar	\$0	\$0
Karra Hansen Mueller	2.8.22	Programs for students with multiple disabilities: Quality Indicators	Webinar	\$0	\$0
Courtney Vignola	2.20.22	Diving Into the AAC Language Lab	Webinar	\$0	\$0
Courtney Vignola	2.24.22	Customizing Your Chat Device Part 1	Webinar	\$0	\$0
Andrea Romano	2.2.22	Secondary Trauma and Traumatic Stress	Webinar	\$0	\$0
Andrea Romano	2.16.22	Secondary Trauma and Traumatic Stress: Physical Signs and Symptoms and How To Mitigate	Webinar	\$0	\$0
Andrea Romano	3.2.22	Secondary Trauma and Traumatic Stress: Cognitive Signs and Symptoms and How To Mitigate	Webinar	\$0	\$0
Jennifer Cook	3.3.22	ESC Principal's Roundtable / Shadowing	Tinton Falls, NJ	\$0	\$54.54
Courtney Vignola	3/5/22	Speech Retreat: Recharge	webinar	\$97	\$0
Andrea Romano	3.16.22	Secondary Trauma & Traumatic Stress: Emotional Signs and Symptoms and How To Mitigate	Webinar	\$0	\$0
Andrea Romano	4.13.22	Secondary Trauma & Traumatic Stress: Behavioral Signs and Symptoms and How To Mitigate	Webinar	\$0	\$0
Andrea Romano	4.20.22	Secondary Trauma & Traumatic Stress: Worldview Signs and Symptoms and How To Mitigate	Webinar	\$0	\$0

Andrea Romano	2.10.22 2.17.22	Curriculum Mapping	Webinar	\$0	\$0
Andrea Romano	3.1.22	Investing in Your Paraprofessionals: Innovative Strategies to Support and Retain Your Staff	Webinar	\$0	\$0
Dawn DiLascio	3.29.22	Conducting CST Evals for Students who are Deaf or Hard of Hearing	Webinar	\$0	\$0
Sara Femiano	2.17.22-2.18.22	EMDR - Rapid & Safe Proven Treatment for Trauma	Webinar	\$49.99	\$0
Andrea Romano	2.17.22	COVID-19 and the Workplace: How to Handle Employee Requests for Medical or Religious Accommodations	Webinar	\$0	\$0
John O'Hara *Added	1.12.22	Models of Collaboration Serving Out of School Adults	Webinar	\$0	\$0
John O'Hara *Added	1.13.22	Voc Fit Help Sessions	Webinar	\$0	\$0
John O'Hara *Added	1.14.22	Post 21 options with Catholic Charities	Webinar	\$0	\$0
John O'Hara *Added	2.9.22	Intern Data Entry- When, Why and How?	Webinar	\$0	\$0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following professional development:

Staff Member	Date	Workshop	Location	Cost	Transportation/ Mileage Cost
Erin Siipola	1/20/22	Financial Planning	Whippany, NJ	\$100	N/A

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ESY program dates of July 5, 2022- August 15, 2022 from 8am-3:00pm, (student time 8:30am-2:30pm).
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the 2022 SEL in Action Awards Grant with a request of \$8000 to enhance the Dance and Communication; Connecting to Social and Emotional Learning.
***Added**

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

Motion is carried.

Ms. Dunbar commended SCESC for finding free Professional Development for staff.

D. POLICY

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

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Karl Environmental Group to complete the 2021/2022 Right to Know Survey in the amount of \$795.00.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Maverick Building Services for cleaning services for 4 hours a day, 5 days a week at a cost of \$2,070.00 per month.

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

Motion is carried.

Mr. Moscatello stated item #2 is because we can't find anyone to hire as a part time custodian so we are going to go with a company.

XV. OLD BUSINESS

1. Superintendent Evaluation - Mr. Moscatello handed out the timeline for the CSA Evaluation. A discussion was held on when to do the preconference. The board decided for Mr. Moscatello to do the pre conference with Ms. Romano.

NEW BUSINESS:

1. Special Board Meeting - Virtual to approve audit - Date and Time? Monday March 14th at 7 pm as a virtual meeting.
2. School Ethics Disclosure Forms - Due April 30, 2022

XVI. PUBLIC PARTICIPATION

There was no public participation.

XVII. OTHER BOARD ACTION

There was no other board action

XVII. ADJOURNMENT

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

At 7:30 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

**MARCH 7, 2022 AT 6 PM BOARD OF DIRECTORS -
DISTRICT GOAL SETTING**

**7 PM REPRESENTATIVE ASSEMBLY MEETING
REGULAR MEETING -
ALL DISTRICTS MUST ATTEND**