

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

October Minutes

October 3, 2022

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	MARIA DUNBAR	ABSENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	ABSENT
GREEN	MARIE BILIK	PRESENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	MOIRA DOUGLAS	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
NEWTON	JOANIE FAYE	PRESENT
SPARTA	PATRICK MCKERNAN	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	NICK D'AGOSTINO	ABSENT
VERNON	THERESA SCURA COUGHLIN	PRESENT (arrived 7:10 pm)

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

VI. APPROVAL OF THE MINUTES

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

September 12, 2022 Regular Meeting
September 12, 2022 Executive Session

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

VII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated it has been a busy month. There was a finance and personnel committee meeting. A resignation was received which has implications on how the school runs. There are procedures that need to be followed for Ms. Romano's contract addendum. The contract needs to be reopened and advertised in the paper 30 days before the board meeting.

VIII. CORRESPONDENCE

1. Project Search Letter
2. NHA Fall Fest

IX. COMMITTEE REPORTS-

Personnel & Negotiations – Met on October 3, 2022 - The committee met prior to the board meeting to discuss the resignation that was received that has implications on how the school runs.

Buildings and Grounds / Finance - Met on September 27, 2022 - The committee met and discussed salary compensation for Ms. Romano doing the principal job.

Programs and Services / Policy -None

X. SUPERINTENDENT'S REPORT

September's opening was a great month. We saw so many smiling faces happy to be returning to school. Those were not just our parents in the bus line either. As previously stated, our school has transitioned with almost 50% new staff and students have acclimated well. Students at NHA had a meet and greet with new staff and then all new staff worked diligently to move into the classrooms to build relationships with students. The month of September, relationship building, was our primary focus.

In addition, staff took ownership of staff meetings and requirements of their responsibilities. Staff were able to determine when they wanted to hold PLC meetings, staff meetings and teacher led activities such

as lesson planning. Also veteran staff have discussed self identified personalized professional development.

A Fall Fest was held for students and staff. Activities abounded outdoors for students. A full day of drumming workshops were held by our invited guests Virago Music. This was Virago Music's third presentation at SCESC. The program is interactive with students' drumming, dancing and singing. All of our students benefit from the sensory stimulation that Virago Music brings. On our Fall Fest Day, Virago Music was able to play with students and with parents if they wanted to. Thank you to BOE President Gil Moscatello for attending.

The Superintendent attended Roundtable and is working with other Superintendents across the county to identify discussion points about school funding formulas to share with Assistant Commissioner. Superintendent also attended the required Discrimination workshop. The Superintendent attended the Leadership and Diversity Committee meeting through NJSBA.

PROJECT SEARCH

Our interns are completing the indepth onboarding process for Atlantic Health and discussing the program in depth daily. Within each of these daily discussions, safety procedures and all other hospital procedures are emphasized and practiced. The interns are much more familiar with the hospital and excited to start their internships. Interns spend the first few weeks navigating the hospital independently with little Assistance.

Hospital CEO Bob Adams and Human Resources staff are still working collaboratively with developing new departments to participate in the program. This is exciting because we can expand the rotations to include new work spaces and the interns will certainly benefit from this. Each Department Manager has discussed what their department does and what the expectations are in their respective spaces.

Interns are doing VocFit Assessments daily to assess the interns knowledge, skills and experience. We are taking a course required by the education department for Atlantic Health - all employees must take the courses and tests. Collectively, the interns and John will be completing this.

Socially the Interns have been working together and becoming more comfortable with each other. They have learned the call out process in case they are not able to come to work one day.

First day of internships begins on October 11th. Interns are setting up their Employment Planning Meetings and working on preparing speeches for their EPM.

Ms. Scura Coughlin arrived.

XI. BUSINESS ADMINISTRATOR'S REPORT

We had to replace a window on the back door that broke. Sasse Glass came and replaced it quickly.

We are looking to get a second option on the windows that need to be repaired or replaced. I have been unable to get the recommended company from the Architects to commit to a day. If we do not hear from them within the next couple of days, I will ask for another recommendation of a window company.

We are scheduling the fall start up for the HVAC with R.Poust. They will also be changing the filters as part of the fall start up.

XII. PUBLIC PARTICIPATION

There was no public participation.

XIII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Ms. Risley, seconded by Ms. Jones, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:20 p.m.:

WHEREAS, The Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Sussex County Educational Services Commission is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Sussex County Educational Services Commission, County of Sussex, State of New Jersey that a closed session will be held on October 3, 2022 for the purpose of Personnel.

BE IT FURTHER RESOLVED that the action of the board with regard to the above entitled subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, and would not result in a possible invasion of their right to privacy.

Motion by Ms. Douglas, seconded by Ms. Jones, to close the Executive Session, all voiced in favor at 7:41 p.m.

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:

NAME	POSITION	EFFECTIVE DATE	MEMO
Brittany Kinsora	Part time Paraprofessional	9.22.22	
Sara Femiano	Supervisor	11.30.22	

- 2. **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 (medical emergency team) as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Melanie Radice	Paraprofessional	\$100	Retroactive to 9/6/22

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 2022-2023 school year, not to exceed 28 hours a week:

NAME	POSITION	STEP	RATE	EFFECTIVE DATE
Michele Kozlowski *Added	Paraprofessional	14	\$21.50 Per hour	10/25/22 - 6/30/23

MOVE: Ms. Carlson		2ND: Ms. Douglas	
Andover	Byram Aye	Franklin	Green Aye
Hamburg Aye	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton Aye	Sparta 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:

September Payroll	\$ 294,892.71
October (Fund 10)	\$ 54,688.68
October Bills (Fund 20)	\$ 305.00

MOVE: Ms. Risley		2ND: Ms. Douglas	
Andover	Byram Aye	Franklin	Green Aye
Hamburg Aye	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton Aye	Sparta 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	Vendor	Location	Cost	Transportation/ Mileage Cost
Erin Siipola	9.22.22	How to Plan a Budget	Fred Pryor	Online Webinar	Part of Fred Pryor Annual Subscription	N/A
Erin Siipola	10.4.22	FMLA Compliance	Fred Pryor	Online Webinar	Part of Fred Pryor Annual Subscription	N/A
Shaun Colavita	10.17.22 - 10.19.22	Prompt Technique Intro	Morris Union Jointure	MUJC, New Providence, NJ	\$875.00	TBD
Erin Siipola	11.1.22	Training the Trainer	Fred Pryor	Online Webinar	Part of Fred Pryor Annual Subscription	N/A
Rachel Moore	11.13.22 - 11.15.22	Bridging: Technique to Intervention	The Prompt Institute	Online Webinar	\$499.00	0
Erin Siipola	11.17.22	Fiscal Procurement & ESSER Funds Monitoring Findings	NJASBO	Whippany	\$125.00	TBD
Andrea Romano	9.29.22	Superintendent Leadership Panel: The Threat of Low Teacher Morale on District Success	AESA	Webinar	\$0.00	N/A
Laura Steiner *Added	10.10.22	The Engaged Learner in Science - NGSS in Action	Frankford School: Genene Meli	Frankford	\$0.00	TBD

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts for ancillary educational services under Public Itinerant Programming with the following districts for the 2022-2023 school year:

Byram School District
High Point Regional

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors rescind the following workshops for the 2022-2023 school year:

Staff Member	Date	Workshop	Vendor	Location	Cost	Transportation/Mileage Cost
Shaun Colavita	10.17.10. 19.22	Prompt Technique Intro	Morris Union Jointure Commission	MUJC, New Providence, NJ	\$775.00	TBD

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Memorandum of Agreement with Law Enforcement for the 2022-2023 school year.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the field trip to the YMCA for swimming on 10/3/22 and 10/7/22.
6. **RESOLVED**, that the following appointments be made for the period July 1, 2022, through June 30, 2023, or until a replacement is named:

WHEREAS, there exists a need for, OT/PT/Speech services consulting services,

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Kid Clan Services, Inc. be appointed to provide Speech Services at a rate of \$105 per hour and evaluations at a rate of \$350 per evaluations and \$450 per evaluation for bilingual, for the period of time of October 4, 2022 - June 30, 2023 for a maximum not to exceed \$300,000.

Above and Beyond Learning Group be appointed to provide Speech Services at a rate of \$130 per hour for Speech, plus a \$750 administrative fee for the period of time of October 4, 2022 - June 30, 2023 for a maximum not to exceed \$300,000.

MBG Therapy, PA be appointed to provide OT, PT and Speech Services at a rate of \$95 per hour for Speech, \$90 per hour for OT, \$85 per hour for PT and Speech evaluations at a rate of \$425, Bilingual speech evaluations \$550, Occupational Therapy evaluations \$350, Physical Therapy evaluations \$ 325 for the period of time of October 4, 2022 - June 30, 2023 for a maximum not to exceed \$300,000.

These appointments are made without Competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A:18A-5. because such services are recognized professions licenses and regulated by law not allowing for competitive bids.

Notice of Award of Professional Services

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2022-2023 contracts for a maximum amount not to exceed \$300,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its October 3, 2022 regular meeting:

Kid Clan Services, Inc. - Speech Services
 Above and Beyond - Speech Services
 MBG Therapy, PA - Speech, OT, PT

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary. ***Added**

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with the Sussex County YMCA for swimming on 10/3/22 and 10/7/22 at a cost of \$305. ***Added**

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

Motion is carried.

D. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Comprehensive Maintenance Plan and M-1, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Jan Pro from 12/1/22 -. 6/30/2023 to clean 1 week per month for 40 hours at a cost of \$1,320 per month.

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

Motion is carried.

XV. OLD BUSINESS:

NEW BUSINESS:

1. Elite Retirement will be presenting a donation at the November Board meeting.

XVI. PUBLIC PARTICIPATION

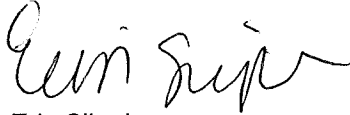
There was no public participation.

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. Faye, all voiced in favor.

At 7:55 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING
Important dates:
Regular Board of Directors Meeting:
November 7, 2022 at 7 PM