

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

January Minutes

January 8, 2024

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:09 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.

VI. OATH OF OFFICE

Mrs. Siipola administered the oath of office to Ms. Ross and Ms. Perna.

VII. ROLL CALL

ANDOVER	BRIAN HERTENSTEIN	ABSENT
BYRAM	TBD	ABSENT
FRANKLIN	STEPHANIE PERNA	PRESENT
FRELINGHUYSEN	KIMBERLY NEUFFER	PRESENT
GREEN	CHRISTOPHER BILIK	ABSENT
HAMBURG	ROBERT JONES	ABSENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	SUZANNE ROSS	PRESENT
NEWTON	JOANIE FAYE	PRESENT
SPARTA	LEIGH MCMICHAEL / JEN LONSKY	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT

SUSSEX-WANTAGE	NICK D'AGOSTINO	ABSENT
VERNON	CARL CONTINO	ABSENT
WALLKILL VALLEY	VIRGINIA JONES	ABSENT

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

VIII. APPROVAL OF THE MINUTES

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

December 4, 2023 Regular Meeting

Voice vote: All voiced in favor. Abstain: Ms. Perna Motion is carried.

IXI. PRESIDENT'S COMMENTS:

Mr. Moscatello reported there was a Finance committee meeting on 1/4/24. Mr. Moscatello had a discussion with Board of Director members who volunteered for committees. He had several calls from Administration which were mostly on agenda items.

X. CORRESPONDENCE

XI. COMMITTEE REPORTS

Personnel & Negotiations – None

Buildings and Grounds / Finance - Met on January 4, 2024 - The committee met and discussed the 24/25 rates. There was a 2% increase in the rates. The 23/24 rates for IDEA Supplemental Instruction were changed from an hourly rate to a half hour rate. SCESC is in good financial shape. The new job descriptions for the PEA grant were discussed along with the rates to help smaller districts. There will be an audit comment for health insurance contributions. Ms. Faye thanked Ms. Siipola for keeping the ESC protected.

Programs and Services / Policy -None

XII. SUPERINTENDENT'S REPORT

Ms. Romano reported doing two jobs as the Superintendent and principal is challenging.

NHA had to go remote in December; as there were 35 students and staff with RSV, Flu, and Covid. NHA seamlessly transitioned to remote learning. Project Search at Hackettstown Hospital had to go remote also and they are back to masking in the hospital.

Mr. O'Hara presented the Project Search program to Sussex County Round Table last week.

NHA's enrollment is at about 54 students and we are expecting two more students to start. Due to the increase in enrollment one of the classes will be split. The new principal is starting on February 16th.

XIII. BUSINESS ADMINISTRATOR'S REPORT

The business office is working on completing 1099's and W-2's.

As the year progresses and different circumstances come up, Lindy and I are working together to continue her training and handle the new circumstances as they arise.

XV. PUBLIC PARTICIPATION

There was no public participation.

XVI. 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 the job description for Instructional Coach, as attached.
2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the job description for Early Childhood Supervisor Consultant, as attached.
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the job description for Preschool Intervention and Referral Specialist , as attached.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve an FMLA leave of absence for employee #47307541 using accumulated sick days from December 18, 2023 through on or about January 8, 2024.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the following resignations:
 - Kerry Santiago - Paraprofessional - Effective January 12, 2024
 - Jackie Kartonos - Part time non-public teacher - Effective January 2, 2024
 - Elizabeth Boyle - Speech Therapist - Effective January 12, 2024
6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the .50 increase for Jennifer Reasoner for Bachelor's degree effective November 20, 2023.
7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the termination of local employee #989 for job abandonment effective January 8, 2024.

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following OT internships beginning on or after January 8, 2024.

NAME	COLLEGE	PROGRAM	MEMO
Michael Papas	Raritan Valley Community College	COTA Program - Level II	daily Mon-Friday
Eric Gonzalez	Kean University	OTR Program - Level I	1x week for 10 weeks

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following part time non public teacher, pending grant funding:

NAME	POSITION	STEP	SALARY	Dates	MEMO
Michele F. Tagliabue	Part time non public teacher	Step 15	\$42.29 per hour	February 5, 2024- June 30, 2024	Not to exceed 28 hours a week

10. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following part time paraprofessional, pending completion of paperwork. ***Added**

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Nicolas Romano	PT Para-Professional	2	\$15.80	January 9, 2024-June 30, 2024	

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

Motion is carried.

B. FINANCE

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payment of the following bills:

December Payroll

\$ 393,244.78

December (Fund 10)
December (Fund 20)

\$ 162,640.35
\$ 1,525.00

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 the rate sheets for the 2024-2025 school year, as attached.

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

Motion is carried.

C. PROGRAMS AND SERVICES

1. **Resolved**, upon the recommendation of the Superintendent 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
Wade Dendy	1.8.24- 1.10.24	Handle With Care Certification	Hilton, 15 Nevins Rd, Wayne, NJ	\$1,525.00	\$161.02
Andrea Romano	1.25.24	Compliance: Are You In or Are You Out?	Virtual	0	0
Tessa Bedkowski	2.2.24	Self Regulation Interventions	Virtual	\$249.99	0
Andrea Romano	2.22.24	How to Modify Materials for Your Students	Virtual	0	0
Corrie Pisciotano	2.22.24	The indispensable Office Manager	Virtual	0	0
Corrie Pisciotano	3.26.24	Succeeding as as Administrative Professional	Virtual	0	0
Andrea Romano	3.28.24	Spring Into A New Curriculum - What You Need to Know	Virtual	0	0
Rebecca Nitka	TBD	Augmentative Communication Strategies & Implementation for Early Childhood	Virtual / On Demand	0	0

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the submission of the 2022-2023 HIB grades as 52/78, as attached.

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised contract for Dance to Learn for the following dates for 2024:
 - January 11, 18, 25
 - February 1, 29
 - March 7, 14, 21
 - April 11, 18, 25
 - May 2, 9, 16, 23, 30

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary agreements for the 2023-2024 school year: ***Added**

Ogdensburg

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Clinical Affiliation Agreement with Rutgers University for Occupational Clinical education, as attached. ***Added**

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

Motion is carried.

E. POLICY

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

P4161 - Examination for Cause

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

Motion is carried.

F. BUILDINGS AND GROUNDS

XVII. OLD BUSINESS:

NEW BUSINESS:

Reorganization of Committees:

1. Executive Committee - Mr. Moscatello, Ms. Faye, Ms. Ross
2. Finance / B&G - Mr. Moscatello, Mr. Hoffman, Ms. Faye
3. Personnel & Negotiations - Ms. Moscatello, Ms. Faye, Ms. Neuffer
4. Policy - Mr. Pocatello, Ms. Ross, Mr. Hoffman

Mr. Moscatello stated that Ms. Ross is on the executive committee because she has served on the SCESC board in the past and the two members that left were here a long time.

XVIII. PUBLIC PARTICIPATION

There was no public participation.

XIX. ADJOURNMENT

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

At 7:33 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

Important dates:

**Regular Board of Directors Meeting:
February 5, 2024 at 7 PM**