

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

November Minutes

November 7, 2022

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

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

Mrs. Siipola administered the oath of office to Ms. Clohessey.

VI. ROLL CALL

ANDOVER	MARIA DUNBAR	ABSENT
BYRAM	MARY ANN RISLEY	ABSENT
FRANKLIN	KATHLEEN CLOHESSEY	PRESENT
GREEN	MARIE BILIK	ABSENT
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
SPARTA	PATRICK MCKERNAN	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT

SUSSEX-WANTAGE	NICK D'AGOSTINO	PRESENT (arrived 7:05 pm)
VERNON	RUSS ROGERS	PRESENT
WALLKILL VALLEY	VIRIGINIA JONES	PRESENT

ALSO PRESENT: Erin Siipola - Business Administrator / Board Secretary

VII. APPROVAL OF THE MINUTES

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

October 3, 2022 Regular Meeting
October 3, 2022 Executive Session

Voice vote: All voiced in Favor. Obtain: Ms. Clohessey Motion is carried.

Mr. D'Agostino arrived.

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated the Superintendent's contract was opened to add the principal duties and responsibilities. There will be a public hearing on it tonight. The Supervisor that asked to be released early from her contract, was in fact released early. Principal candidates were interviewed and a candidate was selected but Ms. Romano received an email saying she was withdrawing. The candidate is very well respected in their own district.

IX. CORRESPONDENCE

1. Approval of Virtual or Remote Instruction Plan for 22-23.
2. Staff Shortages in Special Education: Is there a Remedy?
3. November Calendar

X. COMMITTEE REPORTS-

Personnel & Negotiations – Meeting on November 7, 2022 @ 6:15pm - Mr. Moscatello stated the committee met and discussed the principal position, the early release of the Supervisor, and opening Ms. Romano's contract. There are several brand new teachers in the building and the commission will be hiring a consultant to help the new teachers out. There is a person interested in getting their Supervisor certification and made a request for tuition reimbursement, however the person has not been here for two years yet. The committee discussed it and felt like we don't know them well enough yet. And, we want to make sure it is someone we want as a supervisor. The committee decided they would meet the person half way and allow tuition reimbursement starting 7/2023.

Buildings and Grounds / Finance - Met on October 27, 2022 - Mr. Moscatello stated the committee met and was discussing ways to do something for the Para pay.

Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

The end of October and beginning of November has seen many programming activities for students and staff at Sussex County ESC. Northern Hills Academy held an Open House mid-October for school districts. We had three school districts attend. We have had 7 school districts inquire about placements for students. The hold up for moving ahead with acceptance of students has been on hiring paraprofessional staff.

All school committees have met for their opening of the year activity meetings. The Professional Development Committee has met to review plans for inservice days and the Technology Committee has made plans for a tech day for January inservice planning. The Student Activities Committee has determined a list of activities for students to participate in throughout the school year. Those dates and activities are being approved and planned for financially.

Interviews were held with 5 principal candidates. The interview committee was made up of several categories of staff ranging from paraprofessionals, educators, related service staff and administration. The candidate pool was a great representation of quality people. The questions designed by staff and the rubric to review the principal candidates supported the decision making process. The effort and time in collaborating as a team was appreciated and a job well done can be noted.

Student activities included an amazing Trunk or Treat Program. Several staff members and 22 families participated in the festivities by decorating their vehicles. Students, in costumes, paraded around the parking lot and provided a beautiful display of Halloween costumes. Red Ribbon Week was held and students learned the history behind why that week is celebrated.

Staff attended an ARIS Curriculum workshop on the early dismissal day in October. The trainer from ARIS Curriculum was on site to work with staff on how to introduce the curriculum, set the stages for student learning objectives and to develop the schedule for implementation for staff. The second part of the training is scheduled for January 2023.

Districts have been in contact with NHA staff to hold required compensatory education meetings to determine if their students placed at NHA need services. Meetings are being held virtually and staff is working towards supporting student needs.

Progress reports procedures were changed for efficiency and staff held several meetings to identify the new process and work with administration for a smooth execution.

All first rounds of evaluations have been completed for staff in the Stronge model. Pre-conferences, observations and post conferences have been completed by Superintendent and Consultant Pam Cuning.

Project Search provided many opportunities for the interns to celebrate and educate on National Disabilities Employment Month. On National Disability Mentoring Day the interns were able to explore the heli-pad and see the inside of a helicopter. John O'Hara participated in a NJ Project Search Coordinators virtual meeting.

Superintendent attended the Sussex/Warren Child Study Team Director's meeting, and Sussex County Superintendent Roundtable where all MOA's were signed with local law enforcement. A presentation by NJASA attorney and retired NJDOE Director John Worthington was held and the Superintendent attended. This meeting was very helpful in working to establish future changes to special education classification possibilities.

XII. BUSINESS ADMINISTRATOR'S REPORT

The business office will be holding open enrollment for the flexible spending account in the middle of this month. During the staff meeting on November 16th, we will be presenting to the staff what the FSA plan is and how it benefits them.

Everything for the audit has been uploaded to the auditors. They are beginning the audit for the 2021-2022 school year.

All employees have been given their attendance calendars to sign off on with the number of days they have used and their balances remaining.

The dishwasher in the Bears Den is broken and we are in the process of looking into repairing it or purchasing a new one.

XIII. PUBLIC PARTICIPATION

There was no public participation.

XIV. PUBLIC HEARING ON SUPERINTENDENT CONTRACT AMENDMENT

There was no public participation.

Mr. Moscatello explained the contract addendum for Ms. Romano.

XV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract addendum to the employment contract of Superintendent Andrea Romano for additional compensation of \$1,500 per month retroactive to July 1, 2022 for serving as principal until February 28, 2023 or until such time a new principal commences work.
2. **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
Kaci Plegar	Paraprofessional	Step 3	\$16.05 per hour	10/31/22 - 6/30/23

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the originally requested early release date for employee #37319118 as of October 28, 2022.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of a full time teacher TBD not to exceed step MA+30 15, at a salary not to exceed \$84,100 for the 2022-2023 school year. ***Added**

Mr. Moscatello the added motion #4 is adding a position so Ms. Romano can hire someone.

MOVE: Mr. Hoffman		2ND: Mr. Jones	
Andover	Byram	Franklin Aye	Green
Hamburg Aye	Hardyston Aye	Kittatinny	Lafayette Aye
Lenape Valley Aye Abstain #1	Newton Aye	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	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:

October Payroll	\$ 296,901.21
November (Fund 10)	\$ 108,726.90
November Bills (Fund 20)	\$ 2,533.00
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for July 2022 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for July 2022.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$12,900 for July 2022.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for August 2022 (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for August 2022.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$29,175 for August 2022.

MOVE: Ms. Carlson		2ND: Ms. Faye	
Andover	Byram	Franklin Aye	Green
Hamburg Aye	Hardyston Aye	Kittatinny	Lafayette Aye
Lenape Valley Aye	Newton Aye	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	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	Transportation Mileage Cost
Noah McGowan	10/10/22	Size Matters Handwriting Program	webinar	0	0
Laura Steiner	10/10/22	The Engaged Learner in Science NGSS in action	webinar	0	0
Chloe DeLuca	10/10/22	ARIS in service	NHA	0	0
Andrea Romano	10.20.22	Part 2: Best Practices for Responding to Student Behavior - Discouraging Inappropriate Behavior	Webinar	0	0
Andrea Romano	10.20.22	Superintendent Leadership Panel: The Threat of Low Teacher Morale on District Success	Webinar	0	0
Wade Dendy	11.04.22	Sage Alliance Open House	Webinar	0	0

Jackie Klinger	11.17.22	Managing Emotions Under Pressure	Webinar	0	0
Jackie Klinger	12.9.22	Dealing with Difficult People	Webinar	0	0
Jackie Klinger	12.15.22	Training the Trainer	Webinar	0	0
Jackie Klinger	1.13.23	Indispensable Office Manager	Webinar	0	0
Jackie Klinger	11.2.22	Human Resource Virtual Summit	Webinar	0	0
Jackie Klinger	11.3.22	Human Resource Virtual Summit	Webinar	0	0
Andrea Romano	10.27.22	Cultivating Long Term Success and Retention for New Teachers and Paraprofessionals	Webinar	0	0
Andrea Romano	10.27.22	The 12 Habits of Resilient Educators	Webinar	0	0
Erin Siipola	12.15.22	Controllers Workshop	Webinar	0	0
Erin Siipola	1.9.22	Understanding Financial Statements	Webinar	0	0
Erin Siipola	2.7.22	How to Manage Organize Accounts Payable	Webinar	0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the NJ Child Assault Prevention Grant

3. **RESOLVED**, that the following appointments be made for the period November 8, 2022, through June 30, 2023, or until a replacement is named:

WHEREAS, there exists a need for, LDTC 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:

Danusia Rampulla, LDTC, LLC be appointed to provide LDTC Services at a rate \$55 an hour for hourly services, \$220 for Initial or reevaluation assessment, \$130 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional – per case for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of November 8, 2022 – June 30, 2023.

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 November 7, 2022 regular meeting:

Danusia Rampulla, LDTC, LLC - LDTC Services

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

4. **RESOLVED**, that the following appointments be made for the period November 1, 2022, through June 30, 2023, or until a replacement is named:

WHEREAS, there exists a need for, Speech 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:

Miriam Skydell and Associates. be appointed to provide Speech Services at a rate of \$115 per hour and evaluations at a rate of \$450 per evaluations for the period of time of November 1, 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 November 1, 2022 regular meeting:

Miriam Skydell and Associates - Speech Services

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

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

Motion is carried.

D. POLICY

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the first reading of the following policies and regulations:

- P 2425 – Emergency Virtual or Remote Instruction Program (M) (Revised)
- R 2425 – Emergency Virtual or Remote Instruction Program (M) (New)
- P 5512 – Harassment, Intimidation, or Bullying (M) (Revised)
- P 0143.2- High School Student Representative to the Board of Education (M) (Revised)
- P 0163 - Quorum (Revised)
- P 1511- Board of Education Website Accessibility (M) (Revised)
- P 2415- Every Student Succeeds Act (M) (Revised)
- P & R 2432- School Sponsored Publications (Abolished)
- P 3216-Dress and Grooming (Revised)
- P 3270-Professional Responsibilities (Revised)
- R 3270-Lesson Plans and Plan Books (Revised)
- P 4216-Dress and Grooming (New)
- P & R 5513-Care of School Property (M) (Revised)
- P 5517- School District Issued Student Identification Cards (M) (Revised)
- P 5722- Student Journalism (M) (New)

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

Motion is carried.

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Health and Safety of School Buildings Checklist 2022-2023, as attached.

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

Motion is carried.

XVI. OLD BUSINESS:

1. Elite Retirement - coming to December board meeting.

NEW BUSINESS:

XVII. PUBLIC PARTICIPATION

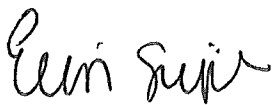
There was no public participation.

XVIII. ADJOURNMENT

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

At 7:36 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

Important dates:
Regular Board of Directors Meeting:
December 5, 2022 at 7 PM