

## MINUTES

### Board of Directors Meeting

November 6, 2019

7:30 PM

The Meeting of the Camden County Educational Services Commission Board of Education was held on Wednesday, November 6, 2019 at 7:30 PM in the Administration Building.

Present:

Board President Joyce Miller  
Board Vice President Marianne Brown  
Board Member Rebecca Holland  
Board Member Jennifer Storer  
Board Member Christopher McKelvey  
Board Member MaryAnn Johnson  
Board Member Doris Walsh  
Board Member Rebecca Ammen  
Board Member Charles Buchheim  
Board Member Lisa Saidel  
Board Member Veronica Parker  
Board Member Angela Cooper

### BOARD OF DIRECTORS

#### Camden County Educational Services Commission

I. Meeting Called to Order

The regular monthly meeting of the Camden County Educational Services Commission was called to order at 7:30 pm on Wednesday, November 6, 2019 by Mrs. Miller, President.

II. Pledge of Allegiance

Everyone participated in the Pledge of Allegiance.

III. Public Announcement

In accordance with the Open Public Meetings Law, the Camden County Educational Services Commission has caused notice of the meeting to be posted as follows:

- (A) Transmitted to the Courier Post
- (B) Transmitted to the County Clerk's Office
- (C) Posted at the Commission office and website

IV. Roll Call

Also present were Mr. Dan DelVecchio, Superintendent; Mr. Patrick Madden, School Business Administrator; Ms. Patti Russo, Supervisor of Instruction; Ms. Nina Longer, Program Manager - Education; and Ms. Lori Perlow, Communications Manager.

V. President's Remarks

None

VI. Approval of Minutes

Recommend to approve the minutes of the October 2, 2019 Regular meeting and October 2, 2019 Closed Session

([Minutes 2019-10-02 DRAFT.pdf \(Attached\)](#))

The motion was made by Board Member Storer and seconded by Board Member Parker, and with the following roll call vote:

- Board President Miller yes
- Board Vice President Brown abstain
- Board Member Holland yes
- Board Member Storer yes
- Board Member McKelvey abstain
- Board Member Johnson yes
- Board Member Walsh yes
- Board Member Ammen abstain
- Board Member Buchheim yes
- Board Member Saidel yes
- Board Member Paoli yes
- Board Member Cooper abstain

the motion carried.

VII. Correspondence

TD Bank acknowledgement of Commission staff member Colette Hoban's contribution to the Project SEARCH program. (**See Attachment C below.**)

TD Bank acknowledgement of Project SEARCH interns recognized during Nation Disability Employment Awareness Month:

- Week 1 JC and NL
- Week 2 MH and MS
- Week 3 MA and DB
- Week 4 MR and JL

([Attachment C - Email from TD re C. Hoban.docx \(Attached\)](#))

Board Member Ms. Alethia Gibbs-Simth entered the meeting at 7:34 pm.

Mrs. Brown commented that CVS works with some special needs students from Triton.

VIII. Public Comments

None

IX. Superintendent's Report

Mr. DelVecchio updated the Board on the Mental Health Initiative.

X. Old Business

None

XI. New Business

A thank you was given from Mr. DeVecchio to Mr. McKelvey on the workforce development initiative.

XII. General Business

A. FINANCE/BUSINESS OPERATIONS

1. Board Secretary's Report

Motion to approve the Board Secretary's Report as of September 30, 2019, which includes the line item transfers.

[\(Financial Report September 30, 2019.pdf \(Attached\)\)](#)

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes

Board Vice President Brown yes

Board Member Holland yes

Board Member Storer yes

Board Member McKelvey yes

Board Member Johnson yes

Board Member Walsh yes

Board Member Gibbs-Smith yes

Board Member Ammen yes

Board Member Buchheim yes

Board Member Saidel abstain

Board Member Parker yes

Board Member Cooper yes

the motion carried.

2. Approval of Resolutions

a. N.J.A.C. 6A:23A-16.10 (c) 3

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of September 30, 2019 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Camden County Educational Services Commission pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1.

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes

Board Vice President Brown yes

Board Member Holland yes

Board Member Storer yes  
 Board Member McKelvey yes  
 Board Member Johnson yes  
 Board Member Walsh yes  
 Board Member Gibbs-Smith yes  
 Board Member Ammen yes  
 Board Member Buchheim yes  
 Board Member Saidel abstain  
 Board Member Parker yes  
 Board Member Cooper yes

the motion carried.

b. Anticipated Revenue N.J.A.C. 6A:23A-16.10 (c) 2

In accordance with N.J.A.C. 6A:23A-16.10(c)2, it is certified that anticipated revenue has changed for the month ending September 30, 2019 as follows: There was no change in Revenue in September 2019.

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes  
 Board Vice President Brown yes  
 Board Member Holland yes  
 Board Member Storer yes  
 Board Member McKelvey yes  
 Board Member Johnson yes  
 Board Member Walsh yes  
 Board Member Gibbs-Smith yes  
 Board Member Ammen yes  
 Board Member Buchheim yes  
 Board Member Saidel abstain  
 Board Member Parker yes  
 Board Member Cooper yes

the motion carried.

c. N.J.A.C. 6A:23A-16.10 (c) 4

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Camden County Educational Services Commission certifies that as of September 30, 2019, and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes  
 Board Vice President Brown yes  
 Board Member Holland yes  
 Board Member Storer yes  
 Board Member McKelvey yes  
 Board Member Johnson yes  
 Board Member Walsh yes  
 Board Member Gibbs-Smith yes  
 Board Member Ammen yes  
 Board Member Buchheim yes  
 Board Member Sidel abstain  
 Board Member Parker yes  
 Board Member Cooper yes  
 the motion carried.

### 3. CONTRACTS

Recommendation to approve contracts with the following school districts:

- PUBLIC SCHOOLS
- CHARTER SCHOOLS
- OTHER

There were no contracts to approve.

### 4. PROFESSIONAL SERVICE PROVIDERS

Recommend to approve the following professional service providers:

There were no professional service providers to approve.

### 5. PROFESSIONAL DEVELOPMENT

Recommend to approve the following professional development items:

- a. Bernadette Swietanski, CCJDC Teacher, to attend NJEA convention November 8, 2019 in Atlantic City NJ at a cost of mileage/tolls/parking expenses
- b. Joan Ludlam to attend the Human Resources Professional course at Camden County College at a cost of \$1,799. Reimbursement to be made to Ms. Ludlam is contingent upon passing the Professional in Human Resources certification exam.
- c. Lori Perlow to attend the NJ School Public Relations Association Workshops on November 19, 2019, January 16, 2020, and March 17, 2020 in Monroe NJ at a cost of mileage expenses only
- d. Mary Hartsell, Nina Longer and Patricia Russo to attend the NJ Association of School Administrators First Annual Regional Women's Educational Leadership Forum on November 22, 2019 in Garwood NJ at a cost of \$40 per person registration fee and mileage expenses.
- e. Ratify Jeff Wenzel and Shanell Edwards, CCJDC teachers, to attend JJC PLATO software

training on October 23, 2019 in Trenton NJ at a cost of mileage expenses only

f. Palak Arora and Marianne Cramer, Occupational Therapists, to attend School-Based Occupational Therapists: Reducing Disconnected, Defiant and Other Challenging Behaviors to Increase Student Success on November 25, 2019 in Cherry Hill NJ at no cost to the Commission

g. Ratify Sheila Mulvenna, Certified Occupational Therapy Assistant, to attend Bloomberg Rhythmic Movement and Primitive Reflexes on November 1, 2019 in Syracuse NY at no cost to the Commission

h. On-site Professional Development for OT/PT staff: Neuroplasticity for Children Rewiring for Integration of Primitive Reflexes and Development Skills on January 9, 2020 at a cost of \$4,300

i. On-site Professional Development for Speech/Language Pathologists: School-based Articulation and Speech Strategies on January 9, 2019 at a cost of \$3,600

j. Ratify Elizabeth Cheer, Nicole Hodges, and Amanda Ramirez, CCJDC Teachers, to attend the NJEA convention on November 7, 2019 at a cost of \$150 registration fee per person plus mileage/parking/tolls expenses

k. Elizabeth Cheer, CCJDC Teacher, to attend 6th Annual Spring Literacy Conference December 6, 2019 in Trenton NJ at a cost of \$175 registration fee and mileage/tolls expenses

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes

Board Vice President Brown yes

Board Member Holland yes

Board Member Storer yes

Board Member McKelvey yes

Board Member Johnson yes

Board Member Walsh yes

Board Member Gibbs-Smith yes

Board Member Ammen yes

Board Member Buchheim yes

Board Member Saidel abstain

Board Member Parker yes

Board Member Cooper yes

the motion carried.

## 6. OTHER

Recommend to approve the following:

a. Pursuant to and in accordance with NJSA 18A:6-57 and NJSA 18A:19-4.1, the Board of Directors of the Camden County Educational Services Commission designates Patrick Madden or Dan DeVecchio to approve for payment any account or demand prior to presentation to the Board. Any approval shall be presented to the Board of Directors for ratification at the next Board meeting.

b. Due to the dynamic nature of fulfilling staffing requests for member districts and in order to allow the Camden County Educational Services Commission to provide quality services to member districts in a timely manner, the Board of Directors authorizes the Executive Committee of the Board of Directors to approve employment requests submitted by the Superintendent between

- Board meetings. Any request so approved will be ratified at the next regularly scheduled meeting.
- c. An addendum to the CM3 price list for RFP#17-02 Integrated Building Automation Solutions
- d. Accept Barnegat Township School District and Somers Point School District as members of the Commission's Cooperative Pricing System #66CCES
- e. Submit the Statement of Assurance for the School Safety and Security Plan due on November 30, 2019
- f. Cancel the following stale checks:

80120	9-5-18	Rutgers	\$300.00
80329	11-7-18	Steven Barcklow	\$47.01
80628	12-11-18	Philadelphia Zoo	\$505.70

- g. Authorize the use of Competitive Contracting for the Mental Health Initiative:

RESOLUTION 11.6.19

WHEREAS, the National Institute for Mental Health reported data from the 2017 National Survey on Drug Use and Health an estimated 3.2 million adolescents aged 12-17 had at least one major depressive episode and 60% of those received no treatment, and 31.9% of adolescents 13-18 years of age had an anxiety disorder; AND

WHEREAS, the New Jersey Youth Suicide Report from 2017 reported from 2007 to 2015 the suicide rate for 10-18 year olds increased from 1.9 to 3.3 percent; in Camden County, from 2013-2015 there were 18 suicides among 10-24 year olds, and prevention efforts documented 1426 suicide related conversations via phone discussions and text exchanges, and mental health was identified in the top 3 call/text categories of all calls; AND

WHEREAS, considering the aforementioned statistics, and with the understanding of limited financial and human capital and lack of mental health professionals that school districts can allocate to preventative mental health and wellness programs; AND

WHEREAS, the Camden County Educational Services Commission desires to procure operation, management and administration services for program design, development, implementation, on-going support and outcome data analysis for school based behavioral health services; AND

WHEREAS, the Camden County Educational Services Commission desires to use competitive contracting to procure said services; AND

WHEREAS, the Division of Local Government Services has approved the use of competitive contracting by the Camden County Educational Services Commission to procure the aforementioned services per N.J.S.A. 18A:18A-4.1k and in accordance with N.J.S.A. 18:18A-4.1-4.5 and N.J.A.C. 5:34-4.1 et seq.; NOW, THEREFORE,

BE IT RESOLVED, the Camden County Educational Services Commission authorizes the use of competitive contracting to procure operational and managerial services for school based behavioral health services.

BOARD OF DIRECTORS  
 CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
 IN THE COUNTY OF CAMDEN

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Secretary

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes  
Board Vice President Brown yes  
Board Member Holland yes  
Board Member Storer yes  
Board Member McKelvey yes  
Board Member Johnson yes  
Board Member Walsh yes  
Board Member Gibbs-Smith yes  
Board Member Ammen yes  
Board Member Buchheim yes  
Board Member Saidel abstain  
Board Member Parker yes  
Board Member Cooper yes

the motion carried.

#### 7. BILL LISTS

Approval of the lists of bills dated October 4, 2019 and November 6, 2019 ([Bill List 2019-10-04.pdf \(Attached\)](#), [Bill List 2019-11-06.pdf \(Attached\)](#))

The motion was made by Board Member Walsh and seconded by Board Member Gibbs-Smith, and with the following roll call vote:

Board President Miller yes  
Board Vice President Brown yes  
Board Member Holland yes  
Board Member Storer yes  
Board Member McKelvey yes  
Board Member Johnson yes  
Board Member Walsh yes  
Board Member Gibbs-Smith yes  
Board Member Ammen yes  
Board Member Buchheim yes  
Board Member Saidel abstain  
Board Member Parker yes  
Board Member Cooper yes

the motion carried.

#### B. EDUCATION

Recommend to approve the following for Education:

1. Stephanie Serrano to observe Marianne Cramer in Runnemedede School District November 19-20, 2019
2. Antonio Trupio, Alvernia Masters of Occupational Therapy student, to complete Level II Fieldwork

experience with Meredith Miller in Camden City School District January 6- March 27, 2020

There was nothing to approve for Education.

The motion was made by Board Member Holland and seconded by Board Member Saidel, and with the following roll call vote:

Board President Miller yes  
 Board Vice President Brown yes  
 Board Member Holland yes  
 Board Member Storer yes  
 Board Member McKelvey yes  
 Board Member Johnson yes  
 Board Member Walsh yes  
 Board Member Gibbs-Smith yes  
 Board Member Ammen yes  
 Board Member Buchheim abstain  
 Board Member Saidel yes  
 Board Member Parker yes  
 Board Member Cooper yes

the motion carried.

#### C. PERSONNEL/NEGOTIATIONS

Recommendation to approve the following for personnel matters:

1. FMLA leave for employee #926 January 1, 2020 - April 19, 2020, approximately
2. Mimmy Magette, Substitute Job Coach, to Job Coach, effective October 16, 2019 - June 30, 2020 at the same hourly rate
3. An unpaid Extended Leave of Absence for employee #403, effective January 1, 2020 - June 30, 2020 (sooner if a replacement is found). This is a one-time, non-precedent setting event.
4. Modify the employment contract of Mary Hartsell, Supervisor of Clinical Services, to include membership in the NJPSA.
5. Accept the resignation of MaryFrancis Marchetti, Job Coach, effective November 27, 2019
6. The emergent hire of Marcella DiVincenzo as Nurse in the Non-Public Schools, effective November 16, 2019 - June 30, 2020, .4 FTE, \$40.00 per hour
7. Amend the employment contract of Cassandra Jones, School Counselor, from .6 FTE to fulltime with benefits, effective 11/16/19 - 6/30/20, adjusted annual salary change from \$33,812 to \$56,354
- 8. ADDENDUM - the emergent hire of Kristin Kitchenman as Nurse in the Non-Public Schools, effective November 16, 2019 - June 30, 2020, .3 FTE, \$40.00 per hour**
- 9. ADDENDUM - the resignation of Sheila MacNeill, Assistant for Accounts Payable, effective December 31, 2019**
- 10. ADDENDUM - Job Description for Accounts Payable/Purchasing/Contract Management (see Attachment E below)**
- 11. ADDENDUM - Revised Job Description for Assistant Business Administrator (see Attachment F below)**

(Attachment E - JD Accounts Payable, etc..docx (Attached), Attachment F - JD Assistant Business

[Admin rev1.docx \(Attached\)](#)

The motion was made by Board Member Walsh and seconded by Board Member Johnson, and with a unanimous roll call vote, the motion carried.

D. TRANSPORTATION

Recommend to approve the following for Transportation:

1. Quotes for new transportation routes until the time of bidding (**see Attachment B below**)
2. 2019-2020 School Field/Athletic Trips Quotes (**see Attachment A below**)
3. Approval of a Joint Transportation Agreement between CCESC as host and Belleview BOE as Joiner to transport one student to Brookfield School for the 2019-2020 school year

Approval of a Joint Transportation Agreement between CCESC as host and BCSS as Joiner to transport one student to Burlington County Alternative for the 2019-2020 school year

Approval of a Joint Transportation Agreement between CCESC as host and Deptford BOE as Joiner to transport one student to Somerdale Park for the 2019-2020 school year

[\(Attachment A Field Activity Quotes.docx \(Attached\), Attachment B New Transportation routes.docx \(Attached\)\)](#)

The motion was made by Board Member Gibbs-Smith and seconded by Board Member Buchheim, and with a unanimous roll call vote, the motion carried.

E. USE OF FACILITIES

To approve the following for Use of Facilities:

1/22/20	SNJPC	9:30 am - 1:00 pm
2/20/2020	Lindenwold High School	8:30 am - 1:30 pm

The motion was made by Board Vice President Brown and seconded by Board Member McKelvey, and with a unanimous roll call vote, the motion carried.

F. POLICIES

1. Approve the Second Reading of the following policies: (**See Attachment D below**)

P & R 1642	Earned Sick Leave Law (M) (New)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)
P 4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)
P 5517	School District Issued Student Identification Cards (Revised)
P & R	Reimbursement of Federal and Other Grant Expenditures (M)

6112	(Revised)
P & R 7440	School District Security (M) (Revised)
P 8600	Student Transportation (M) (Revised)
R 8600	Student Transportation (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)
P 8670	Transportation of Special Needs Students (M) (Revised)
P 9210	Parent Organizations (Revised)
P 9400	Media Relations (Revised)

[\(Attachment D - Second Read Policies.pdf \(Attached\)\)](#)

The motion was made by Board Member Storer and seconded by Board Member Ammen, and with a unanimous roll call vote, the motion carried.

### XIII. Committee Reports

#### A. TRANSPORTATION

None

#### B. FINANCE

None

#### C. POLICY

None

#### D. PERSONNEL/NEGOTIATIONS

None

#### E. EDUCATION

None

#### F. INSURANCE

None

#### G. FUTURE PROGRAMS & SERVICES

None

#### H. FACILITIES

None

XIV. Public Comment

None

XV. Board Member Comments

Mr. Buchheim noted a seminar at NJSBA workshop related to compassion.

Mr. DeVecchio noted the Wellness Committee and its leaders, Ms. P. Russo and Ms. L. Perlow.

XVI. Closed Session

To adopt the following resolution to hold a closed session meeting in order to have the opportunity to discuss sensitive personnel issues, negotiations and litigation.

**RESOLUTION**

**WHEREAS:** Matters pertaining to sensitive personnel issues, negotiations, and litigation are proper topics for closed sessions under the Public Meetings Act, therefore, be it

**RESOLVED:** to hold a Closed Meeting of the Camden County Educational Services Commission Board of Directors for said purposes, and

**BE IT FURTHER RESOLVED:**

to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board of Directors.

BOARD OF DIRECTORS OF THE  
CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
IN THE COUNTY OF CAMDEN

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Secretary

No closed session was held.

XVII. Adjournment

The meeting adjourned at 8:07 pm.

The motion was made by Board Member Johnson and seconded by Board Member Buchheim, and with a unanimous roll call vote, the motion carried.

Respectfully submitted,

W. Patrick Madden

Board Secretary