

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

November Minutes

November 6, 2023

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. OATH OF OFFICE

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

VI. ROLL CALL

ANDOVER	JANE BYRON	PRESENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	PRESENT
FRELINGHUYSEN	KIMBERLY NEUFFER	ABSENT
GREEN	CJ BILIK	PRESENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	ABSENT
SPARTA	WALTER KNAPP	PRESENT
STANHOPE	GIL MOSCATELLO	PRESENT

SUSSEX-WANTAGE	NICK D'AGOSTINO	PRESENT (Arrived 7:08 pm)
VERNON	CARL CONTINO	ABSENT
WALLKILL VALLEY	VIRGINIA JONES	PRESENT

ALSO PRESENT: Erin Siipola - Business Administrator / Board Secretary

VII. APPROVAL OF THE MINUTES

Motion by Mr. Knapp, Seconded by Mr. Byron, to approve the following minutes:

October 2, 2023 Regular Meeting

Voice vote: All voiced in favor. Abstain: Mr. Bilik, Ms. Risley Motion is carried.

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated there were a couple of meetings. On October 19th the personnel committee met. There were a lot of phone calls. Sussex ESC are still short paraprofessionals at NHA. SCESC is looking to hire a School Psychologist.

Ms. Carlson has handed in her letter of resignation from the Board of Directors. She will be missed. She is taking a position on the Lafayette Township Council.

Mr. D. Agnostino arrived.

IX. CORRESPONDENCE

1. Letter of Resignation - Lisa Carlson

X. COMMITTEE REPORTS-

Personnel & Negotiations – Met on October 19, 2023 - Mr. Moscatello stated we will discuss in executive session.

Buildings and Grounds / Finance - None

Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

Since the last BOE meeting, all programs have had some amazing staff/student/parent or community interactions. Northern Hills Academy held several Fall activities where the students engaged with community members and had great fun. NHA students have been visiting the local Dunkin Donuts and practicing communication skills, prevocational skills and recreation skills. Students and staff take orders from their peers at NHA and then walk to the restaurant. While at the restaurant, they practice socializing with their class in a relaxed environment. Speech staff are working with students and their devices to prompt them to order from the menu, have conversation starters while eating their meals and to practice socialization skills of greeting other

customers. Dunkin Donuts staff love that our students come and do this and have commented how respectful and engaged the students are while in their restaurant.

Also at NHA, staff has been preparing for the winter holidays. Thanksgiving planning for our Annual Bake-Off and our Thanksgiving Feast is occurring. Students explore the theme of Native American Month and apply the knowledge to activities in November. NHA students walk to the food pantry to assist in creating bags for families. They also look for food to use in creating baked goods or meal planning for NHA students.

Holiday preparations have begun for the winter holidays - a full slate of activities have been planned. The Winter Choir has been formed and is working on songs for their concert.

Main office staff, Admin. Asst Corrie Pisciotano and Office Clerk Nancy Daly have been working to streamline all documents that go home to Parents and/or are posted online in the Parent Backpack section of our website. They have sent home all student progress reports and 1st marking period report cards. Each has an assigned list of tasks that they complete monthly and both have done a superior job at ensuring the communication between school and home is seamless.

The interns at the hospitals have been involved in their programs and are almost complete with their first rotations. Supervisor John O'Hara presented the "Outrageous Outcomes" presentation in Atlantic City. He stated the program was well attended and that he was fortunate to create some contacts from the presentation. Kudos to John and the team at Atlantic Health for making the presentation so successful.

Non-Public program has submitted all state reports for the 2022-2023 school year with figures for each school district and non-public program. School districts were required to submit all their financials and students serviced under each category of Chapter 192, Chapter 193 and Nursing. We supplied all the ESC data to those schools. We have been working on attaining the figures for each of the Non-Public Schools to spend down their IDEA money to provide services for students in the 2023-2024 school year. The funding has been identified for the public schools and then SCEESC works with the non-public schools on how best to spend the funding. In the school district grants, the funding is identified as purchased professional services.

XII. BUSINESS ADMINISTRATOR'S REPORT

Open enrollment will be held this month for all full time employees to sign up or renew their Flexible Spending accounts for 2024. Lindy and I will be meeting with the staff during a staff meeting to explain the FSA to staff.

HVAC winter startup and filter changes will be completed over Teachers Convention.

George Zitone will be installing a new door on 107A because the window has been kicked out several times. The new door will have a higher window to prevent this from happening again.

The extinguisher inspection has been completed and everything was found to be in working order.

XIII. PUBLIC PARTICIPATION

There was no public participation.

XIV. EXECUTIVE SESSION

Motion by Mr. Knapp, seconded by Ms. Risley, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:11 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 November 6, 2023 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. Risley, seconded by Mr. Bilik, to close the Executive Session, all voiced in favor at 7:32 p.m.:

XV. 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 the resignation of the following staff:

NAME	POSITION	EFFECTIVE DATE	NOTES
Greg Farley	Principal	12/20/23	

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following part-time paraprofessionals up to 28 hours, for the 2023-2024 RSY program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Sheyla Gutierrez	Part time Paraprofessional	1	\$15.40 per hour	10/3/23 - 6/30/24	

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time

paraprofessionals up to 28 hours, for the 2023-2024 RSY program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
TBD	Part time Paraprofessional	Not to exceed step 16	Not to exceed \$23.50 per hour	TBD	
TBD	Part time Paraprofessional	Not to exceed step 16	Not to exceed \$23.50 per hour	TBD	
TBD	Part time Paraprofessional	Not to exceed step 16	Not to exceed \$23.50 per hour	TBD	
TBD	Part time Paraprofessional	Not to exceed step 16	Not to exceed \$23.50 per hour	TBD	

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following stipends for the Green and Blue Team members at Northern Hills Academy from September 1, 2023- June 30, 2024.

Blue Team Members:			
Member:	Melanie Radice	Year 2	Stipend \$200

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the principal waiver for the 2023-2024 school year.
6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of Keely Schmerber at step BA 1, \$55,000 as a long term substitute at NHA from December 4, 2023 through June 30, 2024..
7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of the following full time certificated staff for the 2023-2024 school year. ***Added**

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
TBD	School Social Worker	Not to exceed MA+30 15	Not to exceed \$81,900	TBD	

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

October Payroll	\$ 392,541.93
November (Fund 10)	\$ 96,712.80
November (Fund 20)	\$ 80.08

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for July 2023 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$8,333.00 for July 2023.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for August 2023 (as attached).
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for August 2023.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$68,607.00 for August 2023.
7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the New Jersey Schools Insurance Group Safety Grant in the amount of \$2,000.

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

Motion is carried.

C. PROGRAMS AND SERVICES

1. **RESOLVED**, upon 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
Rachael Tucker	October 4, 2023	DOE Presentation on NJ SCI Platform	Virtual	0	0
Andrea Romano	October 4, 2023	DOE Presentation on NJ SCI (School Climate Improvement) Platform	Virtual	0	0
Andrea Romano	October 11, 2023	Envisioning the 2030 Landscape for Special Education: A Strategic Conversation about the Expanding Autism Spectrum Population.	Virtual	0	0
Andrea Romano	October 11, 2023	Combatting Teacher Shortages: Strategies for Classroom Balance and Learning Success	Virtual	0	0
Andrea Romano	10.12.23	5 Ways to Get School Discipline Right	Virtual	0	0
Andrea Romano	October 12, 2023	Empowering Education Service Centers for	Virtual	0	0

		Regional CTE Success			
Andrea Romano	October 18, 2023	Lessons from the Field - Miniseries on Supporting Students' Social, Emotional, Behavioral, and Academic Well-Being and Success	Virtual	0	0
Andrea Romano	October 19, 2023	5 Low Burden & High Impact Behavior Interventions	Virtual	0	0
Andrea Romano Wade Dendy Julia Davore Krystina Swyryt	October 24, 2023	NJCEC Webinar - School Safety Responses for Students with Exceptionalities: Suggested Practices	Virtual	0	0
Andrea Romano	October 25, 2023	How Schools Can Protect Against the Nine Types of Active Shooter	Virtual	0	0
Andrea Romano	October 25, 2023	Understanding Social Anxiety and School Avoidance: Overcoming Barriers to Education	Virtual	0	0
Andrea Romano	October 26, 2023	Educating Deaf Students 10 Tips	Virtual	0	0

Rebecca Nitka	November 1, 2023 or	Assumed Knowledge: Strengthening the Core of Social Cognition	Virtual - pre recorded can watch at anytime	0	0
Andrea Romano	November 1, 2023	Considering the Causes of Youth Aggression	Morristown, NJ	0	0
Ellina Ryzhik	November 3, 2023	Interactive Art Therapy Directive	Hardyston, NJ	0	0
Kathleen Grennan	November 3, 2023	Interactive Art Therapy Directive	Hardyston, NJ	0	0
Danielle Morganroth	November 3, 2023	Interactive Art Therapy Directive	Hardyston, NJ	0	0
Dawn DiLascio	November 3, 2023	Interactive Art Therapy Directive	Hardyston, NJ	0	0
Ashley Ell Anna Gelpke	November 9, 2023	Shanno Archer: Building Language with AAC - Going Beyond Requesting	Virtual - pre-recorded lecture	0	0
Andrea Romano	November 8, 2023	Special Education Essentials: Supporting Every Student	Virtual	0	0
Wade Dendy	November 14, 2023	Nurtured Heart Approach	Virtual	0	0
Rachael Tucker	November 14, 2023	Nurtured Heart Approach	Virtual	0	0
Ellina Ryzhik	November 15, 2023	MTSS Training	Phillipsburg, NJ	0	TBD
Kathleen Grennan	November 15, 2023	MTSS Training	Phillipsburg, NJ	0	TBD
Danielle Morganroth	November 15, 2023	MTSS Training	Phillipsburg, NJ	0	TBD

Dawn DiLascio	November 15, 2023	MTSS Training	Phillipsburg, NJ	0	TBD
Veronika Banach	November 15, 2023	MTSS Training	Phillipsburg, NJ	0	TBD
Adrianna Velez	November 15, 2023	MTSS Training	Phillipsburg, NJ	0	TBD
Erin Siipola	November 15, 2023	How to Manage & Organize Accounts Payable	Webinar	0	0
Erin Siipola	November 17, 2023	Facilities SDA Grant/ NJQSAC	Whippany, NJ	\$125.00	TBD
Corrie Pisciotano	November 17, 2023	NJ DOE	CCM, Randolph, NJ	0	\$17.86
Erin Siipola	November 29, 2023	How to Plan and Monitor a Budget	Webinar	0	0
Rachael Tucker	12.4.23 - 12.8.23	NHA Certification Training Intensive (CTI)	Virtual	0	0
Erin Siipola	December 5, 2023	Managing Multiple Priorities, Projects and Deadlines	Webinar	0	0
Erin Siipola	December 6, 2023	Payroll Law	Webinar	0	0
Erin Siipola	December 12, 2023	Understanding Financial Statements	Webinar	0	0
Chloe DeLuca	December 14, 2023	Differentiated Math Centers for Education Part 1	Virtual	0	0
Erin Siipola	January 16, 2024	Preschool Overview	Whippany, NJ	\$125.00	TBD
Chloe DeLuca	January 25, 2024	Differentiated Math Centers for Education Part 2	Virtual	0	0
Erin Siipola	1/31/23	Workers' Comp	Webinar	0	0

Andrea Romano	February 7, 2024	Special Education Essentials: IEP Implementation	Virtual	0	0
Veronika Banach	February 26, 2023	CST Training Series #1	New Providence, NJ	\$300 for 3 sessions (1/3)	72 miles
Veronika Banach	March 4, 2023	CST Training Series #2	New Providence, NJ	(2/3)	72 miles
Veronika Banach	March 14, 2023	CST Training Series #3	New Providence, NJ	(3/3)	72 miles
Chloe DeLuca	March 14, 2023	Assessment Prac for Educators	Virtual	0	0
Andrea Romano	March 20, 2024	Special Education Essentials: The Least Restrictive Environment	Virtual	0	0
Erin Siipola	March 21, 2024	Purchasing	Whippany	\$125.00	TBD
Andrea Romano	May 1, 2024	Special Education Essentials: IEP v. 504	Virtual	0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised contract with Performance Pediatrics for the 2023-2024 school year, as attached.

3. **RESOLVED**, that the following appointment be made for the period of November 6, 2023 – June 30, 2024:

WHEREAS, there exists a need for an Educational consultant, and

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

WHEREAS, the Local Public Contracts Law N.J.S.A. 18A:18A-5 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:

Pamela Brillante be appointed to provide Educational Consulting Services at a rate \$125 an hour for hourly services for a maximum amount not to exceed \$100,000 for the period of November 6, 2023 – June 30, 2024.

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 2023-2024 contracts for a maximum amount not to exceed \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its November 6, 2023 regular meeting:

Pamela Brillante - Educational Consultant

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

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

Motion is carried.

E. POLICY

- RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following policies and regulations as a second reading:

- P 2270 Religion in the Schools (Revised)
- P & R 2419 School Threat Assessment Teams (M) (New)
- P 3161 Examination for Cause (Revised)
- P & R 3212 Attendance (M) (Revised)
- P 3324 Right of Privacy (Revised)
- P & R 4212 Attendance (M) (Revised)
- P 4324 Right of Privacy (Revised)
- P & R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P & R 5116 Education of Homeless Children and Youths (Revised)

MOVE: Ms. Risley		2ND: Ms. Byron	
Andover Aye	Byram Aye	Franklin Aye	Frelinghuysen
Green Aye	Hamburg Aye	Hardyston Aye	Kittatinny Aye
Lafayette Aye	Newton	Sparta Aye	Stanhope Aye

Sussex-Wantage Aye	Vernon	Wallkill Valley Aye	
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Motion is carried.

F. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Comprehensive Maintenance Plan & M-1, as attached.
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the winter snowing plowing proposal with Greco Landscaping & Lawn Maintenance, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Jan Pro for Custodial services from October 10, 2023 - June 30, 2024 at a rate of \$520 for three day emergency service for October and \$700 per month for 20 hours a month.

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

Motion is carried.

XVI. OLD BUSINESS:

NEW BUSINESS:

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Lisa Carlson.

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

Motion is carried.

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. Bilik all voiced in favor.

At 7:43 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

**Important dates:
Regular Board of Directors Meeting:
December 4, 2023 at 7 PM**