

AGENDA

Reorganization Meeting

June 7, 2023

5:30 PM

BOARD OF DIRECTORS

Camden County Educational Services Commission

VIRTUAL MEETING LINK

https://xtel.accessionmeeting.com/j/1166461480?pwd=qDlr9iaaL8nZ_odoEYjvztmak_dVm7c

- I. Meeting Called to Order
- II. 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

Policy 0167 authorizes the presiding officer to manage meeting participation during the meeting.

- IV. Roll Call
- V. Election of Members to the Board of Directors
- VI. Oaths of Office

- VII. Nominations for President
- VIII. Nominations for Vice-President
- IX. Nominations for Treasurer
- X. Set Date and Time for Meetings

The meetings will be held as hybrid meetings in the meeting room at our office located at 225 White Horse Avenue, Clementon, New Jersey. Any revisions or additions to this schedule will be separately noticed pursuant to the Open Public Meetings Act.

Date	Time	Type of Meeting
August 2, 2023	5:30 pm	Regular

September 6, 2023	5:30 pm	Regular
October 4, 2023	5:30 pm	Regular
November 1, 2023	5:30 pm	Regular
December 6, 2023	5:30 pm	Regular
February 7, 2024	5:30 pm	Budget/Regular
March 6, 2024	5:30 pm	Regular
April 3, 2024	5:30 pm	Regular
May 1, 2024	5:30 pm	Regular
June 5, 2024	5:30 pm	Reorganization/Regular

XI. Appointments/Approvals

1. Appoint Bowman & Company as Auditor for the period of July 1, 2023 – June 30, 2024 – compensation is not to exceed \$73,000 and to accept the Peer Review Report - **see Attachment B below**
2. Appoint Robert A. Muccilli, Esq., of Capehart & Scatchard as Solicitor for the period of July 1, 2023 – June 30, 2024 compensation is an hourly rate of \$175.00 per hour
3. Appoint Robert A. Muccilli, Esq. of Capehart & Scatchard as Negotiator for the period of July 1, 2023 - June 30, 2024 - compensation is an hourly rate of \$175.00 per hour
4. Appoint Wm. Patrick Madden as Board Secretary and Custodian of Records
5. Appoint Garrison Architects as the District's Architect of Record for the period of July 1, 2023 - June 30, 2024 to prepare all plans, specifications, drawings and necessary bid related documents for duly approved projects - compensation is based on a schedule of fees per project
6. Appoint Hardenbergh Insurance Group as Insurance Risk Manager for the period of July 1, 2023 - June 30, 2024
7. Designate Wilmington Savings Fund Society (WSFS) as the Depository of Funds
8. Approve Signature Authorization as follows:
 - CCESC Warrant Account - Board President or Vice-President, Treasurer and Board Secretary (three signatures required)
 - CCESC Payroll Account - Board President and Business Administrator/Board Secretary
 - Section 125 Account - Colonial Life Insurance Officials/Flex Facts
9. Approve the following Tax Shelter Annuity Companies to provide 403(b) services/products
 - Lincoln Investments
 - Fidelity Investments
 - Siracusa
10. Designate Legal Form of Notification - Courier Post and/or CCESC Website and/or NJHire
11. Adopt the Code of Ethics
12. Appoint Norma Gurcsik as the Affirmative Action Officer
13. Appoint the Superintendent as the Administrator responsible to submit all Federal and state grants

14. Appoint the Superintendent as the Public Agency Compliance Officer
15. Appoint the School Business Administrator as the School Safety Specialist
16. Appoint W. Patrick Madden as Qualified Purchasing Agent; bid threshold of \$44,000 and quote threshold \$6,600
17. Reaffirm the budget for the 2023-2024 school year that was adopted at the February Board meeting, which includes the maximum total amount budgeted for travel related expenses in the 2023-2024 Commission budget as **\$16,805 (\$2,805 in federal funds)**
18. Adoption of the Uniform Minimum Chart of Accounts
19. Adoption of the Commission's Policies presently in existence
20. Approve that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between Board of Directors meetings, and that such transfers shall be reported to the Board of Directors, ratified and duly recorded in the minutes of the next regular meeting.
21. Establish the Petty Cash fund as of July 1, 2023 in the amount of \$2,000.00
22. Establish the Petty Cash fund for the Transition Program as of July 1, 2023 in the amount of \$2,000
23. Appoint the following Committee members:
 - Transportation
 - Finance
 - Policy
 - Personnel/Negotiations
 - Education
 - Insurance
 - Future Programs and Services
 - Facilities
24. Approve the Executive Committee comprised of the President, Vice-President and Treasurer ([Attachment B - 2020 Bowman Peer Review Report.pdf \(Attached\)](#))

XII. President's Remarks

XIII. Approval of Minutes

Recommend to approve the minutes of the May 3, 2023 Hybrid Regular meeting
([Minutes - DRAFT 2023-05-03.pdf \(Attached\)](#))

XIV. Correspondence

XV. Public Comments

XVI. Superintendent's Report

XVII. Old Business

XVIII. New Business

ADDENDUM -

Mr. Delvecchio recognized Ms. Christine Worona, SLP, for her first Award for Continuing Education (ACE) issued by the American Speech-Language Hearing Association (ASHA). Her award letter reads, in part, “Mrs. Christine M. Worona joins a select group of individuals who have made a concerted, personal effort to continue professional learning beyond an academic degree.”

XIX. General Business

A. FINANCE/BUSINESS OPERATIONS

1. Board Secretary's Report
2. Approval of Resolutions
 - a. N.J.A.C. 6A:23A-16.10 (c) 3
 - b. Anticipated Revenue N.J.A.C. 6A:23A-16.10 (c) 2
 - c. N.J.A.C. 6A:23A-16.10 (c) 4

3. CONTRACTS

Recommendation to approve contracts with the following school districts:

- PUBLIC SCHOOLS -

1. An SRECC contract for Preschool services for the 2023-2024 school year with Tuckerton Board of Education

- CHARTER SCHOOLS
- OTHER

4. PROFESSIONAL SERVICE PROVIDERS

Recommend to approve the following:

- a. Contracts for the Child Study Team Professionals to provide Child Study Team services from July 1, 2023 to June 30, 2024 on an as needed per case basis. Each contract not to exceed \$100,000. **see Attachment C below**
- b. The rate for PL 192-193 Homebound Instruction services for at \$27.50 per hour, effective July 1, 2023 - June 30, 2024
- c. Tutors as listed to provide Homebound services for the 2023-2024 school year at the previously approved rate; each contract not to exceed \$44,000:

Burlington County Special Services	CHOP (Children's Hospital of Phila.)	Education Inc.
Gloucester County Special Services	Hampton Hospital	Professional Ed. Services (PESI)
The Daytime Solutions-Walsh Legacy	LearnWell	Brookfield Academy

d. ADDENDUM - The following Professional Services Providers to provide Instructional

and Related Services in response to RFP 23-24; contracts not to exceed \$500,000; effective July 1, 2023 - June 30, 2024 - see Attachment F below

Virtua Health	Delta-T	Kaleidoscope	TECC, Inc.
Interactive Kids	Behavior Interventions	INVO Healthcare	EBS - Stepping Stones
Speech Language Associates	Advancing Opportunities	Horizon Staffing Resources	Accurate Language Services
Soliant	Valerie Still	Harring Consulting Services	First Children Services
Connect Plus	InHealth Staffing	InSite Health	

e. ADDENDUM - Rates for Child Study Team/Related Services Professionals for Child Study Team/Related Services services from July 1, 2023 - June 30, 2024 - see Attachment G below

(Attachment C - CST contractors 2023-2024.doc (Attached),
Attachment F - RFP23-24 Instr and Related Services-rates.pdf (Attached),
Attachment G - CST & RelServices contractor rates 22-23rev1.xlsx (Attached))

5. PROFESSIONAL DEVELOPMENT

Recommend to approve the following professional development items:

1. Dawn Stefano, School Counselor, to attend "Managing Sudden Traumatic Incidents in Schools and Youth Serving Organizations" June 1-2, 2023, in Glassboro NJ at no cost to the Commission except mileage costs
2. **ADDENDUM - Ratify Alice Middleman, Accounts Payable, to attend NJASBO Administrative Assistants workshop, May 18, 2023 in Mt. Laurel, NJ at a cost of \$125 registration fee plus mileage expenses**
3. **ADDENDUM - Rachel Leise and Catherine Saporito to attend American Board of Fluency and Fluency Disorders Annual Conference-Stuttering Therapy Across the Lifespan, June 11-12, 2023, at a cost of \$130 per person; there are no travel costs associated with this conference. Staff members will be reimbursed for their time at their per diem rates.**

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 DelVecchio 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. Contracts for the following Professional services, effective July 1, 2023 - June 30, 2024

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Provider	Service	Cost
Computer Solutions	Accounting/Payroll Software	\$12,552.00
Educational Data	Cooperative Bidding	\$2,855.00
Frontline	Applicant Tracking	\$2,618.29
Realtime	Student Information Software	\$31,261.57
Strauss Esmay	Policy Services	\$4,965.00
Strauss Esmay	Agenda/Minutes Services	\$2,395.00
The OMNI Group	403(b) Services	\$1,850.00
Orbit	Transportation Software	\$29,950.00

d. NJSIG to provide property and liability insurance from July 1, 2023 - June 30, 2024 at the following rates:

Workers' Compensation	\$ 93,126
Supplemental Indemnity	\$ 3,354
Package	\$ 18,315
School Leaders' Liability	\$ 6,821

e. Submit the Statement of Assurance of Lead Testing by June 30, 2023

f. Approval to advertise for an RFP for Environmental Services through Cooperative Pricing System #66CCEPS via Competitive Contracting during the 2023-2024 fiscal year.

g. Approval to advertise for a Bid for Paving through Cooperative Pricing System #66CCEPS via Lowest Responsible Bid during the 2023-2024 fiscal year.

h. Submit the application for the FY2023-2024 Title I Part D grant in the amount of \$161,427 by July 10, 2023. Note: This grant benefits the Camden County Juvenile Detention Center.

i. A summer retreat for Administrators on August 17, 2023 at Hunterdon County Educational Services Commission

j. Summer office hours for the Clementon office staff as follows:

July 3, 2023 - Office closed

July 7, 2023 - early dismissal

Effective July 10, 2023 - August 18, 2023: Monday - Thursday, 8:00 am - 4:00 pm with Fridays (July 14-August 18) on a flexible schedule option for either half-days or full Fridays off (not to exceed 3 full days off per staff member), contingent upon department coverage and supervisor coverage.

August 17, 2023 - Clementon office closed for staff not attending the ESC Administrator retreat

k. ADDENDUM - Accept the following as members of the CCESC Cooperative Pricing System #66CCEPS:

Town of Hammonton

Bloomsbury Board of Education

I. ADDENDUM - Extend the contract issued under RFP#FY20-06 Information Technology Solutions to RFP Solutions, Inc. for one year, per the conditions of the contract; new expiration date is June 30, 2024

7. BILL LISTS

Approval of the lists of bills dated May 12, 2023, May 19, 2023, May 23, 2023, May 30, 2023, (2), June 8, 2023, June 8, 2023 Transportation, June 12, 2023 ACH **ADDENDUM - June 8, 2023 (2)**

(Bill List 2023-05-12.pdf (Attached),
 Bill List 2023-05-19.pdf (Attached),
 Bill List 2023-05-23.pdf (Attached),
 Bill List 2023-05-30.pdf (Attached),
 Bill List 2023-05-30 (2).pdf (Attached),
 Bill List 2023-06-08.pdf (Attached),
 Bill List 2023-06-08 Trans.pdf (Attached),
 Bill List 2023-06-12 ACH.pdf (Attached),
 Bill List 2023-06-8 (2).pdf (Attached))

B. EDUCATION

Recommend to approve the following for Education:

1. Continue the suspension of Public School Homebound Instruction, Public School Substitute Nursing services, and Non-Public School Nursing for the 2023-2024 school year
- 2.

C. PERSONNEL/NEGOTIATIONS

Recommendation to approve the following for personnel matters:

1. Approve FMLA Leave for employee #959, effective June 13, 2023 - June 30, 2023, approximately
2. Approve FMLA leave for employee #393, effective September 1, 2023 - December 30, 2023, approximately
3. Approve FMLA leave for employee #510, effective May 4, 2023 - June 30, 2023, approximately
4. Approve an unpaid leave of absence for employee #1059, July 1, 2023 - August 11, 2023, approximately
5. Rescind offer of employment to Brianna Morales, as approved at the May 3, 2023 board meeting
6. Approve employment of and issue an employment contract to Jordan Glaum, Speech Language Pathologist in the Public School Program, Step 1+M on the Public Salary Guide, effective September 1, 2023 - June 30, 2024, full-time with benefits, \$63,858
7. Approve employment of and issue an employment contract to Jacqueline Galya, Occupational Therapist in the Public School Program, Step 2+M on the Public Salary Guide, effective September 1, 2023 - June 30, 2024, .6 FTE, no benefits, \$38,615
8. Approve employment of and issue an employment contract to Lauren Rosenberg, Speech Language Pathologist in the Public School Program, Step 1+M on the Public Salary Guide, effective September 1, 2023 - June 30, 2024, full-time with benefits, \$63,858
9. Approve the following to work up to 10 days in the Public Pre-School Program over the summer break at their per diem rate, July 1, 2023 - August 31, 2023

Kim Baylock

Michele Trinnell

Margot Schadt

ADDENDUM - Kristin Smyth

10. Accept the resignation of Tasha Nickoloff, Instructional Assistant, effective May 5, 2023.

11. Amend the employment contract for Russell Carney, Teacher in the Non Public School Program from Step 7 to Step 7+M, at an adjusted annual salary of \$63,433 for 2022-2023 and Step 7+M annual salary adjusted to \$64,317 for the 2023-2024 school year.

12. Approve the following related services staff members to provide evaluations and/or services for ESY July 1, 2023 - August 31, 2023 at their per diem/hourly rates:

LAST NAME	FIRST NAME	POSITION
Achey	Alison	Speech
Bartholomew	Lindsey	Speech
Brennan	Jessica	Speech
Coleman	Rebekah	P.T.
Costa	Ashley	O.T.
Cramer	Marianne	O.T.
Eliassen	Lauren	Speech
Finn-Rosato	Katie	Speech
Gagliano	Charissa	O.T.
Giebner	Samantha	O.T.
Golden	Ashley	Speech
Horwath	Madison	Speech
Kilpatrick	Jennifer	Speech
Kong	Camille	Speech
Lafferty	Elizabeth	O.T.
Leise	Rachel	Speech
Marcinkiewicz	Gabrielle	Speech
McKendry	Eleni	Speech
Miller	Andrea	P.T.
Mulvena	Chelsey	P.T.
Oattes	Leah	Speech
O'Donnell	Alicia	Speech

Pino	Devin	O.T.
Plitt	Alexa	O.T.
Powell	Stacy	Speech
Samuels	Whitney	Speech
Schaeffer	Anne	P.T.
Strassle	Jessica	O.T.
Worona	Christine	Speech
Worthy	Kelly	Speech

13. Appoint and issue an employment contract to Elizabeth Cheer as Site Education Supervisor at the Camden County Juvenile Detention Center, effective July 1, 2023 - June 30, 2024, fulltime with benefits, \$110,000; conditional upon completion and submission of NJ DOE certificate requirements

14. Appoint and issue an employment contract to Kristina Eggers as a Teacher at the Camden County Juvenile Detention Center, effective July 1, 2023 - June 30, 2024, fulltime with benefits, \$70,150; conditional upon completion and submission of NJ DOE certificate requirements

15. A stipend in the amount of \$2,500 per year for Jeffrey Wenzel, Teacher at the Camden County Juvenile Detention Center, for services as Teacher-in-Charge, effective July 1, 2023- June 30, 2024

16. Jeffrey Wenzel to perform extra-duty admin support services at his per diem/hourly rate, effective July 1, 2023 - June 30, 2024

17. Amend the job title and employment contract of Mary Hartsell, Supervisor of Instruction, as approved at the May 3, 2023 board meeting, to Director of Special Services, effective July 1, 2023 - June 30, 2024, fulltime with benefits, \$130,000; conditional upon completion and submission of NJ DOE certificate requirements

18. Appoint and issue an employment contract to Catherine Saporito as Supervisor of Instruction, effective July 1, 2023 - June 30, 2024, fulltime with benefits, \$110,000; conditional upon completion and submission of NJ DOE certificate requirements

19. A Job Description for Child Study Team Coordinator - **see Attachment D below**

20. A revised Job Description for Structured Learning Experiences Coordinator - **see Attachment E below**

21. Approve employment of and issue an employment contract to Kristin Smyth, Preschool Instructional Coach in the Public School Program, Step 9+M on the Public Salary Guide, effective on or before September 1, 2023 - June 30, 2024, fulltime with benefits, \$72,441

22. ADDENDUM: Four (4) Non-Public Teachers with special education endorsements (names to be determined) to develop professional development programming. Compensation at their respective per diem/ per hour rate(s), not to exceed five (5) days, between July 1, 2023 - August 31, 2023.

[\(Attachment D - JD - CST Coordinator_06-07-2023.docx \(Attached\)\)](#),
[Attachment E - JD -Structured Learning Experience Coordinatorrev1.docx \(Attached\)](#)

D. TRANSPORTATION

Recommend to approve the following:

1. Quotes for new 2022-23 school year transportation routes until time of bidding - **see Attachment A below**

2. Joint Transportation Agreements between CCESC as host and the following districts as Joiners:

Host	Joiner	Students	School	School Year
CCESC	Burlington Twp.	2	Burlington Alternative School	2022-2023
CCESC	Ewing	1	Garfield Park Academy	2022-2023
CCESC	Westampton	1	Holly Hills School	2022-2023
CCESC	GEHRHSD	1	Mary Dobbins	2022-2023

Host	Joiner	Students	School	School Year
CCESC	Lyndhurst	1	Archway Lower	2023 ESY
CCESC	Midland Park	1	Archway Lower	2023 ESY
CCESC	Pineland Regional	1	Brookfield Elementary	2023 ESY
CCESC	Spotswood	1	Bancroft Mt. Laurel	2023 ESY
CCESC	Lenape Regional	1	PA School for the Deaf	2023 ESY
CCESC	Delran	2	LARC	2023 ESY
CCESC	Palmyra	1	St. John of God	2023 ESY
CCESC	Palmyra	1	MaGowan	2023 ESY
CCESC	Rancocas Valley	1	Bancroft Mt. Laurel	2023 ESY
CCESC	Central Regional	1	Garfield Park	2023 ESY
CCESC	Cinnaminson	1	Pinelands	2023 ESY
CCESC	Middle Twp.	1	Pine lands	2023 ESY
CCESC	Edison	1	Pinelands	2023 ESY
CCESC	Evesham	4	Hampton Academy	2023 ESY
CCESC	Paulsboro	1	Pinelands	2023 ESY
CCESC	Burlington Twp.	1	Philadelphia School for the Deaf	2023 ESY
CCESC	Burlington Twp.	1	Katzenbach	2023 ESY
CCESC	Burlington City	1	BCSSSD	2023 ESY

CCESC	Greater Egg Harbor	1	BCSSSD	2023 ESY
CCESC	Greater Egg Harbor	1	Mary Dobbins	2023 ESY
CCESC	Greater Egg Harbor	1	Durand	2023 ESY
CCESC	Mt. Laurel	1	Garfield Park	2023 ESY

(Attachment A - Quotes for new routes.xlsx (Attached))

E. USE OF FACILITIES

1.

F. POLICIES

Recommend to approve the First Read of the following Policies:

1. P 4436 - Personal Leave - Support Staff - **see Attachment below**

(Policy 4436 Personal Leave - Support Staff.doc (Attached))

XX. Committee Reports

A. TRANSPORTATION

B. FINANCE

C. POLICY

D. PERSONNEL/NEGOTIATIONS

E. EDUCATION

F. INSURANCE

G. FUTURE PROGRAMS & SERVICES

H. FACILITIES

XXI. Public Comment

XXII. Board Member Comments

XXIII. Adjournment