

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

June Agenda

June 5, 2023

REPRESENTATIVE ASSEMBLY/REORGANIZATION /REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MRS. SIIPOLA, BUSINESS ADMINISTRATOR / BOARD SECRETARY

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

BOARD OF DIRECTORS

ANDOVER	JANE BYRON
BYRAM	MARY ANN RISLEY
FRANKLIN	KATHLEEN CLOHESSEY
GREEN	MARIE BILIK
HAMBURG	ROBERT JONES
HARDYSTON	RON HOFFMAN
KITTATINNY	DEBRA COOK
LAFAYETTE	LISA CARLSON
LENAPE VALLEY	RICHARD KUNCKEN
NEWTON	JOANIE FAYE
SPARTA	WALTER KNAPP
STANHOPE	GIL MOSCATELLO

SUSSEX-WANTAGE
 VERNON
 WALLKILL VALLEY

NICK D'AGOSTINO
 CARL CONTINO
 VIRGINIA JONES

REPRESENTATIVE ASSEMBLY

FREDON
 FRANKFORD
 FRELINGHUYSEN
 HAMPTON
 HIGH POINT
 HOPATCONG
 MONTAGUE
 NORTH WARREN
 OGDENSBURG
 SANDYSTON / WALPACK
 SUSSEX VOTECH
 WARREN HILLS

ARNE OLSEN
 BRAYDEN HIRSCH (Superintendent)
 KIMBERLY NEUFFER
 JOHN NELSON
 JOE CORAZZA
 NICOLE FALCONI - SHUBERT
 BARBARA HOLSTEIN
 JOHN NAUSE
 TONI CORBAN/HEATHER SCHINN/DAVE ASTOR (Super)
 WILL KOCHIS
 GUS MODLA
 CHIP CLYMER (Super)

VI. ACTION ON AGENDA ITEMS

1. **RESOLVED**, that the Representative Assembly set the number of Board of Directors at fifteen (15) and call for members to serve the Board for the period June 5, 2023 through June 3, 2024.

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Wallkill Valley	Warren Hills	

Motion pass Yay / Nay

VII. NOMINATIONS

A. CALL FOR THE NOMINATION FOR THE BOARD OF DIRECTORS

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Wallkill Valley	Warren Hills	

Motion pass Yay / Nay

B. OATH OF ALLEGIANCE

C. CALL FOR THE NOMINATION FOR THE POSITION OF BOARD PRESIDENT

Nomination of _____

Nominated by: _____

Seconded by: _____

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Wallkill Valley	Warren Hills	

Motion pass Yay / Nay

D. CALL FOR THE NOMINATION FOR THE BOARD VICE PRESIDENT

Nomination of _____

Nominated by: _____

Seconded by: _____

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Walkill Valley	Warren Hills	

Motion pass Yay / Nay

THE NEW PRESIDENT ASSUMES AND PRESIDES OVER THE REMAINDER OF THE MEETING

VIII. APPOINTMENT OF REPRESENTATIVES AND COMMITTEES BY THE PRESIDENT

1. Buildings and Grounds/Finance
2. Negotiations and Personnel
3. Programs and Services/Policy
4. Executive Committee

IX. ACTION ON MATTERS PERTAINING TO REORGANIZATION

1. **RESOLVED**, by the Board of Directors of the Sussex County Educational Services Commission that all existing bylaws and policies and regulations, contracts and agreements as established by act and practice of previous Boards of Directors and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution.
2. **RESOLVED**, that the following appointments be made for the period July 1, 2023, through June 30, 2024, or until a replacement is named:

WHEREAS, there exists a need for auditing, legal services and architectural services

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. 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:

Parette Somjen Architects be appointed to provide architectural services at a rate of \$178 per hour for Principal and Partner License Architects for the period July 1, 2023 – June 30, 2024, for a maximum amount not to exceed \$100,000.00.

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$190.00 per hour for the period of July 1, 2023 – June 30, 2024, for a maximum amount not to exceed \$100,000.00

These appointments are made without competitive bidding as “Professional Services” under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

3. **RESOLVED**, that the following appointments be made for the period July 1, 2023, through June 30, 2024, or until a replacement is named:

WHEREAS, there exists a need for medical, OT/PT/Speech services consulting services,

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. 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:

Dr. James Porter to provide medical consulting services for the period of July 1, 2023 – June 30, 2024 at a rate of \$500 a year.

J&B Therapy be appointed to provide OT/PT/Speech Services at a rate of \$95.50 per hour for the period of time of July 1, 2023- June 30, 2024 for a maximum not to exceed \$300,000.

These appointments are made without competitive bidding as “Professional Services” under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors, move to authorize the Business Administrator / Board Secretary to invest the Commission's funds in such instruments as he/she legally empowered under the Statutes of the State of New Jersey through the following eligible financial depository institutions and governmental agencies; and any other institution eligible to act as a depository for public funds when in the best interest of Sussex County Educational Services Commission, noting entities are in compliance with Chapter 271 NJSA 19:44A-20.26 where applicable:

Lakeland Bank

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors move to approve the designation of the Commission's Accounts and required signatures for the period July 1, 2023– June 30, 2024.

GENERAL FUND ACCOUNT

3 Signatures

Board President, Treasurer of School Monies, School Business Administrator, Superintendent

NET PAYROLL ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator, Superintendent

AGENCY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator, Superintendent

STUDENT ACTIVITY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator, Superintendent

FLEXIBLE SAVINGS ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator, Superintendent

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors shall from time to time enter into such agreements with Lakeland Bank as any person(s) named below deems appropriate to facilitate Electronic Banking services for the management of cash resources.

Eileen Kithcart, School Treasurer of Monies

Andrea Romano, Superintendent

Erin Siipola - Business Administrator / Board Secretary

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors designate the New Jersey Herald as the Official newspaper. The Star Ledger will be designated as the official alternate newspaper.

8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors renew the following joint Purchasing Agreements, per N.J.S.A. 18A:18A-11 for the period of July 1, 2023 – June 30, 2024

Hunterdon County Educational Services Commission
Middlesex Regional Educational Services Commission

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following companies to provide tax-sheltered annuity agreements.

AXA Equitable
Lincoln Financial Group

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to request bids for any goods or services as needed by the Commission for the period July 1, 2023 – June 30, 2024.

11. **RESOLVED**, that the Sussex County Education Services Commission Board of Directors authorize the Business Administrator to make purchases up to the bid threshold, from New Jersey State Contract Vendors.

12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to audit and approve any account necessary payments prior to board approval. Any such approval shall be presented to the Board for ratification at their next meeting as per N.J.S.A. 18A:19-4.1.

13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requirements.

14. **RESOLVED**, that the Sussex County Educational Services Commission authorize the following petty cash fund effective for the period July 1, 2023 – June 30, 2024 in the amount of \$350.00 in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10

AND FURTHER BE IT RESOLVED to establish a maximum single petty cash expenditure of \$50.00 not to be exceeded without prior approval by the Board Secretary.

15. **RESOLVED**, that the Sussex County Educational Services Commission appoint Morville Agency as the Commission’s insurance broker for July 1, 2023 – June 30, 2024.

16. **RESOLVED**, that the Sussex County Educational Services Commission appoint Brown & Brown as the Commission’s health insurance broker for July 1, 2023 – June 30, 2024.

17. **RESOLVED**, that the following appointments be made through June 30, 2024:

Title	Name
School Business Administrator/Board Secretary	Erin Siipola

Public Agency Compliance Officer	Erin Siipola
Qualified Purchasing Agent	Erin Siipola
Contracting Agent/Integrated Pest Management Coordinator	Erin Siipola
Right to Know Officer	Andrea Romano
Custodian of Records (OPRA)	Erin Siipola
Treasurer of School Monies	Eileen Kithcart
Attendance Officer	Greg Farley
Affirmative Action Officer	Erin Siipola
"504" Officer	Andrea Romano
Anti Bullying Coordinator	Wade Dendy
Anti Bullying Specialist	Greg Farley
School Safety Officer	Greg Farley

19. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following pursuant to policy 5751 Sexual Harassment of students.

Title	Name
Title IX Coordinator	Erin Siipola
Investigator	Erin Siipola
Decision Maker	Greg Farley
Appeals Officer	Andrea Romano

20. **RESOLVED**, that the Board approve the following schedule of meetings to be held by the Board of Directors of the Sussex County Educational Services Commission, at the Northern Hills Academy, 10 Gail Court, Sparta, NJ 07871:

**2023-2024 Meeting Schedule for the Board of Directors
Sussex County Educational Services Commission**

<u>Day and Date</u>	<u>Time</u>	<u>Type of Meeting</u>
Monday, August 21, 2023	7:00 p.m.	Regular Meeting
Monday, September 11, 2023	7:00 p.m.	Regular Meeting
Monday, October 2, 2023	7:00 p.m.	Regular Meeting
Monday, November 6, 2023	7:00 p.m.	Regular Meeting
Monday, December 4, 2023	7:00 p.m.	Regular Meeting
Monday, January 8, 2024	7:00 p.m.	Regular Meeting
Monday, February 5, 2024	7:00 p.m.	Regular Meeting
Monday, March 4, 2024	7:00 p.m.	Regular Meeting Representative Assembly meeting: Budget
Monday, April 8, 2024	7:00 p.m.	Regular Meeting
Monday, May 6, 2024	7:00 p.m.	Regular Meeting
Monday, June 3, 2024	7:00 p.m.	Representative Assembly Reorganization/Regular Meeting
Monday, June 26, 2024	7:00 p.m.	Regular Meeting

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Walkill Valley	Warren Hills	

Motion pass Yay / Nay

*** Representative Assembly Members May be Excused. Thank you for attending this part of our meeting. We appreciate and value the time and commitment that you show to supporting the Sussex County ESC and all of our educational programming, our Administrative Team and our staff.**

REGULAR MEETING OF SUSSEX COUNTY ESC - June 5, 2023

X. APPROVAL OF THE MINUTES

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

May 2, 2023 Regular Meeting
 May 2, 2023 Executive Session

Voice Vote:

XI. PRESIDENT’S COMMENTS:

XII. CORRESPONDENCE

1. NHA Field Day
2. Derbies & Donuts
3. Graduation Invite

XIII. COMMITTEE REPORTS

Personnel & Negotiations – Met on May 31, 2023

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

XIV. SUPERINTENDENT’S REPORT

Current Student Enrollment 2022-2023 School Year by School District

DISTRICT	# of Students	MEMBER	NON MEMBER
Andover	1	x	
Butler (N/M)	1		x
Frelinghuysen (Warren)	1	x	
Great Meadows (N/M)	1		x
Hackettstown	2		X
Hardyston	1	x	
High Point	4	x	
Hopatcong Boro	5	x	
Jefferson	3		x
Lafayette	2	x	
Lopatcong	1		x
Montague	5	x	
New Milford	1		x
North Warren	1	x	
Sparta	3	x	
Sussex/Wantage	1	x	
Vernon	7	x	
Walkkill	5	x	
Warren Hills Reg Middle School	2	x	

Northern Hills Academy

Curriculum

- Completed NJSLA/DLM testing for 3rd-8th, 11th grade students
- Conducted May the 4th Professional Development Day - two workshops were:

- Staying Safe - Verbal & Non-Verbal De-escalation
- Successful Classroom Management Function of Behavior Behavior Management Techniques
- Expanding Work-Based Learning opportunities
 - Abilities of Northwest Jersey Inc completed Pre-ETS for two sessions, six classes each
- Roxy Ballet Finale - May 11

Personnel

- Interviewed and hired:
 - Two (2) teachers for ESY
 - Teacher for the 2023-2024 school year
 - Three additional paras (ESY)

Instructional Supervision

- Completed all certified observations by 5/26/23
- Professional Development - Attended Bias crime/incident training for school officials

Community Involvement

- Tea with someone Special - May 12, 2023: 26 families attended
- Curriculum and Extended School Year Preview for parents - 5/24

Facilities/Safety

- Met/toured the building with School Resource Officer and Sparta Detectives
 - Discussed drills and safety protocols and procedures
 - Revamping procedures and creating a 1 Page overview for each drill
 - Labeled the outside windows as per Safety Plan

June 2023 Project SEARCH

- Wallkill Valley invited us to participate in a program that they are part of called the ATLAS program. They partner with a school district from Sweden and asked if we would introduce Project SEARCH to them. The Wallkill Superintendent, 2 counselors, and 4 teachers from Sweden attended. They were extremely impressed with the program.
- All interns are winding down their internships and getting ready for graduation.
- Employment Planning Meetings are all set and underway. Parents and counselors and parents are thrilled with how far their child has come.
- Our intern in the Heart Center is getting ready to start the onboarding process.
- Our student that was selected to throw out the first pitch at the is practicing daily with me at lunch for his big day throw out the first pitch at a Sussex County Minor League game on July 1st, he is doing well and still very excited
- The interns are writing their graduation speeches and getting ready to rehearse them
- Our intern ia starting the onboarding process to start working in Materials in Morristown
- Our three interns are getting ready for employment opportunities at Mineral Springs upon graduation
- I am thrilled with the hire of Colette and Amy- the interns and I value their input and perspective on the world of work and their lessons are proving to be very successful
- Human Resources has reserved the Romano Center for our graduation on June 14th from 10:00am-12:00pm
- We have a teams meeting June 7th with Human Resources to discuss the Hackettstown site up for September

XV. BUSINESS ADMINISTRATOR’S REPORT

Open enrollment for health insurance was held during May.

The business office is in the process of following up on open invoices and PO’s in anticipation of the end of the year.

XVI. PUBLIC PARTICIPATION

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 June 5, 2023 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. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Superintendent Andrea Romano to hire personnel for ESY 2023 program and 2023-2024 school year and to be ratified at the next board meeting.
2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following staff members for the 2023-2024.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Alasandra Russo-Martino	School Psychologist	10	\$73,650	Sept 1, 2023-June 30, 2024	

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following teachers for the 2023 ESY program:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Hannah Storbeck -Vooght	Special Education Teacher	2	\$306.79 per diem	July 5, 2023 - August 15, 2023	ESY only
Caren Stephenson	Special Education Teacher	12	\$375.28 per diem	July 5, 2023 - August 15, 2023	ESY only

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following special education teacher for the 2023-2024 school year:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Kristina Danella	Special Education Teacher	4 MA	\$62,800	9/1/23-06/30/24	

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 paraprofessionals up to 28 hours, for the 2022-23 school year pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Phoebe Livingston	Paraprofessional	11	\$20.00 per hour	5.8.23-6.30.23	Para position approved at previous meeting

Julia Nangle	Paraprofessional	1	\$15.40 per hour	6.5.23-6.30.23	
Michelle Pietrodangelo	Paraprofessional	11	\$20.00 per hour	6.5.23-6.30.23	

6. **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 2022-23 school year pending completion of all paperwork:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
Nancy Ko	Office Clerk-PT	\$22.00 per hour	June 15, 2023- June 30, 2023	

7. **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 2023-2024 school year pending completion of all paperwork:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
Nancy Ko	Office Clerk-PT	\$22.00 per hour	July 1, 2023- June 30 2024	

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Jamie Kocher, COTA for the 2023- 2024 ESY program at the following pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Jamie Kocher	COTA	3	\$311.15	July 5, 2023-August 15, 2023	

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Jamie Kocher, COTA for the 2023- 2024 school year program at the following pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
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Jamie Kocher	COTA	3	\$57,250	9/1/23-6/30/23	
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10. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following 2023 ESY part time paraprofessionals not to exceed 28 hours a week:

NAME	POSITION	STEP	SALARY	NOTES
Ella Stites	Part time Paraprofessional	2	\$15.80 per hour	
Jaylyn Morales	Part time Paraprofessional	3	\$16.20 per hour	
Hema Patel	Part time Paraprofessional	5	\$17.05 per hour	
Julia Nagle	Part time Paraprofessional	1	\$15.40 per hour	
Michelle Pietroangelo	Part time Paraprofessional	11	\$20.00 per hour	

11. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the following part time paraprofessionals for the 2023-2024 RSY program, not to exceed 28 hours a week:

NAME	POSITION	STEP	SALARY	NOTES
Carolyn Ackerson	Part time Paraprofessional	14	\$22.50 per hour	Includes .35 sub teacher & .50 Bachelors
Judith Deskins	Part time Paraprofessional	12	\$20.65 per hour	
Barbara DeLorenzi	Part time Paraprofessional	10	\$19.65 per hour	
Meliza Guzman	Part time Paraprofessional	5	\$17.40 per hour	Includes .35 associates
Kelsey Hintzen	Part time Paraprofessional	14	\$21.65 per hour	
Loren Klotz	Part time	5	\$17.05 per hour	

	Paraprofessional			
Michelle Kozlowski	Part time Paraprofessional	9	\$19.40 per hour	Includes .35 associates
Jennifer Lockman	Part time Paraprofessional	13	\$21.15 per hour	
Martin McKernan	Part time Paraprofessional	16	\$23.50 per hour	
Janet Magistro	Part time Paraprofessional	6	\$17.50 per hour	
Cameron Mastenbrook	Part time Paraprofessional	2	\$15.80 per hour	
Meghan Murphy	Part time Paraprofessional	9	\$19.75 per hour	Includes .35 associates & .35 sub teacher
Hema Patel	Part time Paraprofessional	5	\$17.85 per hour	Includes .35 sub teacher & .50 bachelor
Kaci Phlegar	Part time Paraprofessional	4	\$16.60 per hour	
Melanie Radice	Part time Paraprofessional	11	\$20.50 per hour	Includes .35 Associates
Kerry Santiago	Part time Paraprofessional	16	\$23.50 per hour	
Kristen VanClief	Part time Paraprofessional	6	\$18.00 per hour	Includes .50 Bachelors
Elizabeth Williams	Part time Paraprofessional	5	\$17.05 per hour	
Christopher Malone	Part time Paraprofessional	2	\$15.80 per hour	
Morgan Kervatt	Part time Paraprofessional	4	\$16.60 per hour	
Carol Hakkenberg	Part time Paraprofessional	12	\$20.65 per hour	
Chancelevia Mengara	Part time Paraprofessional	11	\$20.15 per hour	
Kathryn Williams	Part time Paraprofessional	3	\$16.20 per hour	

Gail Fiasco	Part time Paraprofessional	11	\$20.15 per hour	
JoAnne Krystofiak	Part time Paraprofessional	13	\$21.15 per hour	
Margaret Perri	Part time Paraprofessional	11	\$20.15 per hour	
Téa Fairweather	Part time Paraprofessional	3	\$16.20 per hour	
Phoebe Livingston	Part time Paraprofessional	11	\$20.15 per hour	

12. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following substitute teachers for the 2022-2023 school year, not to exceed 28 hours a week.

NAME	POSITION	STEP	22-23 SALARY	Effective Date
Julia Nangle	Substitute Teacher	1	\$15.40 + \$5.00	6/5/23 - 6/30/23

13. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following F/T custodian for the 2023- 2024 school year program:

NAME	POSITION	STEP	23-24 SALARY	Effective Date
Ray Rios	F/T Custodian	10	\$51,750	7/1/23- 6/30/24

14. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following P/T custodian for the 2023- 2024 school year program:

William Miller	P/T Custodian	6	\$22.92 per hour	7/1/23- 6/30/24 Up to 28 hours per week
Christian Macchio	P/T Custodian	2	\$20.84 per hour	7/1/23- 6/30/24 Up to 15 hours per week

15. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of Eileen Kithcart as the Treasurer of School Monies in the amount of \$ 5,605.00 for the 2023- 2024 school year program:
16. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the non pensionable stipend for Anna Gelpke in the amount of \$5,000 for additional work related to speech for the 2022-2023 school year.
17. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Melissa Kincaid as a part time Office Clerk for the business office for up to 14 hours a week, at an hourly rate of \$32, effective June 6, 2023.

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Walkkill Valley	Warren Hills	

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:

May Payroll:	\$357,052.53
Fund 10 Bills List:	\$130,168.43
Fund 20 Bills List:	\$ 698.00

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for April 2023 (as attached).

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for April 2023.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$169,450.

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Walkill Valley	Warren Hills	

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
Andrea Romano Greg Farley	May 19, 2023	Active Shooter: Rethinking the School Building	Online	0	0
Kathleen Fugaro	June 14 & 15, 2023	The Administrative Assistant Conference	online	Fred Pryor membership	0
Kathleen Fugaro	June 27 & 28, 2023	The Administrative Assistant Conference	online	Fred Pryor membership	0
Andrea Romano	May 15, 2023	Teen Girls' Mental Health: Strategies for Coping with the Challenges of Social Media	Online	0	0
Andrea Romano	June 22, 2023	Supporting Wellbeing of Neurodiverse Employees	Online	0	0

Cathy Kohansby	May 17, 2023	5 Ways to Improve Reading Comprehension	Online	0	0
Andrea Romano	May 25, 2023	Mean Girls (and Boys!): Why Young Children Act In Unkind Ways and How To Help	Online	0	0
Corrie Pisciotano	June 6, 2023	Criminal History Record Check Training	Morristown, NJ	0	43.9 miles / \$20.63
Andrea Romano	June 7, 2023	Plan a Magical Teacher In-Service With Various Pedagogical Approaches	Online	0	0
Andrea Romano	May 23, 2023	How Districts are Addressing the Stress & Enhancing the Resiliency of Their Staff	Online	0	0
Kathleen Fugaro	June 6, 2023	Criminal History Record Check Training	Morristown, NJ	0	TB
Andrea Romano	June 8, 2023	Recognizing Warning Signs of Violence: A Guide for Educators	Online	0	0
Andrea Romano	June 1, 2023	Employee Engagement: Strategies for Success	Online	0	0
Andrea Romano	June 21, 2023	Embrace the Digital Transformation: Innovation Strategies	Online	0	0
Andrea Romano	June 8, 2023	Recognizing Warning Signs: A Guide for Educators	Online	0	0
Greg Farley Laura Steiner	June 6, 2023	Warren County Tech	Phillipsburg High School,	TBD	TBD

		Coordinator's Meeting	Phillipsburg, NJ		
Andrea Romano	June 7, 2023	Reasonable Accommodations in the Workplace and Law Against Discrimination	Online	0	0
Catherine Kohansby	7.26.23	Autism in the Classroom	Learning Resource Center - Central, 200 RiverView Plaza, Trenton, NJ	0	TBD

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	
Tessa Bedkowski	6/1/23 6/8/23 6/15/23	Sparta Food Pantry	Sparta	0	Students will walk to the food pantry.

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the calendar change for the 2022-2023 school year, see attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the shared service agreement with Lafayette Township School District for shared service business administrator, as attached.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the food service agreement with Lafayette School from 7/1/2023 - 6/30/24, as attached.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary agreements for the 2023-2024 school year:

Byram	Oxford
Frankford	Ridge & Valley Charter
Kittatinny	Vernon
Lafayette	Warren Hills
Newton	Washington Township

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Bergen County Special Services School District for Audiological services in the amount of \$188 per hour and Teacher of Deaf Services in the amount of \$165 per session for the 23-24 school year.

8. **RESOLVED**, that the following appointment be made for the period of July 1, 2023– June 30, 2024:

WHEREAS, there exists a need for a Nursing Services 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:

OnPoint Nursing be appointed to provide Nursing Services at a rate \$55 an hour for hourly services. 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 June 5, 2023 regular meeting:

OnPoint Nursing - Nursing Services

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

9. **RESOLVED**, that the following appointment be made for the period of July 1, 2023– June 30, 2024:

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 Educational Consulting Services at a rate \$75 an hour for hourly services 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 June 5, 2023 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.

MOVE:		2ND:	
Andover	Byram	Frankford	Franklin
Fredon	Frelinghuysen	Green	Hamburg
Hampton	Hardyston	High Point	Hopatcong
Kittatinny	Lafayette	Lenape Valley	Montague
Newton	North Warren	Ogdensburg	Sandyston / Walpack
Sparta	Stanhope	Sussex Wantage	Sussex Votech
Vernon	Walkill Valley	Warren Hills	

Motion pass Yay / Nay

XIX. OLD BUSINESS:

NEW BUSINESS:

XX. PUBLIC PARTICIPATION

XXI. OTHER BOARD ACTION

XXII. 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.

Next SCESC Board of Education Meeting June 26, 2023 @ 7:00pm