

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

September Agenda

September 12, 2022

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

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

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
BYRAM	MARY ANN RISLEY
FRANKLIN	JR GIACCHI
GREEN	MARIE BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	MOIRA DOUGLAS
LAFAYETTE	LISA CARLSON
LENAPE VALLEY	MIKE ROSSI
NEWTON	JOANIE FAYE
SPARTA	PATRICK MCKERNAN
STANHOPE	GIL MOSCATELLO
SUSSEX-WANTAGE	NICK D'AGOSTINO
VERNON	RUSS ROGERS
WALLKILL VALLEY	VIRIGINIA JONES

VI. OATH OF OFFICE

VII. OTHER BOARD ACTION

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Richard Kuncken as a Board of Director from Lenape Valley.

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

VIII. APPROVAL OF THE MINUTES

Motion by _____, Seconded by _____, to approve the following minutes:

August 22, 2022 Regular Meeting
 August 22, 2022 Executive Session

Voice vote:

IX. PRESIDENT'S COMMENTS:

X. CORRESPONDENCE

1. Office of State Comptroller letter
2. Parent Calendar- September
3. Lunch Menu
4. Bear-Wear Flier
5. Fall Fest Flier:
6. Staff PD Calendar September and October 2022
7. Board Committee 2022-2023

XI. COMMITTEE REPORTS-

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

XII SUPERINTENDENT'S REPORT

The opening of school was seamless. SCESC staff spent two days of orientation identifying goals and expectations, reviewing procedure and policy and in general acclimating to new staff. Several different staff members presented information to staff that was essential. Human resources staff, made up of Jackie Klinger and Corrie Pisciotano presented about employee information and how to access it. Both

Administrative Assistants also presented on procedures for the Business Office and procedures for the Main Office. Business Administrator presented on Purchasing Policy while Superintendent presented on additional required policy, procedures and the employee handbook. The team of Supervisor Sara Femiano and Social Worker Wade Dendy presented on Trauma Related Strategies. The district nurse Lisa Christiansen and Physical Therapist Dawn Kuncken, along with some of the new occupational therapy staff members presented on safety of student equipment and the hoist lift. They demonstrated the appropriate ways to lift and move students.

All staff members were given time to review their student placements, develop student schedules and begin to identify their curricular responsibilities. Programming planning is essential for students and staff were able to use constructive time to plan accordingly.

On September 26, 2022, NHA will be hosting a Fall Fest. Virago Music, the drummers, will be on campus to do outdoor music workshops with students and then a culminating activity with students and their families. We will be serving apple cider, apples, and pumpkin flavored snacks.

Project Search had a successful opening with the interns and Newton Medical Center. Both President/CEO of the hospital Bob Adams and the entire HR Team welcomed the interns back and supported the message/vision of Project Search. Interns have been busy completing the tasks of onboarding for Newton Medical Center/Atlantic Health Systems.

Non Public programming staff have been busy identifying student rosters at each school and starting services. Speech continues to be a problem with meeting the service plans of students. Outreach to community agencies has occurred and speech is the only related service that has been unable to be met. Conversations with the district will occur to determine the best course of action.

Public Itinerant programming has started and all itinerant staff have been assigned. Staff has introduced themselves to each public school district/administrative team and now are beginning to work with students.

Andrea Romano, Superintendent and Pam Cuning, Consultant, will be presenting Balancing Functional and Academic Programming at the October County-Wide Inservice Day.

XIII. BUSINESS ADMINISTRATOR'S REPORT

The business office has been busy getting all new hire paperwork completed and employees entered into pension and health benefits.

We presented at staff orientation about the purchasing policy, timesheet preparation, Request for time off, and affirmative action.

The lights in the parking lot have been repaired and the timer has been set. R. Poust was in to change the UV lights and filters in the HVAC system for the start of the school year.

XIV. PUBLIC PARTICIPATION

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 with regret the following resignations:

NAME	POSITION	EFFECTIVE DATE	MEMO
Keely Schmerber	Paraprofessional	September 9 2022	
Casey Smith	COTA	August 31, 2022	

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following staff member to be a Long Term Substitute, as needed, for the 2022-23 school year pending completion of all paperwork and meeting requirements of all NJDOE criteria:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Courtney Ross	Long Term Substitute	BA Step 1	\$54,000	9.1.22-6.30.22 as needed	

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Certified Occupational Therapist Assistant for the 2022-23 school year pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Noah McGowan	COTA	BA Step 1	\$54,000	9.1.22-6.30.23	COTA is a non-tenurable position through the NJDOE.

4. **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
Melanie Radice	Para-professional	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.

Megan Murphy	Para-professional	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.
Kristen VanClief	Para-professional	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.
Joann Johnson	Para-professional	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.
Ashley Pryor	Para-professional	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.
Janet Magistro	Para-professional	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.
Brian Wittman	Teacher	\$100.00	To be paid out at end of 2022-2023 school year as per CBA.
Sara Femiano	Supervisor	N/A	As per CBA
Wade Dendy	Social Worker	N/A	As per CBA
Lisa Christiansen	District Nurse	N/A	As per CBA
Erin McMeen	Nurse	N/A	As per CBA
Joyce DiGioia	Part-Time Nurse	N/A	As per CBA

5. **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
Lisa Christiansen	School Nurse	N/A	As per CBA

Sara Femiano	Supervisor	N/A	As per CBA
Kristen VanClief	Paraprofessional	\$100	To be paid out at end of 2022-2023 school year as per CBA.
Brian Wittman	Teacher	\$100	To be paid out at end of 2022-2023 school year as per CBA.
Meghan Murphy	Paraprofessional	\$100	To be paid out at end of 2022-2023 school year as per CBA.
Courtney Ross	Paraprofessional/ Long Term Substitute	\$100	To be paid out at end of 2022-2023 school year as per CBA.
Wade Dendy	Social Worker	N/A	As per CBA
Joyce DiGioia	Nurse	N/A	As per CBA
Erin McMeen	Nurse	N/A	As per CBA

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following for RSY paraprofessional contract for::

NAME	POSITION	STEP	SALARY	Effective Date	MEMO
Yessica Bravo	Paraprofessional	4	\$16.45 per hour	9.1.22 - 6.30.23	

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following Substitute Teachers for the 2022-23 school year, not to exceed 28 hours a week:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Hema Patel	Substitute Teacher	4	\$16.45 per hour + \$5 per hour	9/1/2022	

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the hiring of the following part time paraprofessionals for the 2022-2023 school year, not to exceed 28 hours a week.

NAME	POSITION	STEP	TOTAL RATE PER HOUR (Includes additional Compensation)	ADDITIONAL COMPENSATION PER HOUR	AMOUNT
Christopher Malone	Part time Paraprofessional	1	\$15.25 per hour		
Barbara DeLorenzi	Part time Paraprofessional	9	\$19.00 per hour		

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following Social Worker internships beginning on September 13, 2022 through June 30, 2022.

NAME	COLLEGE	PROGRAM	MEMO
Claire Wu	Fordham University	Social Worker	

10. **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 #95247920 from September 30, 2022 to on or about January 11, 2023 with benefits, followed by an unpaid leave of absence from on or about January 12, 2023 to April 2, 2023.

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

Motion pass Yay / Nay

B. FINANCE

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

August 30th Payroll	\$ 80,767.92
September (Fund 10)	\$ 126,292.20
August Bills (Fund 20)	\$ 2,926.66

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised Board Secretary's Report for Fund 10 General Fund for June 2022 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for June 2022.

MOVE:		2ND:	
Andover	Byram	Franklin	Green
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Lenape Valley	Newton	Sparta	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass Yay / Nay

C. PROGRAMS AND SERVICES

1. **RESOLVED**, that the Sussex County ESC Board of Directors approve the following professional development activities:

Staff Member	Date	Workshop	Vendor	Location	Cost	Transportation/ Mileage Cost
Stephanie DeFelice	9.22.22	Current Guidelines for Treatment and Behavioral Interventions for Tourette Syndrome and Tic Disorders.	ATTITUDE ADHD Expert	Virtual	Free	N/A
Andrea Romano	9.15.22	Be S.E.L.F.I.S.H., Part 2: Practical Strategies to Reduce Teacher Stress and Improve Well-Being	Ed Web	Virtual	Free	N/A
Shaun Colavita	10.17.22 10.19.22	Prompt Technique-Intro	Morris Union Jointure Commission	MUJC, New providence NJ	\$775	TBD
Kathleen Fugaro	9.30.22	Strategies for the overwhelmed	Fred Pryor	Virtual	\$0.00	\$0.00
Jackie Klinger	9.30.22	Strategies for the overwhelmed	Fred Pryor	Virtual	\$0.00	\$0.00

Martine Koplowitz	10.23.22 10.24.22	Astronaut Training	Vital Links	Webinar	\$400	N/A
Rachael Tucker	9.15.22 10.10.22	Size Matters Handwriting Program	REAL OT Solutions	Webinar-self paced	\$199	N/A

2. **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 2022-2023 school year:

Butler Borough School District
Franklin Borough School District
North Warren Regional
Sussex Charter School

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised 12 month calendar for 12 month employees.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts with the following school districts for non-public school services under 192/193, nursing, IDEA for the 2022-2023 school year:

Sparta Public School District
Hampton Township Public School District
Vernon Township Public School District
Newton Township Public School District
Green Township Public School District
Kittatinny Regional High School
SussexWantage School District

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into tuition contracts with the following school districts for their students to attend educational programs at Northern Hills Academy for the 2022-2023 school year.

Butler Borough School District	Frankford Township School District
Frelinghuysen Township School District	Great Meadows School District
High Point Regional	Hopatcong School District
Jefferson Township School District	Lafayette Township School District
Newton School District	Montague Township School District
North Warren Regional	Randolph School District

Sandyston - Walpack School District	Secaucus School District
Sparta Township School District	Sussex-Wantage Regional
Vernon Township School District	Wallkill Valley Regional
Warren Hills Regional	

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the Developing Resiliency with Engaging Approaches to Maximize Success (DREAMS) Project Letter of Intent, as attached.

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of the COVID-19 Emergency Remote Instruction Program 2022-2023, as attached.

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the submission of Student Safety Data System report for the 21-22 school year, as attached.

MOVE:		2ND:	
Andover	Byram	Franklin	Green
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Lenape Valley	Newton	Sparta	Stanhope
Sussex-Wantage	Vernon	Wallkill Valley	

Motion pass Yay / Nay

D. BUILDINGS AND GROUNDS

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Greco Landscaping & Lawn Maintenance for winter snow removal, per attached.

XVI. OLD BUSINESS:

NEW BUSINESS:

XVII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by _____, seconded by _____, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at _____ 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 September 12, 2022 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 _____, seconded by _____, to close the Executive Session, all voiced in favor at _____ p.m.:

The Board entered into Regular Session entered into Regular Session at _____ p.m.

XVIII. PUBLIC PARTICIPATION

XIX. ADJOURNMENT

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

At _____ P. M.

Important dates:

**NEXT BOARD MEETING
Important dates:
Regular Board of Directors Meeting:
October 3, 2022 at 7 PM**