

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

August Agenda

August 21, 2023

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. OATH OF OFFICE

VI. ROLL CALL

ANDOVER	JANE BYRON
BYRAM	MARY ANN RISLEY
FRANKLIN	KATHLEEN CLOHESSEY
FRELINGHUYSEN	KIMBERLY NEUFFER
GREEN	MARIE BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	DEBRA COOK
LAFAYETTE	LISA CARLSON
NEWTON	JOANIE FAYE
SPARTA	WALTER KNAPP
STANHOPE	GIL MOSCATELLO
SUSSEX-WANTAGE	NICK D'AGOSTINO
VERNON	CARL CONTINO
WALLKILL VALLEY	VIRGINIA JONES

VII. APPROVAL OF THE MINUTES

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

June 26, 2023 Regular Meeting
June 26, 2023 Executive Session

Voice vote:

VIII. PRESIDENT’S COMMENTS:

IX. CORRESPONDENCE

1.

X. COMMITTEE REPORTS-

Personnel & Negotiations – Met on August 18, 2023
Buildings and Grounds / Finance - None
Programs and Services / Policy -None

XI. SUPERINTENDENT’S REPORT

XII. BUSINESS ADMINISTRATOR’S REPORT

XIII. PUBLIC PARTICIPATION

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 the resignation of the following staff:

NAME	POSITION	EFFECTIVE DATE
Jamie Overbey	Paraprofessional	8.2.23

Chancelevia Mengara	ParaProfessional	8.15.23
Erin McMeen	Nurse	8.31.23

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following for ESY 2023

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Amber Gall	Para-professional	9	\$19.20	7/5/23- 8/15/23	

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 school year program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Figiel, Chris	Paraprofessional	2	\$15.80	September 1, 2023-June 30, 2024	
Rambaran, Sharaini	Paraprofessional	16	\$23.50 .50 BA = \$24.00	September 1, 2023-June 30, 2024	
Tiseo, Vanessa	Paraprofessional	3	\$16.20	September 1, 2023-June 30, 2024	
Manero, Melissa	Paraprofessional	2	\$15.80	September 1, 2023-June 30, 2024	
Gaffney, Shelby	Paraprofessional	12	\$20.65	September 1, 2023-June 30, 2024	
TBD	Paraprofessional	Not to exceed Step 16	Not to exceed \$23.5 per hour	September 1, 2023-June 30, 2024	
TBD	Paraprofessional	Not to exceed Step 16	Not to exceed \$23.5 per hour	September 1, 2023-June 30, 2024	

TBD	Paraprofessional	Not to exceed Step 16	Not to exceed \$23.5 per hour	September 1, 2023-June 30, 2024	
TBD	Paraprofessional	Not to exceed Step 16	Not to exceed \$23.5 per hour	September 1, 2023-June 30, 2024	

4. **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 for the 2023-2024 school year program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Devore, Julia	Nurse	BA11	\$67,550	September 1, 2023-June 30, 2024	
Swyryt, Kristina	Nurse	MA11	\$72,050	September 1, 2023-June 30, 2024	
Velez, Adrienne	School Psychologist	MA+30 Step 1	\$62,500	September 1, 2023-June 30, 2024	

5. **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 certificated staff for the 2023-2024 school year program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Mulder, Courtney	Part-time non public teacher	7	\$34.49 per hour	September 1, 2023-June 30, 2024	
TBD	Part-time non public teacher	Not to exceed step 15	Not to exceed \$42.29 per hour	September 1, 2023-June 30, 2024	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve additional per diem summer hours for the following staff:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Wade Dendy	Social Worker	15	\$428.80 per diem	up to 2 additional days	
Erin McMeen	Nurse	7BA	\$336.68 per diem	up to 4 additional days	
Devore, Julia	Nurse	BA11	\$367.12 per diem	Up to 4 days	
Swyryt, Kristina	Nurse	MA 11	\$391.58 per diem	Up to 4 days	

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following interns for the 2023-2024 school year program pending completion of all paperwork:

NAME	POSITION	EFFECTIVE DATE	COLLEGE
Russo, Mara	Intern Occupational Therapy	September 1, 2023-June 30, 2024	Kean University

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following substitute paraprofessional for ESY 2023-2024 pending paperwork completion.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Michelle Kozlowski	Sub-Para	9	\$19.05 per hour		

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following substitute paraprofessional for ESY 2023-2024 pending paperwork completion.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Michelle Kozlowski	Sub-Para	9	\$19.40 per hour	7/1/23 - 8/15/23	

10. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the lateral movement on guide for Brian Wittman from BA 9 \$63,250 to MA 9 \$67,750 for the 2023-2024 school year, effective September 1, 2023.

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

June 30th & July Payroll	\$ 283,828.90
August (Fund 10)	\$220,568.42
August (Fund 20)	\$1,899.00

- 2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Purchasing Manual for the 2023-2024 school year, as attached.
- 3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for May 2023 (as attached).
- 4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for May 2023.
- 5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$\$112,339 for May 2023
- 6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for June 2023 (as attached).
- 7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for June 2023.
- 8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$11,358 for June 2023.
- 9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approves a 457 plan with AXA Equitable.
- 10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the resolution to join / renew membership with NJSIG, as attached.

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

Motion pass Yay / Nay

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
Stephanie DeFelice	7.6.23	The IEP and Me: Crafting Intentions, Effective and Purposeful IEPs from the Inside Out	Virtual	\$0	0
Corrie Pisciotano	7.12.23	I-9 Immigration Law Compliance	Virtual	\$0	\$0
Corrie Pisciotano	8.9.23	Responding to School Bomb Threats	Sussex County Community College	\$0	TBD
Corrie Pisciotano	7.25.23	Certification Regulatory Amendments	Virtual	\$0	\$0
Kathlen Fugaro	7.28.23	Strategies to Build Rapport and Work Well with Others	Virtual	Fred Pryor Membership	\$0
Kathleen Fugaro	7.12.23	I-9 Immigration Law Compliance	Virtual	\$0	\$0
Kathleen Fugaro	7.25.23	Certification Regulatory Amendments	Virtual	\$0	\$0
Kathleen Fugaro	8.9.23	Responding to School Bomb Threats	Sussex County Community College	\$0	TBD

Nancy Daly	8.9.23	Responding to School Bomb Threats	Sussex County Community College	\$0	TBD
Andrea Romano	7.25.23	Meeting Kids Where They Are: Tips for Ensuring All Students Thrive Together.	Virtual	\$0	\$0
Andrea Romano	7.24.23	Standards for School Searches	Virtual	\$0	\$0
Andrea Romano	7.26.23	Moving Special Education from Reactive to Proactive	Virtual	\$0	\$0
Stephanie DeFelice Chloe DeFelice-Knight on Rachael Tucker	7.26.23	Moving Special Education from Reactive to Proactive	Virtual	\$0	\$0
Greg Farley	7.26.23	Moving Special Education from Reactive to Proactive	Virtual	\$0	\$0
Greg Farley	8.15.23	DREAMS Orientation	Virtual	\$0	\$0
Rachael Tucker	8.15.23	DREAMS Orientation	Virtual	\$0	\$0
Andrea Romano	8.15.23	DREAMS Orientation	Virtual	\$0	\$0
Kathleen Fugaro	9.25.23	Overcoming Negativity	Virtual	Fred Pryor Membership	\$0
Wade Dendy	TBD	Dealing with Conflict and People	Virtual	Fred Pryor Membership	\$0
Andrea Romano	8.10.23	Classroom Management 101: Routines and Procedures	Virtual	\$0	\$0
Stephanie DeFelice	8.1.23	Temple Grandin: Autism Expert	Virtual	\$0	\$0
Andrea Romano	9.12.23	HR NOW Turnover and Retention Accurate Educational Session	Virtual	\$0	\$0

Andrea Romano	9.12.23	The 9 High-Trust Behaviors For All Leaders.	Virtual	\$0	\$0
Andrea Romano Lindy Powell	9.20.23	An Employee Complains. Now What?	Virtual	\$0	\$0
Andrea Romano	9.14.23	By the Time the Bell Rings: Planning for Effective Tier 1 Instruction in Social Studies	Virtual	\$0	\$0
Lindy Powell	8.17.23	ESC Retreat	Califon, NJ	\$0	TBD
John O'Hara	8.17.23	ESC Retreat	Califon, NJ	\$0	TBD
Kathleen Fugaro	8.17.23	ESC Retreat	Califon, NJ	\$0	TBD
Corrie Pisciotano	8.17.23	ESC Retreat	Califon, NJ	\$0	TBD
Andrea Romano Lindy Powell	8.29.23	Work As We Know It Is Broken	Virtual	\$0	\$0
Andrea Romano	9.19.23	The Special Education Administrator's Guide to Communicating Impact to Superintendents and School Boards	Virtual	\$0	\$0
Andrea Romano	9.26.23	Dyslexia from Eligibility to Compliant IEPs: The Law, Lessons, and Practical Takeaways	Virtual	\$0	\$0
Andrea Romano Erin Siipola John O'Hara	10.23.23- 10.26.23	NJSBA Conference	Atlantic City	TBD	TBD
Andrea Romano	10.4.23	Sustaining and Retaining Special Educators: Systemic and Turnkey Strategies for District Leaders	Virtual	\$0	\$0
Andrea Romano	10.19.23	The Proactive Prevention of Conflict Wars in the IEP Process for District Administrators	Virtual	\$0	\$0

Laura Steiner	8.17.23	STEM - Summer Institute	Fort Monmouth, NJ	\$0	146 miles X .47 = \$68.62
Andrea Romano	12.14.23	A 2024 Primer for Training Your Special Educators to Write Compliant IEP Goals and Monitor Progress	Virtual	\$0	\$0
Andrea Romano	2.28.24	An Updated Legal Blueprint to Challenging Behaviors and Other Discipline Issues for Special Education Administrators	Virtual	\$0	\$0
Andrea Romano	3.5.24	The Interplay and Nuances of 504 and IDEA: What Special Education Administrators Need to Know	Virtual	\$0	\$0
Andrea Romano	4.3.24	Impactful Strategies to Recruit, Support, and Retain a Racially Diverse Special Education Workforce	Virtual	\$0	\$0
Andrea Romano	4.11.24	How to Approach Student Discipline and the IDEA in 2024: Dotting Your "I"s and Crossing Your "T"s	Virtual	\$0	\$0

2. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following field trips for students at NHA:

Staff Member	Date	Field Trip	Location	Cost	
Caren Stephenson	Every Thursday during July and August 2023	Food Pantry	Sparta	\$0	Students walking
Laura Steiner	8.2.23	Dunkin Donuts	Sparta	\$0	Students walking with Admin and school nurse
Brian Wittman	8.1.23 8.10.23	Dunkin Donuts	Sparta	\$0	Students walking with school nurse
Tessa Bedkowski	weekly from 9.1.23-6.30.24	Food Pantry	Sparta	\$0	Students walking with staff pending weather.

3. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the submission of the Memorandum of Agreement with the Sparta Police Department for the 2023-2024 school year.

4. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept the donation of \$1500 from Ronetco Shoprite for purposes of student activities.
5. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors submit the updated Virtual/Remote Instructional Plan for approval to the County Office.
6. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors submit the Statement of Assurances for the SCESC Professional Development Plan
7. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors submit the Statement of Assurances for the SCESC Mentoring Plan.
8. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve a revised SCESC 2023-2024 Rate Sheet, as attached.
9. **RESOLVED**, that the following appointment be made for the period of July 1, 2023– June 30, 2024:

WHEREAS, there exists a need for a School Psychologist 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:

Margaret Dubanovich be appointed to provide School Psychologist Services at a rate \$55 an hour for hourly services, \$240 for Initial or reevaluation assessment, \$150 for annual reviews, \$55 for evaluation planning meeting and \$160 for additional – per case for case manager (initials and reevaluations only) for a maximum amount not to exceed \$100,000 for the period of July 1, 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 August 21, 2023 regular meeting:

Margaret Dubanovich - School Psychologist

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

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors to approve a revised SCEESC 2023-2024 Rate Sheet, as attached.

11. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary agreements for the 2023-2024 school year:

Blairstown	Hopatcong
Fredon	Knowlton
Green	Stanhope
Hardyson	

12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Guidance for Virtual or Remote Instruction Plan for the 2023-2024 school year.

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

Motion pass Yay / Nay

E. BUILDINGS AND GROUNDS

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

Motion pass Yay / Nay

XV. OLD BUSINESS:

NEW BUSINESS:

XVI. PUBLIC PARTICIPATION

XVII. 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:
September 11, 2023 at 7 PM**