

**SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION**

**October Agenda**

**October 7, 2024**

**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**

District	Board of Director Member	Present	Absent
ANDOVER	BRIAN HERTENSTEIN		
BYRAM	LAUREN PEDERSEN		
FRANKLIN	KATHLEEN CLOHESSEY		
GREEN	CHRISTOPHER BILIK		
HAMBURG	ROBERT JONES		
HARDYSTON	RON HOFFMAN		
KITTATINNY	DEBRA COOK		
LAFAYETTE	SUZANNE ROSS		

NEWTON	JOANIE FAYE		
OGDENSBURG	BRENDAN DONEGAN		
SPARTA	LEIGH MCMICHAEL		
STANHOPE	GIL MOSCATELLO		
SUSSEX TECH	GUS MODLA		
VERNON	CARL CONTINO		
WALLKILL VALLEY	VIRGINA JONES		

**VII. APPROVAL OF THE MINUTES**

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

August 26, 2024 Regular Meeting  
 August 26, 2024 Executive Session (To be handed out at the Meeting)

Voice vote:

**VIII. PRESIDENT’S COMMENTS:**

**IX. CORRESPONDENCE**

- 1. Project Search
- 2. NHA Back to School Night
- 3. NHA Week of Respect
- 4. NHA October Lunch Menu
- 5. NHA October Calendar
- 6. NHA Bear P.A.L.S. Announcement
- 7. AAC Book Club Meeting Announcement
- 8. Art with Val at NHA
- 9. ShopRite RoNetco Donation Letter

**X. COMMITTEE REPORTS**

Personnel & Negotiations – 9.26.24  
 Buildings and Grounds / Finance - 9.26.24  
 Programs and Services / Policy -None

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

September's return to school has been eventful at Sussex County ESC. Program numbers are strong at Northern Hills and continue to be growing. Project Search has toured additional student interns from a variety of school districts while the financial incentives to participate in the program are held up in the NJ Division of Vocational Rehabilitation Services.

The superintendent has attended multiple meetings for non-public programming, state liaisons with Non Public and as the representative for Sussex County. Hackettstown School District learned late in August that they had a new non-public school move to their district and they have asked SCESC to partner with them on programming. SCESC is in the process of collaborating with the district and the Patrick School for the 2024-2025 school year.

Attendance at CST Director's meeting, Superintendent Roundtable, ESC Superintendent Roundtable and NJASA committee member of Special Education has kept the Superintendent busy. Reporting out the information to all stakeholders has been essential in the flow of information.

The School Security Office came to SCESC for a very positive visit. While they had numerous suggestions for best practice approaches, they are cognizant of our funding status. Our administrative team and behavioral threat assessment team were able to brainstorm ideas with both the Office of School Security Preparedness and Sparta Police.

Northern Hills Academy has started the 2024-25 school year off on a positive note. Students are adapting well to their new classrooms, and there is a sense of enthusiasm throughout the NHA hallways. Our educators are actively reinforcing classroom procedures and expectations while building strong relationships with the students.

With the favorable weather conditions, students have had the opportunity to engage in outdoor activities. The Sports Club and Walking Club are actively meeting, and students are enjoying their participation in these extracurricular programs. Additionally, many students have been taking part in art classes, creating a portfolio of their artistic work.

A school-wide positive behavior system has been implemented. Students at NHA who are Caught Being "PAW-SOME" for "PAWS"itive Behavior are being celebrated! All staff members are encouraged to recognize students. Our Northern Hills Bears are learning the significance of each letter in the following acronym and are receiving positive reinforcement for demonstrating these characteristics:

- B- Be Safe
- E- Encourage Others
- A- Always Try Your Best
- R- Respect Everyone
- P- Persevere Through Challenges
- A-Act Kindly
- W- Work Together

## S- Support One Another

On September 26th, we hosted Back to School Night, welcoming our students' families. Parents left feeling informed and reassured that their children are receiving excellent care and education at NHA. On October 1st, Ms. Stephanie's and Ms. Chloe's classes had an enjoyable visit to the pumpkin patch at Tranquility Farms. Both students and staff enjoyed the hayride and the beautiful autumn weather. Everyone had the opportunity to pick pumpkins and gourds, and they also enjoyed apple cider and donuts.

To prioritize the safety of all students and staff, we have dedicated our efforts to understanding and implementing the appropriate procedures for various school safety/security drills. In collaboration with the Sparta Police Department and the New Jersey Department of Education, we worked to ensure that the students and staff at NHA are adequately prepared for a range of emergency situations.

We're looking forward to events coming up, like the Week of Respect and our Halloween Trunk or Treat!

## **XII. BUSINESS ADMINISTRATOR'S REPORT**

The business office has been very busy since our last meeting. I am continuing to learn the in and outs of my role and have been very busy working on streamlining processes and improving the efficiency and effectiveness of the business office operations. We are currently working on preparing for this year's audit and the business office has been working diligently to gather and supply all required information for the auditors to complete their review.

We have been facing some challenges due to Provident Bank taking over Lakeland Bank and we have been working through all the issues and ensured that they had no impact on business operations.

On a personal note, I am happy to report that my application for my CE for Business Administrator has finally been approved and I am working on acquiring a mentor so that I can proceed to get my provisional certificate.

We recently completed an audit of our telecommunications and I am happy to report that we confirmed that we are at or under benchmark for our contract with Planet Networks. We did find some plan improvements on our Verizon account that will save us about \$1,500 a year on our wireless phone bill. We also had our record sorting completed and was able to remove over 100 boxes of documents that are not needed to be held which will alleviate any space issues and allow us to consolidate our files and save money on storage facilities. We look forward to moving into the future with a streamlined and more efficient business office as we implement changes to processes.

## **XIII. PUBLIC PARTICIPATION**

**XIV. 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 **October 7 regarding LEGAL/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.:

**XV. BOARD ACTION AGENDA ITEMS:**

**A. PERSONNEL**

- RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time paraprofessionals up to 28 hours, for the 2024-2025 RSY program pending completion of all paperwork:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Anne McCarrick	Para-professional	12	\$25.00/hr	9/3/24 - 6/30/25	TBD from the 8/26/24 meeting
TBD <b>ADDED</b>	Para-professional	Not to exceed Step 12	Not to exceed \$25.00/hr	9/3/24 - 6/30/25	TBD
TBD <b>ADDED</b>	Para-professional	Not to exceed Step 12	Not to exceed \$25.00/hr	9/3/24 - 6/30/25	TBD
TBD	Para-professional	Not to	Not to	9/3/24 -	TBD

<b>ADDED</b>		exceed Step 12	exceed \$25.00/hr	6/30/25	
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2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the following part-time para-professionals contracts for the 2024-2025 RSY program.

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Rachel Vorce	PT Para-professional	8	\$25.00/hr	9/3/24 - 6/30/25	Wrong step listed on agenda
Felicia Figueroa	PT Para-professional	8	\$25.00/hr	9/1/24	Wrong step listed on agenda
Alicia Bilney	PT Para-professional	2	\$20.00/hr	9/3/24	No show
William Sheehan	PT Para-professional	12	\$25.50/hr	9/3/24	No show

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 non-certified staff for the 2024-2025 school year program pending completion of all paperwork::

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Rachel Vorce	PT Para-professional	9	\$25.00/hr	9/1/24 - 6/30/25	Corrected step
Felicia Figueroa	PT Para-professional	9	\$25.00/hr	9/1/24 - 6/30/25	Corrected step

4. **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	NOTES
Michelle Kozlowski	PT Para-professional	9/11/2024	See attached email.
Laura Andresky	PT Non Public Nurse	9/23/2024	See attached email.

Desiree lafelice	PT Para-professional	9/26/2024	See attached email.
Felicia Figueroa	PT Para-professional	10/16/2024	See attached email.

5. **RESOLVED**, Resolved, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors, that approves the settlement agreement and release with Employee ID# 58973553 (SMID) 728 (payroll); and Be it further resolved, that the Board accepts the employee's resignation effective December 31, 2024. See the attached email.
6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following certificated staff as substitute teachers for the 2024-2025 school year with no salary adjustments:

NAME	POSITION	EFFECTIVE DATE	NOTES
Patrick Hanson	Substitute Teacher	9/1/24 - 6/30/25	School Social Worker
Adrianna Velez	Substitute Teacher	9/1/24 - 6/30/25	School Psychologist

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors that approves a FMLA for Employee ID# 40634610 from October 16, 2024 through January 8, 2025;

Be it further resolved, that the employee shall be on NJ FLA from December 9, 2024 through March 3, 2025 which will be unpaid with benefits.

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Erin Siipola as a Part Time Business Administrator from October 1, 2024 - December 31, 2024 or sooner, if a permanent Business Administrator is appointed, at a rate of \$100 per hour, not to exceed 10 hours a week pending Sussex County Department of Education approval.
9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following home instructors for the 2024-2025 school year:

NAME	POSITION	SALARY	EFFECTIVE DATE
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Stephanie DeFelice	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Tessa Bedkowski	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Rachel Tucker	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Jaimie Donahue	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Brian Wittman	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Shaun Colavita	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Dawn Kuncken	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Lia Kondos	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Anna Gelpke	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Lauren Pratt	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Rebecca Nitka	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Ashley Ell	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Vanessa Bisco	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Noah McGowan	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Kristen Dempsey	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Catherine Kohansby	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Laura Steiner	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Nanette Turner	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Donna Iannelli	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Courtney Mulder	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Chloe Deluca - Knighton	Home Instruction	\$35 per hour	7/1/24 - 6/30/25
Colleen Figueiredo <b>ADDED</b>	Home Instruction	\$35 per hour	10/8/24 - 6/30/25
Amy Anjum <b>ADDED</b>	Home Instruction	\$35 per hour	10/8/24 - 6/30/25
Colette Duprex <b>ADDED</b>	Home Instruction	\$35 per hour	10/8/24 - 6/30/25



**10. RESOLVED**, Upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following long term substitute:

NAME	POSITION	STEP	SALARY	EFFECTIVE DATE	NOTES
Colleen Figueiredo	Long Term Substitute	1 BA	\$55,700	10/11/24 - 6/30/25	

**\*ADDED\***

**11. RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the contract with Anthony DeFelice as School Business Administrator with his certificate of eligibility in the amount of \$100,000.00 from October 7, 2024 - June 30, 2025 prorated pending Sussex County Department of Education approval.

**\*ADDED\***

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

Motion pass      Yay / Nay

**B. FINANCE**

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

August Payroll & September Payroll      \$ 674,707.03

August (Aug 26-31), September, &      \$ 773,199.87  
October (Oct 1-8) (Fund 10)

August (Aug 26-31), September, &      \$ 9,415.27  
October (Oct 1-8) (Fund 20)

**\*ADDED\***

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary’s Report and Treasurer’s Report for July 2024 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for July 2024.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$3,000 for July 2024.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors accept the donation from RoNetco ShopRite in the amount of \$1,500.

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

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	Transport/ Mileage/ Lodging Cost
Andrea Romano	9/16/24	AI 101 for School Leaders: Navigating the Possibilities	Virtual Ed Web Net	\$0.00	\$0.00
Andrea Romano	11/14/24	Basics: Compliance & Regulation Walkthrough	NJCIE Child Study Team Series Virtual	\$0.00	\$0.00
Andrea Romano	12/19/24	IEP Writing & Progress	NJCIE Child Study Team	\$0.00	\$0.00

		Monitoring	Series Virtual		
Andrea Romano	2/3/25	The IEP & Inclusion	NJCIE Child Study Team Series Virtual	\$0.00	\$0.00
Andrea Romano	2/24/25	Supporting Inclusive Classroom Practices	NJCIE Child Study Team Series Virtual	\$0.00	\$0.00
Andrea Romano	3/24/25	Nurturing Family Partnerships	NJCIE Child Study Team Series Virtual	\$0.00	\$0.00
Patrick Hanson	9/24/24	Prevention Summit	Mental Health Association Mountain Creek Resort, Vernon, NJ	\$0.00	TBD
Rebecca Nitka	10/8/2024	LAMP Words for Life/PRC-Salttillo	Online	\$0.00	\$0.00
Rebecca Nitka	10/8/24	LAMP Words for Life: Vocabulary Review & Practice	Online	\$0.00	\$0.00
Julia DeVore	10/14/24	Inservice Training for School Nurses	Project Self Sufficiency, 127 Mill St, Newton, NJ	\$0.00	TBD
Kristina Swyryt	10/14/24	Inservice Training for School Nurses	Project Self Sufficiency, 127 Mill St, Newton, NJ	\$0.00	TBD
Andrea Romano	9.26.24	Session I: Navigating Special Education Data and Determinations	NJDOE Virtual	\$0.00	\$0.00
Andrea Romano	10/15/24	Session II: Improving Data Quality	NJDOE Virtual	\$0.00	\$0.00
Andrea Romano	11/11/24	Session III: Digging Deeper – “So what, now what?”	NJDOE Virtual	\$0.00	\$0.00
Andrea Romano	12/16/24	Session IV: Turning Insight into Action – “Bringing it All Together”	NJDOE Virtual	\$0.00	\$0.00
Andrea Romano	1/14/25	Session V: Enhancing Engagement with Parents and Families	NJDOE Virtual	\$0.00	\$0.00

		(including parent advisory groups, SEPAGs)			
Andrea Romano	9/18/24	Lessons from the Field - Suicide Prevention: Building Protective Factors to Keep Students Safe	National Center on Safe Supportive Learning Environments Virtual	\$0.00	\$0.00
Andrea Romano	9/17/24	Proactive and Reactive Strategies for Managing Students' Emotional Dysregulation in Class	Attitude Virtual	\$0.00	\$0.00
Andrea Romano	10/7/24	DCPP- Intersection of Race, Poverty and Neglect in Child Welfare	NJTFCAN Princeton, NJ	\$0.00	\$0.00
Naome Dunnell	8/21/24	Teaching Strategies	Camden ESC Virtual	\$225.00	\$0.00
Kim Gallagher	2024 - 2026	New Jersey Leaders to Leaders Principal Mentoring program fee	FEA/NJPSA	\$950.00	\$0.00
Andrea Romano	10/24/24	CEC Fall PD Fair	Council for Exceptional Children Virtual	\$109.00	\$0.00
Andrea Romano	10/2/24	ESL Coffee Chat	School Culture and Climate	\$0.00	\$0.00
Andrea Romano	9/25/24	Admin. Coffee Chat	School Culture and Climate	\$0.00	\$0.00
Andrea Romano	1/29/25	Admin Coffee Chat	School Culture and Climate	\$0.00	\$0.00
Kathleen Grennan	10/15/24	Sussex County School Counselors	Sussex Tech	\$0.00	\$0.00
Dawn DiLascio	10/15/24	Sussex County School Counselors	Sussex Tech	\$0.00	\$0.00
Andrea Romano	09/30/24	Navigating Inclusive Design: UDL, Accessible Materials, and Accessibility Standards for Technology	Ed Web.net Virtual	\$0.00	\$0.00
Andrea Romano	10/16/24	How AI Is Bringing Practical Value to School Districts and Administrative Staff	District Administrator Virtual	\$0.00	\$0.00

Andrea Romano	11/21/24	Behavioral Threat Assessment Training- NJ K-12 (Virtual Training)	Office of School Safety Virtual	\$0.00	\$0.00
Naome Dunnell <b>*ADDED*</b>	11/12-11/14	3-day group training on ECERS-3	NIEER	\$750.00	\$0.00
Ashley Ell <b>*ADDED*</b>	10/15/24	Comprehension & Fluency	Virtual - NJDOE	\$0.00	\$0.00

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

- |                |                       |
|----------------|-----------------------|
| Oxford         | Sparta                |
| Vernon         | Franklin Twp          |
| Ridge & Valley | Knowlton              |
| Newton         | Sussex County Charter |
| Hopatcong      | Sandyston-Walpack     |
| Stillwater     | Franklin Boro         |
| Fredon         | Frankford             |

3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors enter into contracts with the following school districts for non-public services under 192/193, nursing and IDEA for the 2024-2025 school year:

- Hampton Township
- Kittatinny Regional
- Sparta Township
- Green Township

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

Motion pass      Yay / Nay

**D. BUILDINGS AND GROUNDS**

1. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the winter snow plowing proposal with Greco Landscaping & Lawn Maintenance, as attached.

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

Motion pass      Yay / Nay

**XVI. OLD BUSINESS:**

1. Negotiations Update *ADDED*
2. Strategic Plan Update *ADDED*

**NEW BUSINESS:**

**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**

**Important dates:  
Regular Board of Directors Meeting:  
November 4th at 7 PM**