

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

June Agenda

June 24, 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. ROLL CALL

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

VI. APPROVAL OF THE MINUTES

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

June 3, 2024 Regular Meeting
June 3, 2024 Executive Session

Voice vote:

VII. PRESIDENT’S COMMENTS:

VII. CORRESPONDENCE

1.

IX. COMMITTEE REPORTS

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

X. SUPERINTENDENT’S REPORT

In general June is a busy month closing out all of our programs, ensuring that all students academically have met the requirements and ensuring that all staff have completed all of their tasks for the year. June 2024 was no different. John O’Hara, Supervisor of Project Search and Kim Gallagher, Principal at NHA have made this so much easier as they have really stepped up in their roles to make sure they are accountable to the staff and students/interns within their programs.

We provided a last minute professional development for Alpha Public Schools on “Writing Measurable Goals and Objectives” when their previous presenter fell through. Consultant Pam Cunning was able to provide a program of value to them.

We are now gearing up for ESY and 2024-2025 school year with hiring and program placements. We are collaborating with other districts on how to be efficient and meet their needs.

We are also looking forward to some vacation time!

Northern Hills Academy

During the month of June, Northern Hills Academy participated in various meaningful activities and opportunities for introspection. Both students and faculty took time to celebrate accomplishments of the school year and acknowledge personal development. Additionally, students engaged in enjoyable and memorable activities.

One highlight was NHA Field Day organized by our Physical Therapists, Ms. Dawn and Ms. Lia. The students enjoyed a variety of outdoor games and activities, promoting social skills and teamwork. The day featured races, water games, balancing activities, and more. Students demonstrated sportsmanship as they cheered each other on throughout the event.

We hosted an event to commemorate Father's Day and express gratitude for our fathers and loved ones of our students at NHA. This event, named "Derby and Donuts," showcased pinewood derby cars created by the students. The students enthusiastically raced their handcrafted cars down a steep track, learning valuable lessons in sportsmanship and celebrating the victorious participants. Families enjoyed the opportunity to share delicious treats together throughout the event. Thank you to Ms. Stephanie, Mr. Brian, and Mr. Wade for coordinating an enjoyable event for our students and their families.

The regular school year concluded with a graduation and awards ceremony that was well-attended by families and friends. Both 8th grade and high school graduates were honored for their achievements. Each student at NHA received an award in recognition of their hard work. The outdoor celebration was a memorable event where we acknowledged the dedication of our students. Following the ceremony, refreshments were provided, allowing attendees to socialize and reminisce about their time at Northern Hills Academy. .

Many students and staff members will be returning to the building for Extended School Year in just over a week. Numerous engaging activities and themes have been planned, and the staff at NHA is looking forward to a brief break before eagerly returning to the building for a productive and enjoyable ESY program.

Project Search

During the month of June, Project Search programming consisted of final employment planning meetings and determining what the interns learned best and provided them with the most opportunity. The interns continued to work with their supported employment coordinators in seeking positions within the community.

100% of the interns were in their final stages of being employed at the end of the program. 1 out of the 8 still was in the interviewing process but the job was definitely his. The outcomes for this program continue to be amazing.

Graduation was held at the Romano Conference Center with Atlantic Health Systems really setting the stage for an amazing event. It was a packed house from President Bob Adams, CEO of Hackettstown and Newton, to Senator Space's Office with the Sussex County DOE office represented.

XI. BUSINESS ADMINISTRATOR'S REPORT

Attached in the agenda is a list of contracts that Sussex County Educational Services Commission intends to renew, award, or permit to expire.

The Business Office is in the process of working on completing all billing and working on finalizing all purchase orders.

XII. PUBLIC PARTICIPATION

XIII. 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 retirement of the following staff:

NAME	POSITION	EFFECTIVE DATE	NOTES
Eileen Kithcart	School Treasurer	June 30, 2024	My 21 years with SCESC has been enjoyable and rewarding and I value the friendships formed over the years. Please extend my sincerest appreciation to the Board and Staff.

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of the following staff:

NAME	POSITION	EFFECTIVE DATE	NOTES
Samantha Bakelmum	Speech Therapist	June 30, 2024	Hamburg has hired her FT.

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the salary correction for Carol Hackenberg for bachelor's degree (additional \$.50) from 2/15/23 - 5/30/24 in the amount of \$812.62 and new contracted rate of \$21.15 per hour.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the salary correction for Tea Fairweather for bachelor's degree (additional \$.50) from 2/21/23 - 6/7/24 in the amount of \$688.75 and new contracted rate of 16.70 per hour.
5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following 2024 - 2025 RSY part time Paraprofessionals.

NAME	POSITION	STEP	SALARY	NOTES
Dana Laratta	Part time Paraprofessional	5	20.50 per hour	Includes .50 Bachelors

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following 2024 ESY part time Paraprofessionals.

NAME	POSITION	STEP	SALARY	NOTES
------	----------	------	--------	-------

Sharanini Rambaran	Part time Paraprofessional	16	\$25.50 per hour	Includes .50 Bachelors
--------------------	----------------------------	----	------------------	------------------------

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following PT paraprofessional for the 2024-2025 school year.

NAME	POSITION	STEP	SALARY	NOTES	
Sophia DiCapua	Part Time Paraprofessional	1	\$20.0 per hour		
Sharaini Rambaran	Part Time Paraprofessional	16	\$25.50 per hour	Includes .50 Bachelors	
Lauren Silvent	Paraprofessional	6	\$20.35	9/1/2024-6/30/2025	includes .35 for Associates Degree
Taleesa Scott	Paraprofessional	2	\$20.50	9/1/2024-6/30/2025	includes .50 for Bachelor's Degree
Vanessa Flores	Paraprofessional	1	20.00	9/1/2024-6/30/2025	
Hannah Romano	Paraprofessional	3	20.00	9/1/2024-6/30/2025	Seasonal / College student

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following Certified Staff for the 2024 ESY program:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Carolyn Ackerson	Teacher	2BA	\$310.59 per diem	8/1/24 - 8/13/24	August Only MWF

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following long term substitute for the 2024 ESY program:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Carolyn Ackerson	Teacher	2BA	\$310.59 per diem	8/1/24 - 8/13/24	

10. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of Naome Dunnell for summer employment as a Preschool Instructional Coach at the per diem rate of \$457.07 for up to 5 days.

11. **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 ESY program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Jessica Pirrello	Paraprofessional	4	20.50	July 1, 2024-August 13, 2024	

12. **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 clerk up to 28 hours, for the 2024-2025 school year pending completion of all paperwork:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
TBD	Office Clerk-PT	TBD	August 1, 2024-June 30, 2025	up to 28 hours per week

13. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of the Directors approve the following for the 2024-2025 school year:

NAME	POSITION	2024-2025 SALARY	EFFECTIVE DATE	NOTES
Kathleen Fugaro	Confidential Administrative Assistant to the Superintendent	\$56,454	July 1, 2024-June 30 2025	

14. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following part-time para-professionals contracts for the 2024-2025 RSY Program.:

NAME	POSITION	STEP	SALARY	NOTES
------	----------	------	--------	-------

Christopher Figiel	Para-professionals	3	\$25.00 per hour	
Kristen VanClief	Para-professionals	7	\$20.50 per hour	Includes .50 BA

15. **RESOLVED**, that Sussex County Educational Services Commission Board of Directors approve the hiring of a PT Substitute Custodian for up to 25 hours per week at a rate to be determined but not to exceed \$25.75 per hour (Step 10) on the CBA effective July 1, 2024- August 30, 2024.

NAME	POSITION	STEP	Effective Date	SALARY	NOTES
TBD	PT Substitute Custodian	Not to exceed Step 10	July 1, 2024- Aug 30, 2024	Not to exceed \$25.75	Not to exceed 25 hours per week

16. **RESOLVED**, upon the recommendation of the Superintendent that that Sussex County Educational Services Commission Board of Directors approve the one time vacation payout to the following individual for unused 2023-2024 vacation days upon resignation effective June 30, 2024 per employee contract:

NAME	NUMBER OF DAYS	PER DIEM	TOTAL
Erin Siipola	20 Days (Subject to adjust in the event an emergency vacation day needs to be taken)	\$570.79 per diem	\$11,415.80

17. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the job description for Accountant / Board Secretary, as attached.

18. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring Anthony DeFelice as Accountant / Board Secretary in the amount of \$100,000.00 from July 1, 2024 - June 30, 2025.

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

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

June Payroll (June 15th & June 22nd)	\$ 347,741.49
June (Fund 10)	\$ 77,666.55
June (Fund 20)	\$ 169.99

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for May 2024 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for May 2024.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$215,400 for May 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**, 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
Corrie Pisciotano	6.18.24	SMID Management	Virtual	Free	\$0
Lindy Powell	7.9.24	Virtual Training Sessions for District Certification Staff	Virtual	Free	\$0
Andrea Romano	7.9.24	Virtual Training Sessions for District Certification Staff	Virtual	Free	\$0
Corrie Pisciotano	7.24.24	Virtual Training Sessions for District Certification Staff	Virtual	Free	\$0
Kathleen Fugaro	7.24.24	Virtual Training Sessions for District Certification Staff	Virtual	Free	\$0

Kim Gallagher	7.10, 7/17, 7/24/24	New Administrator 3 day Training- Stronge & Associates	FEA/NJP Monroe, NJ	\$225 per day = \$675	TBD
Joseph Neal	6/11/24	NWBGA Meeting	Lafayette, NJ		TBD

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the food service contract with Lafayette for the 2024-2025 school year to provide lunches to Northern Hills Academy, as attached.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Standing Nursing Orders and Procedures as signed by Dr. Porter for the 2024-2025 school year, as attached.
4. **RESOLVED**, that the following appointment be made for the period of July 1, 2024– June 30, 2025:

WHEREAS, there exists a need for an LDTC 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:

Tricia Smith be appointed to provide LDTC 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, 2024 – June 30, 2025.

Gerald Andrewlavage be appointed to provide LDTC 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, 2024 – June 30, 2025.

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 2024-2025 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 June 24, 2024 regular meeting:

- Tricia Smith - LDTC
- Gerald Andrewlavage - LDTC

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

5. **RESOLVED**, that the following appointment be made for the period of July 1, 2024– June 30, 2025:

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 Dubanowich 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, 2024 – June 30, 2025.

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 2024-2025 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 June 24, 2024 regular meeting:

Margaret Dubanowich - School Psychologist

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

6. **RESOLVED**, that the following appointment be made for the period of July 1, 2024– June 30, 2025:

WHEREAS, there exists a need for a BCBA 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:

Elizabeth Arniella be appointed to provide BCBA Services at a rate \$100 an hour for hourly services. for a maximum amount not to exceed \$100,000 for the period of July 1, 2024 – June 30, 2025.

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 2024-2025 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 June 24, 2024 regular meeting:

Elizabeth Arniella - BCBA

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

7. **RESOLVED**, that the following appointment be made for the period of July 1, 2024– June 30, 2025:

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 Cuning be appointed to provide BCBA Services at a rate \$100 an hour for hourly services. for a maximum amount not to exceed \$100,000 for the period of July 1, 2024 – June 30, 2025.

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 2024-2025 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 June 24, 2024 regular meeting:

Pamela Cuning - Educational Consultant

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

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the agreement with Northern Regional Educational Services Commission for Service Rates for the 2024-2025 school year, as needed, attached.
9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the revised SCESC School Calendar for 2024-2025 with corrected dates, as attached.
10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary agreements for the 2024-2025 school year:

Franklin Borough
Fredon
Sandyston / Walpack
Stillwater
Sparta

11. **RESOLVED**, , that the Sussex County Educational Services Commission Board of Directors approve r the proposal as written for professional development in Alpha Public Schools on June 20, 2024, as attached.

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

Motion pass Yay / Nay

E. POLICY

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

Motion pass Yay / Nay

F. BUILDINGS AND GROUNDS

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

Motion pass Yay / Nay

XIV. OLD BUSINESS :

NEW BUSINESS:

XV. PUBLIC PARTICIPATION

XVI. EXECUTIVE SESSION

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 June 23, 2024 for the purpose of Superintendent Evaluation.

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.:

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:
August 26, 2024 at 7 PM**