

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

August Minutes

August 21, 2023

REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MR. MOSCATELLO, PRESIDENT

Mr. Moscatello called the meeting to order at 7:00 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.

V. OATH OF OFFICE

Mrs. Siipola administered the oath of office to Mr. Bilik who is the alternate board member for Green.

VI. ROLL CALL

ANDOVER	JANE BYRON	ABSENT
BYRAM	MARY ANN RISLEY	PRESENT
FRANKLIN	KATHLEEN CLOHESSEY	ABSENT
FRELINGHUYSEN	KIMBERLY NEUFFER	PRESENT
GREEN	MARIE BILIK	PRESENT
HAMBURG	ROBERT JONES	ABSENT
HARDYSTON	RON HOFFMAN	PRESENT
KITTATINNY	DEBRA COOK	PRESENT
LAFAYETTE	LISA CARLSON	PRESENT
NEWTON	JOANIE FAYE	ABSENT
SPARTA	WALTER KNAPP	PRESENT

STANHOPE	GIL MOSCATELLO	PRESENT
SUSSEX-WANTAGE	NICK D'AGOSTINO	PRESENT (arrived 7:05pm)
VERNON	CARL CONTINO	PRESENT
WALLKILL VALLEY	VIRIGINIA JONES	ABSENT

ALSO PRESENT: Andrea Romano - Superintendent
 Erin Siipola - Business Administrator / Board Secretary
 Christopher Bilik - Alternate Board Member Green
 Breelagh D'Agostino

VII. APPROVAL OF THE MINUTES

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

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

Voice vote: All voiced in favor. Abstain: Ms. Bilik Motion is carried.

VIII. PRESIDENT'S COMMENTS:

Mr. Moscatello stated he is looking forward to the opening of school. He thanked everyone for taking the time to come to the meeting tonight. The ESY program went off without a hitch. We are ready to open school and fully staffed. NHA has the highest enrollment it has had in years at 52. A lot of hard work has gone into increasing enrollment. Sussex ESC is presenting at the New Jersey School Boards Conference on our Project Search Program.

IX. CORRESPONDENCE

X. COMMITTEE REPORTS-

Personnel & Negotiations – Met on August 18, 2023 - Ms. Risley reported the committee met and discussed the personnel motions on the agenda tonight. Sussex ESC is hiring two full time nurses and looking to possibly hiring a third to help districts with substitute nursing. The business office training is going well. The nurse that is retiring will help train the new nurses.

Buildings and Grounds / Finance - None
 Programs and Services / Policy -None

XI. SUPERINTENDENT'S REPORT

The summer was extremely busy with ESY, planning for the 23-24 school year, Project Search and Non Public. All programs had staff working and planning for the new year and program updates to complete.

Northern Hills Academy ran a 6 week ESY program that was hugely successful. Students worked on the maintenance of their IEP goals and objectives while integrating themes off summer activities. The students favorite activities included water play whenever possible. Several new students participated in ESY in preparation for their attendance at NHA in the Fall of 23.

Project Search staff worked diligently to have the Hackettstown Hospital Program open. Supervisor John O'Hara met with the staff at the hospital and became acclimated to the building along with Teacher Colette Duprex-Aluotto. Both programs are continuing to seek new interns to join in the Fall.

Itinerant programs kept us all on our toes all summer. Many requests came through for SCESC to provide services to schools, testing for CST's and professional training for the Fall. Staff were kept busy. Hiring a school psychologist will be helpful.

Non Public programming is always busy in the summer prepping 8 non public schools for the Fall. Identifying staffing and support services while identifying students who are eligible and completing all the required paperwork does not leave much time for anything else. Non Public state changes have been reviewed for nursing and comp ed. Superintendent continues to channel the concerns to the NJDOE and has been asked to sit on a state Non Public Panel to discuss funding and issues with current regulations in non public.

Finally, as part of the ESC Council, Sussex County ESC participated in our first Summer Retreat. Several other ESC's were in attendance. The day was filled with opportunities to network and connect with staff who do what you do in other commissions. It was a day where the Superintendent, BA, Admin Assts to both, Admin Asst to Principal and Supervisor of SLE were all in attendance. What a phenomenal day!

XII. BUSINESS ADMINISTRATOR'S REPORT

The business office is continuing to transition. We are continuing to train the new confidential administrative assistant to the BA who is doing a great job of learning and picking up tasks.

The 2022-2023 school year has been closed out and the accounting program has rolled into the new school year.

XIII. PUBLIC PARTICIPATION

There was no 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.

11. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept the letter of resignation from Joyce

DiGioia, effective August 15, 2023 on account of retirement. ***Added**

12. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following for the 2023-2024 school year: ***Added**

NAME	POSITION	STEP	SALARY
Jen Lockman	Para-professional	13	\$21.15 per hour

MOVE: Ms. Risley		2ND: Mr. Contino	
Andover	Byram Aye	Franklin	Frelinghuysen Aye
Green Aye	Hamburg	Hardyston Aye	Kittatinny Aye
Lafayette Aye	Newton	Sparta Aye	Stanhope Aye
Sussex-Wantage Aye	Vernon Aye	Walkkill Valley	

Motion is carried

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

Motion is carried

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 approve the following ancillary agreements for the 2023-2024 school year:

Blairstown	Hopatcong
Fredon	Knowlton
Green	Stanhope
Hardyson	

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

Motion is carried

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:

1. September Board meeting is canceled.

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. Conitno** and Seconded by **Ms. Carlson**, all voiced in favor.

At 7:31 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Important dates:

NEXT BOARD MEETING

Important dates:
Regular Board of Directors Meeting:
September 11, 2023 at 7 PM