

MINUTES

Budget Meeting

February 3, 2021

5:30 PM

The Meeting of the Camden County Educational Services Commission Board of Education was held on Wednesday, February 3, 2021 at 5:30 PM in the Virtual Meeting.

Present:

Board President Joyce Miller
Board Member Jennifer Storer
Board Member Christopher McKelvey
Board Member MaryAnn Johnson
Board Member Doris Walsh
Board Member Alethia Gibbs-Smith
Board Member Rebecca Ammen
Board Member Charles Buchheim
Board Member Veronica Parker
Board Member Heather Paoli
Board Member Angela Cooper
Board Member Gerard Petersen
Board Member Ben Ovadia
Board Member Joshua Zagorski
Board Member Sabrina Forrest

BOARD OF DIRECTORS

Camden County Educational Services Commission

VIRTUAL MEETING LINK:

<https://xtel.accessionmeeting.com/j/1157150398?pwd=pSpkoSKZlaBVavfIM7KSca43rh109x4H>

I. Meeting Called to Order

The regular monthly meeting of the Camden County Educational Services Commission was called to order at 5:30 pm on Wednesday, February 3, 2021 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

Mr. Madden conducted roll call for the Board of Directors and Representative Assembly.

Representative Assembly Members present via telephone conference call were Ms. Ruth Ross (Barrington), Ms. Iwona Kuczek (Brooklawn), Ms. Siria Rivera (Collingswood), Ms. Stacey Augustine (Haddon Heights), Mr. John Kendall (Haddon Twp.), Ms. Kristina Kroot (Merchantville), Mr. John Kuchmek (Mt. Ephraim), Ms. Christine Reily (Oaklyn), Ms. JoAnn Young (Pennsauken), Ms. Dawn Martin (Stratford), Mr. John Schmus (Voorhees), Mr. Matt DeNafo (Waterford), Ms. Julie Peterson (Winslow), and Ms. Christine Sanford (Woodlynne).

Also present were Mr. Dan DelVecchio, Superintendent; Mr. Patrick Madden, Business Administrator; Ms. Stacey DiMeo, Director of Special Services; Patricia Russo, Supervisor of Instruction; Ms. Mary Hartsell, Supervisor of Clinical Services; Ms. Nina Longer, Program Manager - Education; and Ms. Lori Perlow, Communications Manager.

V. Oaths of Office

Mr. Madden administered the Oaths of Office to new Board of Directors members Mr. Zagorski and Ms. Forrest.

VI. Budget Vote

Motion to approve the budget for the 2021-2022 school year in the amount of Current Expense **\$1,265,911** and Special Revenue **\$174,944**. Also, that the maximum total amount budgeted for travel related expenses in the Commission budget is **\$2,445 (\$1,445 in federal funds)**. Total budgeted for travel for the 2020-2021 budget is **\$2,700 (\$1,700 in federal funds)** and the total funds expended as of January 31, 2021 is **\$0.00 (\$0 in federal funds)**. (see **Attachments below**)

[\(2021-2022 Budget Document.pdf \(Attached\)\)](#)

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

VII. President's Remarks

None

VIII. Approval of Minutes

Recommend to approve the minutes of the December 2, 2020 Regular Meeting

[\(DRAFT Minutes 2020-12-02.pdf \(Attached\)\)](#)

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

Board President Miller 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 Parker yes

Board Member Paoli abstain

Board Member Cooper yes
Board Member Petersen yes
Board Member Ovadia yes
Board Member Zagorski abstain
Board Member Forrest abstain

the motion carried.

IX. Correspondence

Commendation from Tammy Hardy-Kesler and Loretta Nichols in reference to Amanda Ramirez, Teacher at the Camden County Juvenile Detention Center:

From Tammy Hard-Kesler, Principal at the CCJDC: I want to take a moment to commend you for the excellent job in providing a Christmas like no other at CCJDC. From the beginning to the end, you demonstrated professionalism as well as a multitude of other skills. Most of all you were able to decipher my directions amidst an ever changing backdrop. With ease, you are always able to take on new task with no prior experience. Again, I commend you for providing a wonderful Christmas for the students at CCJDC. Have a blessed and beautiful holiday.

From Loretta Nichols, Administrative Captain at the JDC: I would like to join Principal Tammy in commending Mrs. Amanda for her hard word, dedication and commitment. She kept everyone engaged and involved and truly embodied the spirit of Christmas, Service and Love. In times like this she has been an inspiration. Thank you Amanda and Thank you Principal Tammy for having a staff that mirror your professionalism and excellence!

X. Public Comments

None

XI. Superintendent's Report

Mr. DelVecchio:

- Provided an update on our eSports initiative whereby we are putting things on hold and canceling the contract with PlayVS
- Advised we are holding off on any new program development until our audit is finalized

XII. Old Business

None

XIII. New Business

Mr. DelVecchio advised he is working with other ESCs in NJ for a possible meeting with the Governor, whereby they are looking to establish the role of ESCs in NJ moving forward.

XIV. General Business

A. FINANCE/BUSINESS OPERATIONS

1. Board Secretary's Report

Motion to approve the Board Secretary's Reports as of November 30, 2020 and December 31, 2020, which include the line item transfers.

(Financial Report November 30, 2020.pdf (Attached), Financial Report December 31, 2020.pdf (Attached))

The motion was made by Board Member Buchheim and seconded by Board Member Johnson, and with a unanimous roll call vote, 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 November 30, 2020 and December 31, 2020 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 Buchheim and seconded by Board Member Johnson, and with a unanimous roll call vote, 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 November 30, 2020 as follows:

Decreased	To & From Transportation	60-1420-152-0	(\$10,898,963.00)
Increased	Instructional Assistants	60-1950-251-0	\$120,000.00
Increased	Other Non-Public Teachers	60-1950-252-0	\$12,000.00
Increased	Other NonPub CARES Act	60-1950-256-0	\$12,000.00

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 December 31, 2020 as follows:

Increased	CARES Act CCJDC	20-4530-256-0	\$5,000.00
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The motion was made by Board Member Buchheim and seconded by Board Member Johnson, and with a unanimous roll call vote, 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 November 30, 2020 and December 31, 2020 and after review of the Secretary's Monthly Financial Reports 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 Buchheim and seconded by Board Member Johnson, and with a unanimous roll call vote, the motion carried.

3. CONTRACTS

None

4. PROFESSIONAL SERVICE PROVIDERS

None

5. PROFESSIONAL DEVELOPMENT

Recommend to approve the following professional development items:

There was no professional development to approve.

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. Accept the following districts as members of CCESC Cooperative Pricing System #66CCEPS:

Wildwood Public Schools	Upper Freehold Reg. School District	Parsippany Troy-Hill BOE
City of Ocean City	Mt. Laurel BOE	Keyport Public Schools
Camden City School District	Newark BOE	The Foundation Academy Charter School
Washington Twp. Municipality	Black Horse Pike Reg. School District	ADDENDUM - Penns Grove-Carney's Point Reg. School District

d. Amend the the Commission's Section 125 Cafeteria Plan, as allowed by the Consolidated Appropriations Act 2021, to allow participants to:

- carryover all unused FSA/DCA funds from 2020 to 2021 and from 2021 to 2022
- make prospective changes in FSA/DCA election amounts for plan years ending in 2021 without a corresponding change in status event
- extend the maximum age of eligible dependents from 12 to 13 for DCAs for the 2020 plan year and for unused amounts from the 2020 plan year carried over into the 2021 plan year

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

7. BILL LISTS

Approval of the lists of bills dated December 9, 2020, December 15, 2020, December 21, 2020, January 7, 2021 (2), January 12, 2021, January 14, 2021, January 25, 2021, January 26, 2021, February 3, 2021 (2 lists) and February 4, 2021 AIL ([Bill List 2020-12-09.pdf \(Attached\)](#), [Bill List 2020-12-15.pdf \(Attached\)](#), [Bill List 2020-12-21.pdf \(Attached\)](#), [Bill List 2021-01-07.pdf](#)

(Attached), Bill List 2021-01-07 (2).pdf (Attached), Bill List 2021-01-12.pdf (Attached), Bill List 2021-01-14.pdf (Attached), Bill List 2021-01-25.pdf (Attached), Bill List 2021-01-26.pdf (Attached), Bill List 2021-02-04 AIL.pdf (Attached), Bill List 2021-02-03.pdf (Attached), Bill List 2021-02-03 (2).pdf (Attached))

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

B. EDUCATION

Recommend to approve the following for Education:

1. Katelyn Smith, graduate Occupational Therapy student from Thomas Jefferson East Falls Campus, to complete her Level 1 Fieldwork (up to 40 hours) with Elizabeth Lafferty in Haddon Township School District from 2/4/21 - 4/30/21 30, 2021
2. Courtney Scharinger, Physical Therapy student at Rutgers University, to complete her clinical rotation with Chelsey Mulvenna in Camden City School District and Rebekah Coleman in Haddon Township School District from 3/1/21 - 5/7/21.
3. Marielle Austin, graduate Physical Therapy student from Rutgers University, to complete her Level IV clinical rotation with Anne Schaeffer in Waterford and Berlin School Districts from 2/8/21 - 4/30/21
4. Teresa Stitt, Harcum College COTA student, to complete her Level 1 fieldwork with Stephanie Lucignano in Lawnside School District 2/23/21, 3/2/21, 3/9/21, 3/23/21

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

C. PERSONNEL/NEGOTIATIONS

Recommendation to approve the following for personnel matters:

1. Amend the employment contract of Susan Anderson, Instructional Assistant, from 16.5 hours per week to 22 hours per week, effective January 4, 20201 - June 30, 2021; all other terms and conditions apply
2. An extended unpaid Leave of Absence for Kristy Bourdon, effective January 1, 2021 - June 30, 2021
3. An extended unpaid Leave of Absence for Andrea Watson, effective January 16, 2021 - June 30, 2021
4. FMLA and NJFMLA leave for employee #0774, effective April 19, 2021 - June 30, 2021
5. Ratify the employment of Ashley Golden, Speech Language Specialist in the Public Schools, **Salary Guide B**, effective January 16, 2021 - June 30 2021, fulltime with benefits, Step 1+M, \$61,199, to be prorated based on start date
6. Ratify the employment of Kimberly Plotts, Speech Language Specialist in the Non-Public Schools, **Salary Guide A**, effective January 16, 2021 - June 30, 2021, fulltime with benefits, Step 7+D, \$62,078, to be prorated based on start date
7. Ratify the employment of Gia Salvo, Instructional Assistant in the Non-Public programs, effective January 16, 2021 - June 30, 2021; 18.5 hours per week (1/16/21-1/22/21) then 23.75 hours per week (1/26/21 - 6/30/21), \$18 per hour, no benefits
8. Approve the emergent hire of Molly Bedics, Teacher, as a substitute Teacher in the Non-Public Schools, **Salary Guide A**, effective February 1, 2021 - June 30, 2021, .6 FTE with no benefits, step 1 \$33,539 annual salary to be prorated based on start date
9. **ADDENDUM - FMLA leave for employee #884, effective 4/7/2021 - 4/21/2021**
10. **ADDENDUM - approve the emergent hire of Matthew McGowan, School Counselor, as a substitute School Counselor in the Non-Public Schools program, Salary Guide A, effective February 16, 2021 - June 30, 2021, 1.0 FTE with no benefits, Step 1+M \$56,899 to be prorated based on start date**

11. ADDENDUM - approve Valerie Leonard, Occupational Therapist, as a substitute Occupational Therapist in the Public Schools program, Salary Guide B, effective April 1, 2021 - June 30, 2021, 1.0 FTE with no benefits, Step 1+M, \$61,199 to be prorated based on start date

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

D. TRANSPORTATION

Recommend to approve the following:

1. Approve quotes for new transportation routes until time of bidding - **see Attachment A below**
2. Approve the 2020 Fall Bus Evacuations - **see Attachment B below**
3. Approve a Joint Transportation Agreement between CCESC as Host and Hamilton Twp. Board of Education as Joiner to transport one student to Archway for the 2020-2021 school year
([Attachment A - Quotes for New Routes.xlsx \(Attached\)](#), [Attachment B 2020 Fall Bus Evacuations.xlsx \(Attached\)](#))

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

There was no Use of Facilities to approve.

F. POLICIES

There were no policies to approve.

XV. 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

XVI. Public Comment

There was no public comment.

XVII. Board Member Comments

There were no comments from the Board.

XVIII. 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

Secretary

There was no need for a closed session.

XIX. Adjournment

Meeting adjourned at 5:59 pm.

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

Respectfully submitted,

W. Patrick Madden

Board Secretary