

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

January Minutes

January 9, 2023

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Mocatello 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.

Mr. Moscatello introduced Dr. Greg Farley principal at Northern Hills Academy.

V. OATH OF OFFICE *Added

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

VI. ROLL CALL

ANDOVER	MARIA DUNBAR	ABSENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	PRESENT
GREEN	MARIE BILIK	PRESENT
HAMBURG	ROBERT JONES	PRESENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
LENAPE VALLEY	RICHARD KUNCKEN	ABSENT
NEWTON	JOANIE FAYE	PRESENT

SPARTA	TBD	ABSENT
STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	NICK D'AGOSTINO	PRESENT
VERNON	THERESA SCURA-COUGHLIN	ABSENT
WALLKILL VALLEY	VIRGINIA JONES	PRESENT

ALSO PRESENT: Andrea Romano - Superintendent
 Erin Siipola - Business Administrator / Board Secretary
 Greg Farley - Principal
 Breelagh D'Agostino - Member of Public

VII. APPROVAL OF THE MINUTES

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

December 5, 2022 Regular Meeting
 December 5, 2022 Executive Session

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

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello welcomed everyone back for another year at NHA. He stated he is glad 2022 is behind us. There is a new principal in the building and Mr. Moscatello met with him on 1/5/23. There was also a finance committee meeting on 12/19/22.

IX. CORRESPONDENCE

1. German Christmas Market Tree Committee Thank you
2. Sussex County Educational Services Commission selected to Participate in Developing Resilience with Engaging Approaches to Maximize Success (DREAMS) Program.
3. Project Search Newsletter ***Added**

X. COMMITTEE REPORTS-

Personnel & Negotiations – None

Buildings and Grounds / Finance - Met on December 19, 2022 - Ms. Risley stated rates were discussed for the 23/24 school year. There will be a 3% increase for next year. Staffing was discussed at the meeting.

Programs and Services / Policy - Ms. Carlson stated there was no meeting but policies were reviewed.

XI. SUPERINTENDENT'S REPORT

NHA

Northern Hills Academy had a fantastic December. It was filled with Winter Wonderland themes. Staff was really engaged in all of the activities and lessons with their students. Our first big event, Cocoa and Caroling with the Parents, was held. It was led by OT Rachael Tucker. She has held a choral club with two groups of students who love to sing. The students practiced in the Choral Club and within their classrooms to sing winter/holiday songs for the parents. What an incredible activity!!!

Students and staff participated in the door decorating contest and each classroom had specific categorical wins. Bulletin boards and the cafeteria were decorated for our winter festivities. Our PT's Ms. Dawn and Ms. Lia held YouTube Videos of Elf Races, and students really enjoyed dodging arctic animals, picking up presents and jumping moguls. Students and staff worked up a sweat!

To implement some de-stressing activities, the Superintendent led "Mindful Meetings" on Mondays and Friday's. These were activities to help staff cope with the stress of the season. Topics include ways to implement self-care and opportunities to laugh with each other. It was a drop in sessions and staff seemed to enjoy them. We celebrated our Secret Snowflakes as a staff and attempted to hold a staff breakfast, but were unable to due to a power failure.

Students finished taking the Fall Dynamic Learning Map activities and attended the training. This should meet the requirements for the Spring testing also.

Students in two classrooms have continued to participate in weekly field trips to the food pantry. Students were able to secure bags of food for the classmates, and items to use to cook within our class cooking activities. Mrs. Valerie at the Sparta Food Pantry, has provided students with community activities that connect back to the classrooms and volunteering.

Superintendent has met with and worked with the Sussex County Prosecutor's Office to update our digital maps of the school facility.

Project Search

December was an exciting month at Project Search. The interns wrote their Employment Planning Meeting (EPM) notes, conducted their own Employment Planning Meetings and practiced speaking on their own for their individual zoom EPM meetings. They were able to sit by themselves and run the meeting. I am very proud of them - it is not an easy thing for communicatively handicapped students to complete. The process entailed the interns creating a document and emailing the document to Mr. O'Hara for review. This was an exercise on advancing their technology skills. Some needed assistance and will perfect it by their next Employment Planning Meeting.

We continue to be involved in distributing snacks with Rev. Randy twice a month - it is the hospital initiative to show employees they are appreciated and valued. This is assisting our interns immensely with their communication skills and was evident with how they conducted themselves at their Employment Planning Meeting. The activities that we engage in at Newton Medical Center seem like fun activities, however, we are utilizing these moments as teachable moments to support our goals.

Another student, parent and caseworker took a tour of the program and were very impressed with what we do and interested in applying. We have 5 additional tours in the hospital set up for the month of January. The skills trainer and I continue visiting various departments to see if Project SEARCH interns can assist them in any way this year and for the future.

“Soothing Paws” came to our classroom with their service dogs to demonstrate what they do here for Atlantic Health. The interns actively participated and had great questions for the presenters.

Upon return in January, the interns are all set in their new internships.

XII. BUSINESS ADMINISTRATOR’S REPORT

Nonpublic is in the process of making some changes to the procedures for billing. Pam Cunning who is an educational consultant for Sussex ESC and has experience with nonpublic has been working with the nonpublic office on billing procedures. There are a few meetings scheduled for this.

The dishwasher in the Bear’s Den has been replaced.

The business office is working on 1099’s that will be going out this month to our vendors.

We are still experiencing a delay in the FSA cards to our employees due to the supply chain shortage.

We will begin working on the budget this month.

XIII. PUBLIC PARTICIPATION

There was no public participation.

XIV. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following student intern for the Spring Semester (January 2023-June 2023) upon completion of all required paperwork;

NAME	POSITION	EFFECTIVE DATE	College	NOTES
Alexis Castanheira	Level 1 OT Intern	February 1, 2023- April 30, 2023	Kean University	10 sessions

2. **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 2022-23 school year pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Katie Mazzella	Para-professional	1	\$15.25	12.20.22 - 06.30.23	
Martin McKernan	Para-professional	15	\$22.00	01.03.23 -	

				06.30.23	
TBD	Para-professional	1	\$15.25	01.03.23 - 06.30.23	

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

NAME	Position	Stipend	MEMO
Elizabeth Williams	Para-Professional	\$100.00 (prorated: begin in November 2022)	To be paid out at the end of 2022-2023 school year as per CBA.

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following staff members for the Green Team (crisis team) as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Sara Femiano	Supervisor	N/A	

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following staff members for the Blue Team (medical emergency team) as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Joann Johnson	Para-professional	\$100.00-prorated (last day was December 2, 2022)	To be paid out at the end of 2022-2023 school year as per CBA.
Sara Femiano	Supervisor	N/A	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors correct the following social worker internship dates

NAME	COLLEGE	PROGRAM	MEMO
Claire Wu	Fordham	Social Worker	9.13.22-12.16.22

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following staff members for the Blue Team (medical emergency team as per the criteria set by SCESC and the Collective Bargaining Agreement 2022-2025:

NAME	Position	Stipend	MEMO
Elizabeth Williams	Para-Professional	\$100.00 (prorated: begin in January 2023)	To be paid out at the end of 2022-2023 school year as per CBA.

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Michelle Kozlowski for an additional \$.35 per hour for associates degree effective October 25, 2022. ***Added**
9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the salary increase for employee #37801644 in the amount of \$6,000 from January - June 2023 for a total salary of \$48,204. ***Added**

MOVE: Mr. Hoffman		2ND: Ms. Risley	
Andover	Byram Aye	Franklin Aye	Green Aye
Hamburg Aye	Hardyston Aye	Kittatinny Aye	Lafayette Aye
Lenape Valley	Newton Aye	Sparta	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:

December Payroll	\$ 287,142.15
January (Fund 10)	\$ 113,040.00

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

Motion is carried.

C. PROGRAMS AND SERVICES

1. **RESOLVED**, 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
Jackie Klinger	3.21.23	Purchasing	Whippany	\$175	TBD
Erin Siipola	3.21.23	Purchasing	Whippany	\$125	\$0
Andrea Romano	12.13.22	Developing Effective Paraeducators: Best Practices	online	\$0	0
Andrea Romano	12.14.22	December – Countering the Winter Blues	online	\$0	0
Andrea Romano	1.11.23	January - Getting Proactive with Threat Assessments	online	\$0	0
Brian Wittman	1.11.23	Financial Literacy Workshop	Edison, NJ	0	\$44.18
Andrea Romano	2.8.23	February - Balanced Calendar & Scheduling	online	\$0	0
Andrea Romano	3.8.23	March - Mastery-based Learning	online	\$0	0
Andrea Romano	4.12.23	April - Partnerships to Support Culturally	online	\$0	0

		Relevant Learning			
Andrea Romano	5.10.23	May – The Power of Youth Co-Design	online	\$0	0

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Sunbelt Staffing, LLC to provide services from January 10, 2023 through June 30, 2023 per the attached rate sheet.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached rates for the 2022-2023 school year, as attached.

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

Motion is carried.

Ms. Romano stated the rate increase for next year is 3%.

D. POLICY

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

COVID-19 Policy Updates

- P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (Abolished)
- P 1648.13 School Employee Vaccination Requirements (M) (Abolished)

Bylaw, Policy, and Regulation Updates

- P 0152 Board Officers (Revised)
- P 0161 Call, Adjournment, and Cancellation (Revised)
- P 0162 Notice of Board Meetings (Revised)
- P & R 2423 Bilingual and ESL Education (M) (Revised)
- P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)
- R 2425 Emergency Virtual or Remote Instruction Program (M) (New)
- P & R 5200 Attendance (M) (Revised)
- P 5512 Harassment, Intimidation, or Bullying (M) (Revised)

- P 8140 Student Enrollments (M) (Revised)
- R 8140 Enrollment Accounting (M) (Revised)
- P & R 8330 Student Records (M) (Revised)
- R 8420.2 Bomb Threats (M) (Revised)
- R 8420.7 Lockdown Procedures (M) (Revised)
- R 8420.10 Active Shooter (M) (Revised)

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

Motion is carried.

E. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised contract with Jan Pro from January - June 2023 in the amount of \$700 per month. ***Added**

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

Motion is carried.

XV. OLD BUSINESS:

NEW BUSINESS:

1. Meet and Greets with Dr. Greg Farley will be held on January 17th in person and January 19th virtually.
2. Superintendent Evaluation

XVI. PUBLIC PARTICIPATION

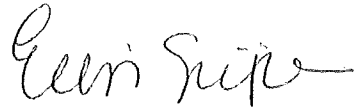
There was no public participation.

XVII. ADJOURNMENT

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

At 7:44 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

**Important dates:
Regular Board of Directors Meeting:
February 6, 2023 at 7 PM**