

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

April Minutes

April 4, 2022

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:00 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	ABSENT
NEWTON	JOANIE FAYE	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	MICHAEL GALL	PRESENT

VERNON
WALLKILL VALLEY

THERESA SCURA-COUGHLINE ABSENT
VIRGINIA JONES PRESENT

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

VI. APPROVAL OF THE MINUTES

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

March 14, 2022 Regular Meeting

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

VIII. PRESIDENT'S COMMENTS:

Mr Moscatello stated that he is proud to say we were able to bring closure to the Superintendent's five year contract and the three year union agreement. Mr. Moscatello thanked Ms. Risley, Ms. Bilik, Ms. Faye, Mr Jones, Ms. Romano, and Mrs. Siipola.

Mr. Moscatelo read for the Reading Across America Program . He also attended the School Boards meeting this past Thursday.

He stated we are on our way with the CSA Evaluation.

IX. CORRESPONDENCE

1. Thank you letter from local author visit
2. Paw Print Newsletter- Winter Edition
3. Donation Wish List
4. Crafts for Sale - NHA Annual Autism Walk-A-Thon
5. April Calendar

X. COMMITTEE REPORTS-

Personnel & Negotiations – None
Buildings and Grounds / Finance - None
Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

Highlights from the Superintendent include tremendous focus on the budget passing in March and the audit presentation. In addition, work to come to completion is the collective bargaining agreement and the Superintendent's contract, plus Superintendent evaluation occurred.

The never ending cycle of recruitment with ads posted in local and state newspapers, online at NJhire.com, in numerous Sussex County facebook groups, posted at Sussex Community College and Morris County Community College, with Centenary University and sent to all CST Director's/Superintendent's and BOE members. Advertisements have also been placed in the Star Ledger and the NJ Herald. We are short staffed currently, and planning for an opening for ESY that will also see NHA short-staffed.

With just a few short weeks left, staff evaluations are almost 100% complete before our personnel committee reviews them..It is essential to complete these by our timelines and to meet with staff to review their performance. Our consultants are actively finishing up the evaluations from Fredon/Hopatcong.

Superintendent held a workshop on the Fish Philosophy at Hamburg School District and is happy to say that Superintendent Dr. Kim Sigman reached out with nothing but positives to report.

Superintendent attended NJASA Government Relations meeting, Sussex County DOE Summer Think Tank meeting, a regional roundtable of the educational leaders in Northeastern States, and NJASA Diversity and Inclusion meeting.

Northern Hills Academy

March was a literacy-packed month of novels, nonfiction, fantasy, and fun! March's Monthly Curricular Themes were Famous Authors, Women in History, Nutrition, and the Science of Spring. For our March Professional Development and staff meetings, staff were provided training in Dynamic Learning Maps, NJSLA, and Google Suite Troubleshooting with Planet Network. We are currently getting ready for the Dynamic Learning Maps (DLM) state assessment for students with special needs, starting in April.

We filled March with amazing opportunities and instructional activities for our students at NHA. A huge celebration of reading for Read Across America was held this month. We had over 15 Celebrity Readers including local politicians, community business members, community helpers, and our very own Board members. Highlights included Prosecutor Koch, Senator Oroho, Commissioners Petillo and Anthony Fasano, a recent Hopatcong BOE member. A special thank you to Ms. Katie Tackaberry, Speech therapist, and Ms. Corrie Pisciotano for all their hard work in organizing and executing this special event. A local author and previous employee, Lisa Laganella, also came to NHA to read to our students. It was a wonderful experience for everyone.

This month, we made time to reach out to our community partnerships. Ms. Karra Hansen-Mueller's class organized classes in making beautiful St. Patrick's Day and spring creations for our friends at the Veterans' Hospital and The Chelsea at Sparta, a senior assisted living community. Thank you to our teachers, Ms. Karra Hansen-Mueller and Ms. Stephanie DeFelice, and their classes for their hard work.

Project Search

This month was about marketing and student employment meetings. Supervisor John O'Hara has been busy with weekly information sessions flyers for Project SEARCH. These informational sessions have been sent to CST members to send to their parents/students. Project Search offers an info session every Wednesday from 10am-11am and again in the evening from 7pm-8pm. Directly Mr. O'Hara has established connections with new supervisors and directors of special education.

Marketing for the program continues to be 1:1 visits and tours of the program by families and potential candidates. Mr. O'Hara completes these tours and then follows up directly with the school staff and/or parents. Out of the 5 tours given, 4 of the students have applied. The 1 student did not apply because of the COVID vaccine mandate. We now have seven applicants for the Program for the 2022-2023 school year.

Currently the interns started their third and final rotation for the year. The Project Search interns just completed the financial literacy section of the classroom training. The students ended this larger unit with check endorsement. Health and fitness along with time management will continue through the end of the classroom instruction year.

Interns have continued putting patient admission bags together for Patient Experience & Volunteer Services and the interns feel great that they are helping the hospital care for the patients. If Hackettstown Medical Center needs further assistance they will contact us. At Newton Medical Center, the Materials Department had a luncheon for the assigned intern who had positive compliments reported both verbally and through email. Employee recognition is essential and Atlantic Health Services does a beautiful job in including our interns. We are still involved in visiting each department with a cart full of free snacks for employees with Reverend Randy. The administration has this initiative to thank all employees for their hard work and dedication.

As for the fidelity of the program and for the sustainability of candidate success, one adult intern was hired at Hackettstown Hospital in Food Services. He is in the onboarding process now and will be starting April 28th. An additional adult intern in the program will be getting interviewed for Environmental Services this week. The supervisor already told me they want him to work at Newton Medical Center. This is two examples of the win-win collaboration of Atlantic Health, Abilities and Sussex County ESC. When discussing the transferability of skills, we had two interns attend a job fair with our skills trainer from Abilities at Crystal Springs. One intern was hired on the spot and will start part time weekends ASAP and for the other intern, Crystal Springs reported they will be getting back to him this week.

Additional support for the program include Supervisor John O'Hara conducting a Parent training Webinar with The ARC of NJ called "Planning is Vital." He also attended OSHE Career Accelerator Internship Grant Informational Session and The Facing the Future Virtual Event through The BOGGS Center. Mr. O'Hara led an Information Session in Phillipsburg with Abilities to promote Project SEARCH. Both Supervisor and Superintendent attended the Project Search Statewide meeting virtually. Finally, International Project Search has requested that our program complete an abstract proposal for the Project Search National Convention in July 2022 in Baltimore. The request was made to the Superintendent to outline the successful journey of an intern to sustainable employment, based on a recent graduate of our program.

The best part of the month would have to be the six intern Employment Planning Meetings. These planning meetings showcase the interns and what they think about their performance on the job. It includes Mr. O'Hara, Superintendent Romano, parent, DVR counselor, Abilities Skill Trainer, their Mentor from Newton Medical Center and the intern. Each intern reflects on how their strengths and weaknesses led to performance reviews. The interns speak to their successes and/or their challenges. They round out the meeting by discussing their final rotation.

XII. BUSINESS ADMINISTRATOR'S REPORT

On Thursday night, with the thunderstorms in the area, the fire alarm panel was fried. They are not sure if it came in through the phone lines or the electrical lines. ABCODE was on site on Friday to install a new panel.

The business office is working with Brown & Brown regarding the open enrollment for health insurance and we have a meeting scheduled for this Thursday.

Mr. Zitone is scheduled to do the concrete work the week of spring break. The railings will be done that week or the week after if they run out of time.

XIII. PUBLIC PARTICIPATION

There was no public participation.

Mr. Moscatello reviewed the Superintendent Contract and the Memorandum of Agreement with the union. Mr, Moscatello stated Ms. Powell did a great job as the leadership person.

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 resignation:

Martha O'Mara - Effective 3/28/2022

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the memorandum of agreement with the Educational Services Employees' Association from July 1, 2022 - June 30, 2025, as attached.
3. **RESOLVED**, upon the recommendation of the Superintendent that Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time paraprofessionals for the 2021-2022 school year, effective April 5, 2022, not to exceed 28 hours a week.

NAME	POSITION	STEP	21-22 SALARY	Effective Date
TBD	Part-time Paraprofessional	Not to exceed step 16	Not to exceed \$23.10 per hour	April 5, 2022 - June 30, 2022
TBD	Part-time Paraprofessional	Not to exceed step 16	Not to exceed \$23.10 per hour	April 5, 2022 - June 30, 2022
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TBD	Part-time Paraprofessional	Not to exceed step 16	Not to exceed \$23.10 per hour	April 5, 2022 - June 30, 2022

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the 5 year contract for Andrea Romano Superintendent, as attached.
5. **RESOLVED**, upon the recommendation of the Superintendent that Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time school nurse for the 2021-2022 school year, effective April 5, 2022, not to exceed 28 hours a week.

NAME	POSITION	STEP	21-22 SALARY	Effective Date
TBD	Part-time Nurse	Not to exceed step 15	\$40.01	April 5, 2022 - June 30, 2022

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of a substitute school nurse for the 2021-2022 school year, effective April 5, 2022, not to exceed 28 hours a week

NAME	POSITION	STEP	21-22 SALARY	Effective Date
TBD	Substitute Nurse	N/A	\$150.00 per diem	April 5, 2022 - June 30, 2022

MOVE: Ms. Risley		2ND: Ms. Carlson	
Andover Aye	Byram Aye	Franklin	Fredon
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Lenape Valley	Newton Aye	Stanhope Aye
Sussex-Wantage Aye Abstain #4	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:

March 30th Payroll	\$160,666.55
March Bills (Fund 10)	\$ 99,709.31

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for January (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for January 2022.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for January in the amount of \$31,370.00.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for February (as attached).
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for February 2022.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase for November in the amount of \$51,586.72.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of REAP Grant for the 2022-2023 school year

MOVE: Mr. Hoffman		2ND: Ms. Risley	
Andover Aye	Byram Aye	Franklin	Fredon
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Lenape Valley	Newton Aye	Stanhope Aye
Sussex-Wantage Aye Abstain #4	Vernon	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
Kathleen Fugaro	3/17/22	Digital Transformation	Online	Free	0
Corrie Pisciotano	3/17/22	Digital Transformation	Online	Free	0
Andrea Romano	3/22/22	Live Well. Lead Well. Student Care Expert Forum	Online	Free	0
Andrea Romano	3/22/22	An Intro to Creating Trauma-Informed Learning Environments	Online	Free	0
Lisa Christiansen	4/15/22	Immunizing Against Misinformation: Sharing Solutions	Online	Free	0
Lisa Christian	4/7/22	Squashing ANTs	Online	Free	0
Lisa Christiansen	5/3/22	Adolescent Health Symposium 2022	Online	Free	0
Lisa Christiansen	5/24/22	Immunizing Against Misinformation: Sharing Solutions	Online	Free	0
Jennifer Cook	5/24/22	Patriots' Path Council - Boy Scouts of America Tribute to Women Awards Luncheon	Perona Farms, Andover, NJ	\$95	0
Andrea Romano	5/24/22	Patriots' Path Council - Boy Scouts of America Tribute to Women Awards Luncheon	Perona Farms, Andover, NJ	\$95	0
Lisa Christiansen *Added	4/7/22	Good Grief Schools Webinar	Online	\$0	0
Lisa Christiansen *Added	5/3/22	Adolescent Health Symposium 2022	Online	\$0	0
Lisa Christiansen *Added	5/24/22	22 NJ Immunization Conference	Online	\$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	3/22/22	Purchasing	Whippany	\$100.00	

3. **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 2021-2022 school year:

Hampton Township School District
North Warren Regional School District

MOVE: Ms. Carlson		2ND: Ms. Faye	
Andover Aye	Byram Aye	Franklin	Fredon
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Lenape Valley	Newton Aye	Stanhope Aye
Sussex-Wantage Aye Abstain #4	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:

P 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
P 2451	Adult High School (M) (Revised)
R 2460.30	Additional/Compensatory Special Education and Related Services (M) (New)
P 2622	Student Assessment (M) (Revised)
R 2622	Student Assessment (M) (New)
P 3233	Political Activities (Revised)
P 5460	High School Graduation (M) (Revised)
P 5541	Anti-Hazing (M) (New)
P 7540	Joint Use of Facilities (Revised)
P & R 8465	Bias Crimes and Bias-Related Acts (M) (Revised)
P 9560	Administration of School Surveys (M) (Revised)

MOVE: Ms. Risley		2ND: Ms. Faye	
Andover Aye	Byram Aye	Franklin	Fredon
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny
Lafayette Aye	Lenape Valley	Newton Aye	Stanhope Aye
Sussex-Wantage Aye Abstain #4	Vernon	Wallkill Valley Aye	

Motion is carried.

E. BUILDINGS AND GROUND

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

Motion pass Yay / Nay

XV. OLD BUSINESS

1. Superintendent Evaluation - Reminder to complete b April 21, 2022.

NEW BUSINESS:

1. Substitute Nurse Rates - Mr. Moscatello asked what districts are paying substitute nurses. He stated we are going to be looking at the rates. Mr. Hoffman shared the average is \$245 per diem.

XVI. PUBLIC PARTICIPATION

There was no public participation.

XVII. OTHER BOARD ACTION

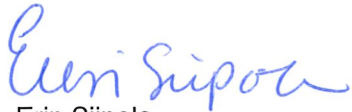
There was no other board action.

XVII. ADJOURNMENT

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

At 7:44 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING:

May 2, 2022 AT 7 PM BOARD OF DIRECTORS