

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**June Agenda**

**June 30, 2025**

**REGULAR MEETING 7:00 P.M.**

**\*ADDED\***

**I. CALL TO ORDER BY Mrs. Ross, PRESIDENT**

**II. ANNOUNCEMENT OF NOTICE**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Sussex County Educational Services Commission has caused advance notice of this meeting by having the date, time and place published in the NJ Herald, Star Ledger, and at the County of Sussex Clerk's Office. Meeting notice was posted on the door at the Northern Hills Academy.

**III. FLAG SALUTE**

**IV. MISSION STATEMENT**

The Sussex County Educational Services Commission is a public agency that seeks to create partnerships with public and nonpublic schools and local communities. The Sussex County ESC develops and provides meaningful programs for young people with unique challenges and their families. Our goals are designed to shape our students into productive independent adults. Sussex County ESC provides opportunities for the professionals in our communities to stay current with their educational practices while supporting districts with both cost effective programs and a wide array of services.

**V. OATH OF OFFICE**

**VI. ROLL CALL**

**BOARD OF DIRECTORS**

District	Board of Director Member	Present	Absent
ANDOVER	JANE BYRON		
BYRAM	LAUREN PEDERSEN		
FRANKLIN	KATHLEEN CLOHESSEY		
GREEN	MARIE BILIK		
HAMBURG	ROBERT JONES		
KITTATINNY	DEBRA COOK		
LAFAYETTE	SUZANNE ROSS		
NEWTON	JOANIE FAYE		
OGDENSBURG	BRENDAN DONEGAN		
SPARTA	CHAD WOOD		
STANHOPE	AVERY BADOLATO		

SUSSEX/WANTAGE	TAYLOR DELY		
VERNON	STEPHANIE VECHARELLO		
WALLKILL VALLEY	TRACI DRESSNER		
WARREN HILLS	LISA MARSHALL		

## **VII. APPROVAL OF THE MINUTES**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to approve the following minutes:

June 2, 2025 Regular Meeting Minutes  
June 2, 2025 Executive Meeting Minutes

Voice vote:

## **VIII. PRESIDENT'S COMMENTS:**

## **IX. CORRESPONDENCE**

1. Project Search Graduation June 2025 Newsletter ARC
2. [Project Search Career Connections June 2025](#)
3. Letter to Parents and Staff Change in Principal 2025
4. ESY 2025 : Activities Calendar
5. NHA ESY July Calendar
6. NHA ESY August Calendar
7. NHA ESY July Lunch Menu
8. Parent Support Group Flyer
9. End of the Year Change Letter
10. Letter from Principal

## **X. COMMITTEE REPORTS**

Personnel & Negotiations - June 30, 2025  
Buildings and Grounds / Finance -  
Programs and Services / Policy -

## **XI. SUPERINTENDENT'S REPORT**

June is always a time to celebrate students and the successes they have achieved all throughout the year. In each of our programs, successes were celebrated by staff, family and students. We had two amazing graduations and moving on ceremonies in the middle of June. Many families came on campus to celebrate at Northern Hills Academy the 3 students who graduated while families and the entire staff at Atlantic Health were on site at Newton Medical Center to celebrate the 6 interns who have graduated.

The close out of the school year was successful. Staff attended several half days of training and preparation for student IEP's for the Fall 2025. Training included topics such as behavior management, Handle with Care recertification, CPR recertification and curriculum prep.

This time of year, administrative staff is working on hiring new staff necessary to meet contract needs and our own staffing needs. Interviews have continued with speech therapists, occupational therapists, paraprofessionals and teachers.

### **Northern Hills Academy**

June was a month where students began to see the fruition of their progress. Three students, ages 21/22 graduated and transitioned with support to the adult world. Staff did a wonderful job of collaborating with school districts on supporting families with their transition to Division of Vocational Rehabilitation Services and Division of Developmental Disabilities. The coordination of student communication devices and the home transition was very effective. Our speech department worked so hard to ensure students who graduated are able to continue to use their voices through their devices.

Several students moved from 8th grade to high school. This transition is helpful as students are often moving on to new schools and have new case managers etc. Our staff are the ones that are the glue to hold it together.

We are anticipating 45 students for the ESY program. Openings still remain if districts need out of district placements.

### **Project Search**

Six interns celebrated their graduation and completion of the Project Search program. As we close the Hackettstown program bittersweetly, we celebrated the program, the mentors and the department heads. Kudos to Supervisor John O'Hara and instructors Amy Anjum and Colette Duprex-Aluotto for having another fantastic year with our students.

The Division of Vocational Rehabilitation Services of NJ has announced the continuation of the scholarships for student interns. Districts can get reimbursed up to \$15,000 if students participate in this program.

Throughout the summer, John O'Hara will be working to increase student enrollment, collaborate with school districts and coordinate activities with Atlantic Health and Abilities of NWNJ.

### **Non Public and Public Itinerant**

We completed another program year with five school districts; Sussex Wantage, Kittatinny, Hampton, Sparta and Green. We serve eight non-public schools; Pope John HS, Pope John MS, Rev Brown, Veritas, Hilltop, Northwest Christian, Sussex Christian and Tranquility. Throughout the totality of programs we serviced 300 students in comp ed (basic skill instruction), supplemental instruction (special education services), speech and language, occupational therapy, physical therapy and child study team services. Thank you to the staff who worked collaboratively in all of the schools.

We are starting to coordinate all of the paperwork for the 2025-2026 school year.

### **Preschool Instructional Coaches (PIC)**

Programs were completed in all public itinerant schools and schedules were identified for the 2025-2026 school year. All feedback has been extremely positive. Both PIC's and PIRS are completing, if not completed their PIC/PIRS training. We are collaborating with one district to add services of a PIC for the 2025-2026 school year while 2 other

districts are looking to hire their own under a shared services agreement. We will have the ability of PIC/PIRS to expand the program options for the 2025-2026 school year.

**XII. BUSINESS ADMINISTRATOR'S REPORT**

**XIII. PUBLIC PARTICIPATION**

**XIV. BOARD ACTION 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 for the 2024-2025 school year:

NAME	POSITION	EFFECTIVE DATE	NOTES
Meghan Murphy	Paraprofessional & Substitute	June 17, 2025	No notice provided See attached email
Lia Fluri	Occupational Therapist	August 12, 2025	See attached letter

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept with regret the resignation of Principal Kim Gallagher effective June 30, 2025.
3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors accept the resignation of the following staff for the 2025-2026 school year:

NAME	POSITION	2025-2026 SALARY	EFFECTIVE DATE	NOTES
Jennifer Buckalew	Confidential Administrative Assistant to Principal	\$53,560.00	Effective 07/07/25	See attached letter

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

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Gianna Celi	Paraprofessional	1	\$20.00	06/03/2025 - 6/30/2025	Did not start in the 24/25 school year

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following part-time seasonal paraprofessional contracts for the **2025-2026 RSY Program**.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Ava Casellana	PT Seasonal Paraprofessional	1	\$20.35	09/01/2025 - 06/30/2026	

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors hiring the following part-time paraprofessionals for the **2025-2026 RSY Program**.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Ava Casellana	PT Paraprofessional	1	\$20.35	09/01/2025 - 06/30/2026	Hired under wrong position type in June 2nd board meeting.

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following part-time paraprofessional contracts for the **2025 Extended School Year Program**.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Meghan Murphy	Paraprofessional	Off Guide	\$26.05	07/01/2025 - 08/12/2025	Resigned Effective June 17.
Meghan Murphy	Substitute Teacher	Off Guide	+\$5.00 Sub	07/01/2025 - 08/12/2025	Resigned Effective June 17.

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following part-time paraprofessional contracts for the **2025-2026 RSY Program**.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
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Stephen Laird	Paraprofessional	7	\$25.50	09/01/2025 - 06/30/2026	
Meghan Murphy	Paraprofessional	Off Guide	\$26.05	09/01/2025 - 06/30/2026	Resigned Effective June 17.
Delania Predmore	Paraprofessional	1	\$20.70	09/01/2025 - 06/30/2026	Only working ESY
Jessica Ross	Paraprofessional	3	\$20.55	09/01/2025 - 06/30/2026	Only working ESY
Danielle Meribe	Paraprofessional	2	\$20.40	09/01/2025 - 06/30/2026	Hired under the wrong position type in the June 2nd board meeting.
Gabriella Rodek	Paraprofessional	1	\$20.35	09/01/2025 - 06/30/2026	Hired under the wrong position type in the June 2nd board meeting.

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following certified staff for the **2025-2026 regular school year program** pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Ashley Ell	Speech and Language Therapist	5 MA	\$63,200.00	09/01/2025 - 06/30/2026	

10. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following seasonal part-time paraprofessionals, for the **2025-2026 RSY program** pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Danielle Meribe	Seasonal Paraprofessional	2	\$20.40	09/01/2025 - 06/30/2026	Hired under the wrong position type in the June 2nd board meeting.

Gabriella Rodek	Seasonal Paraprofessional	1	\$20.35	09/01/2025 - 06/30/2026	Hired under the wrong position type in the June 2nd board meeting.
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11. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following staff, for the **2025-2026 RSY program** pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Kristen Dempsey	Non Public CE Elementary School Teacher K-6	7	\$35.19/hr Pending grant funding for program and position	09/01/2025 - 06/30/2026	
Carolyn Ackerson	CE Elementary Teacher P-3	1 BA	\$58,500.00	09/01/2025 - 06/30/2026	

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 paraprofessionals up to 28 hours per week for up to 30 days, for the **2025 Extended School Year Program** pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Amanda Santiago	PT Paraprofessional	5	\$25.35	07/01/2025 - 08/12/2025	
Anne McCarrick	PT Paraprofessional	7	\$25.50	07/01/2025 - 08/12/2025	
Martin McKernan	PT Paraprofessional	7	\$25.50	07/01/2025 - 08/12/2025	
Tabitha Sabol	PT Paraprofessional	1	\$20.35	07/01/2025 - 08/12/2025	Only working 2 days per week
Cindy Gaffney	PT Paraprofessional	1	\$20.35	07/01/2025 - 08/12/2025	

13. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following substitute teachers for the **2025 ESY and 2025-2026 RSY Programs**:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Delania Predmore	Substitute Teacher	1	\$20.35 + \$5.00/hr sub	07/01/2025 - 06/30/2026	
Stephen Laird	Substitute Teacher	7	\$25.50 + \$5.00/hr sub	07/01/2025 - 08/12/2025	ESY only

14. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the one time unused vacation day payout to the following individuals:

NAME	NUMBER OF DAYS	PER DIEM RATE	NOT TO EXCEED	NOTES
Anthony DeFelice School Business Administrator	8	\$384.62	\$3,076.96	1st year in position
Lindy Powell Admin. Asst to School Business Administrator	17.5	\$220.59	\$3,860.33	Supported first year Business Administrator

15. **RESOLVED**, upon recommendation from the Superintendent that the Sussex County Educational Services Commission Board of Directors approve all certified staff as home instructors at the rate of \$35.00 per hour.

16. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following Non Certified Staff for the 2025 ESY program:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Katie Swanson	Nurse	14 BA	\$418.48 Per Diem	07/01/2025 - 08/30/2025	Up to 20 Days

17. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Non Certified Staff for the 2025 ESY and 2025-2026 RSY program:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Katie Swanson	PT Nurse	14 BA	\$44.00/hr	07/01/2025 - 08/30/2025	Up to 20 Days



18. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2025-2026 school year pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
TBD	Occupational Therapist	Not to exceed 8 MA	Not to exceed \$71,500	09/01/2025 - 06/30/2026	

19. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2025 extended school year program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
TBD	Occupational Therapist	8 MA	Per Diem	07/01/2025 - 08/12/2025	Up to 10 days

20. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following certified staff for the 2025 extended school year program pending completion of all paperwork:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
TBD	Admin Asst to Principal	not to exceed \$55,000	07/01/2025 - 06/30/2026	
TBD	PT Office Clerk	not to exceed \$30.00 per hour	07/01/2025 - 06/30/2026	Up to 28 hours per week

21. **RESOLVED**, upon recommendation from the Superintendent that the Sussex County Educational Services Commission Board of Directors approve a stipend of \$125 per day (or minimum of \$62.50 per 3.5 hours) for staff approved as Principal Waiver candidates.

22. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the job description for Confidential Office Manager as attached.

23. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following contract for the 2025-2026 year:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
Corrie Pisciotano	Admin Asst to Superintendent	\$59,072.56	07/01/2025 - 06/30/2026	

24. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following 12 month non certified staff member in the following contract for the 2025-2026 year:

NAME	POSITION	SALARY	EFFECTIVE DATE	NOTES
Corrie Pisciotano	Confidential Administrative Assistant for Non Public/Superintendent	\$62,000	07/01/2025 - 06/30/2026	

25. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the renewal of Anthony DeFelice as Business Administrator / Board Secretary in the amount of \$103,000.00 from July 1, 2025 - June 30, 2026.

26. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the appointment of Anthony DeFelice, Business Administrator as Integrated Pest Management Coordinator.

27. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following part-time para-professionals contracts for the **2025-2026 extended school year program:**  
\*ADDED\*

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Keely Schmerber	Para-Professional	4.5	\$23.35	07/1/25 - 08/12/25	
Keely Schmerber	Substitute Teacher	4.5	+ \$5.00 Sub	07/1/25 - 08/12/25	

28. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the salary increase from \$20.35 to \$20.70 for Brooke Fedorka in recognition of her achieving an Associates Degree for the **2025-2026 ESY and RSY Programs**: **\*ADDED\***

MOVE:		2ND:	
Andover	Byram	Franklin	Green
Hamburg	Kittatinny	Lafayette	Newton
Ogdensburg	Sparta	Stanhope	Sussex/Wantage
Vernon	Wallkill 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:  
  

June 15th & 20th Payroll	\$335,722.93
June 1-27 (Fund 10)	\$14,223.23
June 1-27 (Fund 20)	\$4,152.69
2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for June 1 - 27, 2025.
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the contract with Navitend for managed IT services for a period from July 1, 2025 to June 30, 2026 as attached.
4. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors appoint R&L Data as the computer service provider for payroll functions from July 1, 2025, through August 30, 2026.
5. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors appoint CDK Systems Inc, as budgetary and personnel software provider from July 1, 2025, through August 30, 2026.
6. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors appoint George Morville of the Morville Agency, a division of Bollinger, Inc. as the general insurance agent of record for the 2025-2026 school year.
7. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors Motion to approve readoption of and continued participation in our Section 125 Plan/Premium Conversion Plan which allows

cash in lieu of health benefits and pre-tax contributions and to reaffirm the hours necessary to qualify for benefits at 28 hours per week and continued participation in the Flexible Spending Account administered by Horizon Blue Cross Blue Shield.

8. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors Motion to approve the renewal with AmeriFlex for COBRA Administration for the 2025/2026 school year.
9. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors motion to approve the renewal with AmeriFlex for the flexible spending and commuter benefit plan for the 2025/2026 school year.
10. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors approve the Superintendent as claims auditor for the 2025-2026 and 2024-2025 school year to approve the Business Administrator to process additional invoices for payment and make emergency account transfers for the current fiscal year in order to conduct all financial business necessary to close out the 2024-2025 school year with Board confirmation at the next regular meeting. Such checks will appear on the bills list and transfers will be confirmed by the Board at the next regular meeting.
11. **RESOLVED**, upon the recommendation of the Superintendent, that the Sussex County Educational Services Commission Board of Directors approve Pursuant to PL 2015, Chapter 47 the Andover Regional Board of Education intends to renew, award, or permit to expire the attached list of vendor contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

MOVE:		2ND:	
Andover	Byram	Franklin	Green
Hamburg	Kittatinny	Lafayette	Newton
Ogdensburg	Sparta	Stanhope	Sussex/Wantage
Vernon	Wallkill Valley	Warren Hills	

Motion pass      Yay / Nay

### C. PROGRAMS AND SERVICES

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

Staff Member	Date	Workshop	Location	Cost	Transportation/ Mileage Cost
Staff Member	Date	Workshop	Location	Cost	Transportation/ Mileage Cost
Andrea Romano	5 modules: 1.5 hours each	Brick by Brick: A Leader's Guide to Building SEL in Schools	Rutgers University Virtual	\$0	\$0
Andrea Romano	7/15/25	School Safety and Security Symposium - Somerset County	Somerset County Vocational School	\$0	\$0
Andrea Romano Naome Dunnell Cristina D'Amico	6/17/25	Leading Change: The 5 Essential Principles of Transformational Early Childhood Leadership	Virtual Teaching Strategies	\$0	\$0
Andrea Romano	9/18/25 and 9/19/25	Collaborative and Proactive Solutions - 2 Day Virtual Training with Dr. Ross Greene	Virtual	\$249.99	\$0
School Nurse TBD	10/22/25	School Nurse Conference	The Palace at Somerset, Somerset, NJ	\$295	TBD
Anthony DeFelice	10/20/25- 10/23/25	NJSBA 2025 Workshop	Atlantic City, NJ	TBD Registration Hotel - not to exceed \$500	TBD
Andrea Romano	10/20/25- 10/23/25	NJSBA 2025 Workshop	Atlantic City, NJ	TBD Registration Hotel : not to exceed \$500	TBD

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the ancillary agreements for the 2025-2026 school year with the following districts:

Wallkill Valley Regional School District  
Sparta Township School District

Netcong Borough School District  
Butler Township School District

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the use of the Stronge model for certificated staff for the 2025-2026 school year.
4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the use of the Stronge model for Administrative Staff for the 2025-2026 school year.
5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the attached form for the custodial evaluation for the 2025-2026 school year.

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the attached form for the paraprofessional evaluation for the 2025-2026 school year.
7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors adopt all current written curriculum guides available in the main office at Northern Hills Academy and that all revisions will be formally adopted at future meetings.
8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the submission of the attached principal waiver for the 2025-2026 school year.
9. **RESOLVED**, at the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the field trip as indicated below:

Staff Member	Date	Location	Trip Cost	Transportation Cost
Amy Anjum	TBD	Dunkin Donuts	N/A	N/A
Amy Anjum Jake Hamtil	TBD	Food Pantry	N/A	N/A
Dawn Kuncken Lia Kondos	07/15/2025	Sparta Lanes	Not to exceed \$300	\$1,144.00

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan.
11. **RESOLVED**, that the following appointment be made for the period of July 1, 2025 - June 30, 2025:  
WHEREAS, there exists a need for specialized legal services in connection with the sale, acquisition and/or improvement of property and the financing thereof through a lease purchase financing by The Board of Directors of the Sussex County Educational Services Commission (the "Commission"), a body corporate of the State of New Jersey, including the preparation of resolutions authorizing the transaction, the preparation or review of sales or purchase agreements and lease documents and other work related to the acquisition of real property, and the rendering of approving legal opinions in connection with the lease financing acceptable to the financial community; and  
  
WHEREAS, such special legal services can be provided by a recognized Bond Counsel firm, and the law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey, has the necessary experience and expertise to assist the Commission with this project; and,  
  
WHEREAS, funds are or will be available for this purpose;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION as follows:

1. The law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey, is hereby retained by the Commission in accordance with an Agreement dated as of July 1, 2025 and submitted to the Commission (the "Contract") to provide specialized legal services necessary in connection with the sale, acquisition and improvement of property and the financing thereof through a lease purchase financing.
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Commission.
4. A notice in accordance with the Local Public Contracts Law of New Jersey in the form attached hereto shall be published in The New Jersey Herald.

#### **Notice of Award of Professional Services**

The Board of Directors of the Sussex County Educational Services Commission (the "Commission") has awarded a Contract without competitive bidding for professional services pursuant to N.J.S.A. 40A:11-1 et seq. The Commission retained the law firm of McManimon, Scotland & Baumann LLC, Roseland, New Jersey, to provide specialized legal services necessary to the sale, acquisition and improvement of property and the financing thereof by the Commission through a lease purchase financing. The amount charged for these services will be determined in accordance with the Agreement dated as of July 1, 2025 on file with the Commission Secretary. This Contract will be in effect until such time as either party gives written notice to the other of termination.

This Contract and the resolution authorizing it are available for public inspection in the offices of the Commission Secretary.

12. **RESOLVED**, that the following appointment be made for the period of July 1, 2025 – June 30, 2026:

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 Cunning be appointed to provide Educational Consultant 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, 2025 – June 30, 2026.

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 30, 2025 regular meeting:

Pamela Cunning - Educational Consultant

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

- 13. RESOLVED**, that the following appointment be made for the period of July 1, 2025 – June 30, 2026:

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, 2025 – June 30, 2026.

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, 2025 – June 30, 2026.

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 30, 2025 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.

- 14. RESOLVED**, that the following appointment be made for the period of July 1, 2025 – June 30, 2026:

WHEREAS, there exists a need for an 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, 2025 – June 30, 2026.

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 30, 2025 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.

- 15. RESOLVED**, that the following appointment be made for the period of July 1, 2025 – June 30, 2026:

WHEREAS, there exists a need for an 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 to 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, 2025 – June 30, 2026.

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 30, 2025 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.

16. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the updated 2024 - 2025 School Calendar as attached.
17. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the tuition reimbursement for the following staff for the 2024-2025 school year: **\*ADDED\***

Staff Member	College /University	Program/Certificate	Actual Cost
Julia Devore	NJCU	School Nurse Certification	\$5,000.00
Dawn Kuncken	WPU	Supervisor	\$3,000.00
Amy Anjum	Centenary University	Supervisor	\$4,000.00
		<b>Total</b>	<b>\$12,000.00</b>

MOVE:		2ND:	
Andover	Byram	Franklin	Green
Hamburg	Kittatinny	Lafayette	Newton
Ogdensburg	Sparta	Stanhope	Sussex/Wantage
Vernon	Wallkill Valley	Warren Hills	

Motion pass      Yay / Nay

#### **D. BUILDINGS AND GROUNDS**

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the proposal with Eastern Services as needed, as attached.

#### **XV. 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 30, 2025 for the purpose of **CSA evaluation and contract discussion**.*

*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.:

#### **XVI. OLD BUSINESS:**

##### **NEW BUSINESS:**

Committee Assignments

#### **XVII. PUBLIC PARTICIPATION**

## **XVIII. ADJOURNMENT**

There being no further business to come before the Board, the Meeting was called to adjourn by \_\_\_\_\_  
and Seconded by \_\_\_\_\_, all voiced in favor.

**At        P. M.**

**Important dates:**

**NEXT BOARD MEETING**

**Regular Meeting  
August 25, 2025  
7:00pm  
Northern Hills Academy 10 Gail Ct Sparta, NJ 07871**