

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

November Agenda

November 4, 2024

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MRS. ROSS, 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. OATH OF OFFICE

VI. ROLL CALL

District	Board of Director Member	Present	Absent
ANDOVER	BRIAN HERTENSTEIN		
BYRAM	LAUREN PEDERSEN		
FRANKLIN	KATHLEEN CLOHESSEY		
GREEN	CHRISTOPHER BILIK		
HAMBURG	ROBERT JONES		
HARDYSTON	RON HOFFMAN		
KITTATINNY	DEBRA COOK		

LAFAYETTE	SUZANNE ROSS		
NEWTON	JOANIE FAYE		
OGDENSBURG	BRENDAN DONEGAN		
SPARTA	LEIGH MCMICHAEL		
STANHOPE	GIL MOSCATELLO		
SUSSEX TECH	GUS MODLA		
VERNON	CARL CONTINO		
WALLKILL VALLEY	VIRGINA JONES		

VII. APPROVAL OF THE MINUTES

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

October 7, 2024 Regular Meeting

Voice vote:

VIII. PRESIDENT’S COMMENTS:

IX. CORRESPONDENCE

1. November Lunch Menu/Parent Calendar
2. Project Search Flier- Financial Assistance Available
3. Letter to Assembly - Non Public Funding
4. Sparta Community Food Pantry Invitation
5. Thank you Letter to RoNetco Supermarkets, Inc

X. COMMITTEE REPORTS-

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

XI. SUPERINTENDENT'S REPORT

At Northern Hills Academy, we dedicated the entire month of October to celebrating the Week of Respect. This initiative involved a series of engaging and meaningful activities. We began the week on Monday with Pajama Day, encouraging students and staff to embrace the theme of respect in a cozy way. Tuesday featured Team Sports Day, where everyone expressed their team spirit. On Wednesday, we shared plenty of laughter during Wacky Hair Day, followed by Hat Day on Thursday. We concluded the week on Friday with Superhero Day, honoring the heroes among us.

In addition to these activities, students took part in lessons centered around respect and kindness, emphasizing the significance of these values within our school community. A notable highlight was the creation of our evolving Respect Paper Chain, with each link symbolizing recognized acts of kindness and positive behavior. We are eager to see how long this chain will grow as we continue to promote respect daily!

The classrooms have been focusing on academics, social skills, and life skills through participation in a range of engaging activities. Many of our students have been responsible for delivering the morning announcements each day, which include the Pledge of Allegiance, the lunch menu, a lighthearted joke, and a positive message. Furthermore, a number of students are enjoying art class on Tuesdays, working on projects using a variety of materials, including crayons, watercolors, and markers. They exhibit enthusiasm and a strong desire to create artwork that they aspire to present in an upcoming art gallery.

We concluded the month of October with a Halloween celebration and a trunk or treat event. The Speech Team successfully organized this fun-filled day, where staff members and families decorated the trunks of their vehicles and distributed treats to excited students! We had 10 families participate in Trunk or Treat and 22 families show up for the event. That is one successful family engagement activity!

Project Search

Atlantic Health had a Disability Mentor Day on October 16th. The interns explored departments that are not available to us at this time. They loved the Helipad and the medevac - they were able to sit in the helicopter (always a crowd pleaser). This was a great way for us to market the program and possibly open up more departments to us Atlantic Health was able to bring Hackettstown to Newton to participate and lunch was awesome!

The interns have started running the Rolling Resilience snack cart one day a week which helps the interns with hospital navigation, communication skills and makes the program more visible throughout the hospital-the hospital staff was thrilled to see us back in action and asking what departments each intern will be working John O'Hara was invited to attend the Workforce Development Board Employer Recognition ceremony. Atlantic Health of Newton was selected and honored with an award and they thank Project SEARCH for all we do for the hospital. Great Stuff! John O'Hara participated in a Career Fair at Project Self Sufficiency to help promote NHA and Project SEARCH. There was a good turn out. Project Search Staff has been giving tours at both sites and have selected and accepted another Intern and are excited to guide him on his transition journey.

Our first class tour will be held in November. I have set a tour date with a High School in Sussex County. I have been in contact with the Transition Coordinator in the district and they have a student of interest and thinking maybe two. I suggested bringing the class so they can all view the program and see if there are any other students interested. They jumped at the idea.

Marketing efforts continue through follow-up emails and word of mouth. Posters were created and published by the Sparta Public Library. Marketing materials will be delivered to all schools in Sussex, Warren and Morris counties.

Atlantic Health is constructing a web page with the Overlook supervisor of Project SEARCH and me- the webpage will have all

information and “goings on” in the program and our applications will also be available so all interested can fill out an application through the site. This is such a great marketing opportunity for Project SEARCH! Meeting with UCESC and developing more collaborative activities with Overlook, Newton and Hackettstown has also occurred.

Non Public Programming

Services are being completed in multiple schools across the county with a new non-public school pending in Hackettstown. Sparta currently collaborates with SCESC on 5 non-public schools: Pope John High School, Pope John Middle School, Rev Brown, Hilltop Country Day School and Veritas Academy. Green Township collaborates with SCESC on Tranquility Adventis while Sussex Wantage collaborates at Sussex Christian School. Hampton and Kittatinny School districts work in collaboration with Northwest Christian School. Services currently are being provided under the areas of Basic Skills (Chapter 192), Supplemental Instruction (Chapter 193), Related Services of Speech (Chapter 193) and IDEA services of all 3 plus Occupational Therapy/Physical Therapy. Services are also collaborated on with Services for Deaf and Hard of Hearing and Services from Commission of the Blind.

Statewide, Superintendent Romano is on the Non Public Advisory Committee. She is currently working on a response to a new Non Public bill that is at the Senate Education Committee in NJ. This new bill as written would hinder services being provided to the districts.

XII. BUSINESS ADMINISTRATOR’S REPORT

We have continued to be busy in the business office and we are currently working through the annual audit. I have successfully located a mentor to work with me through the Business Administrator Residency Program and I am excited to begin my journey of securing my permanent Business Administrator License. I am continuing to learn more about my role and am confident that working through the residency program will give me the tools needed to be a successful Business Administrator.

I recently traveled to Atlantic City to take part in the NJSBA Conference and was able to make a lot of new connections. I learned many new topics on the subject of Workers Comp and Facilities management. I also connected with multiple vendors that could eventually help us with partnerships in the future.

I am happy to report that it was brought to our attention in the business office that we have more unused grant funds to help us counteract the cost of maintenance and upgrades to our school facilities and intend on using those funds to continue to make improvements and upgrades to our school building.

Monthly Maintenance Work Summary – October 2024

Key Achievements:

- Completed several repairs and installations across the facility, addressing maintenance issues and improving functionality in various rooms and shared spaces.
- Updated and replaced outdated or broken items, enhancing safety and efficiency, such as switching to LED lighting, adding USB wall sockets, and upgrading playground equipment.

Tasks & Deliverables:

- **Maintenance & Repairs:**

- Replaced burnt-out exhaust fan motor in Room 109 and outdated light fixtures in the hallway with energy-efficient LED lighting.
- Repaired desks in multiple rooms, reinstalled office gate after floor construction, and fixed doors, including playground and side doors, ensuring compliance with fire codes.
- Addressed student-related repairs like a broken light switch cover and leaking plumbing.
- **Installations & Upgrades:**
 - Installed a new stove in the Bear's Den, hung a mailbox in the main office, replaced a wall socket with a USB-enabled one, and installed lantern fly traps to support the campus environment.
- **Exterior Projects:**
 - Started and completed outside rail repairs, sprayed lanternflies near the trailer, and received materials for pest control and environmental management on school grounds.

Next Steps & Goals for Next Month:

- Continue with proactive maintenance tasks, monitor and evaluate recent upgrades, and focus on preparing the facility for colder weather

XIII. 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 approve the hiring of the following part-time paraprofessionals up to 28 hours, for the 2024-2025 RSY program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Rasheedah Michel	PT Para	9	\$25.00	11/5/24 - 6/30/25	TBD from the 8/26/24 meeting
Karen Miller	PT Paraprofessional	5	\$20.00	11/5/24 - 6/30/25	TBD from the 8/26/24 meeting
Skyler Clouse	PT Paraprofessional	2	\$20.00	11/5/24 - 6/30/25	TBD from the 8/26/24 meeting
Cassie Luttkke	PT Paraprofessional	3	\$20.00	11/05/24 - 6/30/25	TBD from the 8/26/24 meeting

Layla Jaber	PT Paraprofessional	1	\$20.00	9/3/24 - 6/30/25	TBD from the 8/26/24 meeting
Veronica Cruz	PT Paraprofessional	2	\$20.00	11/05/24 - 6/30/25	

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following certificated staff with benefits for the 2024-2025 school year program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Cristina D'Amico	PreSchool Instructional Coach	MA+3-Step 15	\$84,100 <i>Prorated</i>	January 2, 2024- pending release from position earlier- June 30, 2025	

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the the following part-time para-professionals as a substitute teacher for the 2024-2025 school year

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Erin Gimmelli	Substitute Teacher	12	+\$5.00 per hour	11/5/24-06/30/25	Already a para-professional on staff

4. **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
Anne McCarrick	PT Para-professional	10/18/2024	See attached email.

MOVE:		2ND:	
Andover	Byram	Franklin	Green
Hamburg	Hardyston	Kittatinny	Lafayette

Newton	Ogdensburg	Sparta	Stanhope
Sussex Tech	Vernon	Wallkill Valley	

Motion pass Yay / Nay

B. FINANCE

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

October Payroll	\$444,568.99
October & November (Nov (1-5) (Fund 10)	\$464,730.86
October & November (Nov 1-5) (Fund 20)	\$0

- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for August 2024.
- RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$4,500.00 for Fund 10 and \$33,652.48 for Fund 20 for August 2024.
- REVISE. RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised Board Secretary's Report and Treasurer's Report for July 2024 (as attached).
- REVISE. RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of revised budget transfers for July 2024.
- REVISE. RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$3,000 for July 2024.

MOVE:		2ND:	
Andover	Byram	Franklin	Green
Hamburg	Hardyston	Kittatinny	Lafayette
Newton	Ogdensburg	Sparta	Stanhope
Sussex Tech	Vernon	Wallkill Valley	

Motion pass Yay / Nay

C. PROGRAMS AND SERVICES

1. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve and submit the 2023-2024 HIB Grades Self Assessment - Score 60, as attached.
2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve and submit the Statement of Assurance for the LIEP Three-Year Plan for the NJDOE.
3. **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/ Lodging Cost
Rebecca Nitka	11/15/24	NJDOE: Comprehension & Fluency	Virtual - NJDOE	0	0
Andrea Romano	10.16.24	CASCD Webinar Fearless Schools: Behavior and Attendance	Virtual	0	0
Anthony DeFelice	10/17/24	NJASBO DOL and DOT Refresher & Updates	Birchwood Manor - Whippany	\$145	\$23.97
Lindy Powell	10/29/24	Manual HR Process	Paycom Virtual	0	0
Naome Dunnell	12/13/24	Supporting Multilingual Learners in Preschool	William Paterson University	0	TBD
Nancy Daly	11/14/24	Planning for a Cycle of Intervention Using ALO Resources	Virtual- All Learner's Network	0	0
Andrea Romano	10/23/24	Staffing Shortages in Special Education	Virtual CASE	0	0
Andrea Romano	11/19/24 12/10/24	Maximizing Participation of the Entire IEP Team for Better Student Outcomes - A Two-Part Series	Virtual CADRE	0	0
Andrea Romano	11.15.24	Leadership Link	Virtual NJAPSE	0	0
Adrianna Velez	11.22.24 12.6.24	Using the Strengths and Weaknesses Model to identify SLD and other LD's	Rutger's	\$160	0
Anthony DeFelice	11/9/24	Pupil Transportation NJASBO Certification Class	Morris County Public Safety Training Academy	\$75	\$20.54
Anthony DeFelice	6/24 - 7/25	Introduction to Payroll - Online	Online	\$225	0
Anthony DeFelice	10/21/24 - 10/24/24	NJSBA Conference	Atlantic City	\$550.00	\$377.190 *REVISED

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following professional development activities:

Andrea Romano	10/21/24-10/24/24	NJSBA Conference	Atlantic City	\$550.00	\$333.00
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5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the ancillary agreements with the following districts:

Wallkill Valley	Sussex Technology
Stanhope	Lafayette
Hampton	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following staff for after school speech assessments/evaluations to be paid at the rate of \$240.00 an evaluation through June 30, 2025.

NAME	POSITION	EFFECTIVE DATE	NOTES
Shaun Colavita	Speech	November 1, 2024- June 30, 2025	
Anna Gelpke	Speech	November 1, 2024- June 30, 2025	
Rebecca Nitka	Speech	November 1, 2024- June 30, 2025	
Ashley Ell	Speech	November 1, 2024- June 30, 2025	
Lauren Pratt	Speech	November 1, 2024- June 30, 2025	
Vanesa Bisco	Speech	November 1, 2024- June 30, 2025	

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Therapy Dogs: Bright and Beautiful through employee Patrick Hanson to participate on campus with his therapy dog Harley pending all approved medical and insurance information on the dog.

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

Motion pass Yay / Nay

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.

MOVE:		2ND:	
Andover	Byram	Franklin	Green
Hamburg	Hardyston	Kittatinny	Lafayette
Newton	Ogdensburg	Sparta	Stanhope
Sussex Tech	Vernon	Walkill Valley	

Motion pass Yay / Nay

XVI. OLD BUSINESS:

NEW BUSINESS:

XVII. PUBLIC PARTICIPATION

XVIII. 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:
December 4, 2023 at 7 PM**