

CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION

MINUTES OF OCTOBER 7, 2009

Meeting Opened: The regular meeting of the Camden County Educational Services Commission was called to order at 7:30 p.m. on Wednesday, October 7, 2009 by Mrs. Miller, President.

Flag Salute: Everyone participated in the pledge of allegiance.

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

- a. transmitted to the Courier Post and Record Breeze
- b. transmitted to the County Clerk's office
- c. posted at the Commission office and on the website

Roll Call: Those members in attendance at the time of roll call included: Mr. Souza, Ms. Storer, Ms. Soulos, Dr. Teichman, Mrs. Miller, Ms. Chudd, Mrs. Walsh, Mr. Kammler and Ms. Costello.

Also present were Mr. Schwartzter, Superintendent, Ms. Boston, Board Secretary, Dr. Sorce, Director of Instruction and Mr. Muccilli, representing our Solicitor.

The following members informed us before the meeting that they would not be attending: Mr. Lalli, Mr. Nelson, and Mr. Rafferty.

Audit Report: Motion by Mrs. Walsh, seconded by Dr. Teichman and approved by a vote of 8 yes, 0 no, 1 abstain (Ms. Costello) to accept the audit for the 2008-2009 school year, which contained no recommendations.

Mr. Stewart presented the financial report and audit of the commission. He explained the 2009 Audit Summary. He stated that the fund balance is made up of cash and account receivables. Mr. Stewart said that the Cash Fund Balance as a Percentage of Expenditures is 12.13%; he would like it to be closer to 13%. He reported that it is important to have a surplus because most of the surplus is non-cash. He also reported that the Commission is very diligent in getting its receivables but it is important to have cash on hand. Mr. Stewart stated that there were no recommendations and the Commission is run efficiently and the staff is doing a good job.

Mr. Schwartzter also commended the business office and Mrs. Boston for the good job. Mrs. Boston thanked her staff and the rest of the staff for all their efforts.

Ms. de Haan arrived at 7:35 p.m.

MINUTES OF OCTOBER 7, 2009 CONTINUED

Minutes: Motion by Dr. Teichman, seconded by Mr. Souza and approved by a vote of 5 yes, 0 no, 5 abstain (Ms. Soulos, Ms. de Haan, Ms. Chudd, Mrs. Walsh and Ms. Costello) to approve the minutes of the September 2, 2009 Board meeting.

Motion by Dr. Teichman, seconded by Ms. Storer and approved by a vote of 5 yes, 0 no, 5 abstain (Ms. Soulos, Ms. de Haan, Ms. Chudd, Mrs. Walsh and Ms. Costello) to approve the closed session minutes of the September 2, 2009 meeting.

Board Secretary's Report:

Motion by Mr. Souza, seconded by Dr. Teichman and unanimously approved by roll call vote to approve the Board Secretary's Report as of August 31, 2009.

Motion by Dr. Teichman, seconded by Ms. deHaan and unanimously approved by roll call vote to approve the revised Board Secretary's report as of July 31, 2009, with the following account number change due to code error.

From: 11-000-291-231-25-253 TPAF Reimbursement 8900.00
To: 11-000-291-241-25-253 Other Retirement Contributions

Certification: Motion by Dr. Teichman, seconded by Mr. Souza and unanimously approved by roll call vote to accept the following resolution:

BE IT HEREBY RESOLVED, to approve the certification by Noreen Boston, Board Secretary, that as of August 31, 2009 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2:11(c)3.

Correspondence: The following resolutions have been returned from districts that have elected a Board Member or Superintendent to serve as their alternate representative to the Camden County Educational Services Commission:

<u>District</u>	<u>Alternate Representative</u>
Berlin Boro	Joseph Mammarella
Berlin Twp.	Maribeth Horn
Black Horse Pike Reg.	Joyce Ellis
Cherry Hill	Lisa Conn
Collingswood	Dr. Scott S. Oswald
Gibbsboro	Dorothy Warner
Gloucester Twp.	Felicia Reid
Laurel Springs	Kathleen Buchanan
Lawnside	Sabrina Forrest
Merchantville	Terrance Doran
Oaklyn	Regina (Tina) Hawco
Somerdale	Michele Frontera
Waterford	Stan Banes

MINUTES OF OCTOBER 7, 2009 CONTINUED

Correspondence
(cont'd):

Thank you notes were received from Joan Leber and Bernadette Berry Kain for recognizing their years of service with the Commission.

Ms. Reid arrived at 7:40 p.m.

Public Discussion: Motion by Mr. Souza, seconded by Dr. Teichman and unanimously approved by roll call vote to open the floor to public discussion.

There were no comments from the public at this meeting.

Motion by Mr. Kammler, seconded by Dr. Teichman and unanimously approved by roll call vote to close the floor to public discussion.

SUPERINTENDENT'S REPORT

Violence and
Vandalism Report:

N.J.S.A. 18A:17-46 requires that at a public hearing, the Superintendent report to the board all acts of violence and vandalism that occurred in its schools during the previous year. Following is a transcript of the report to be given.

“There were two incidents of violence, one incident of vandalism and one weapon incident during the 2008-2009 school year to report on the Electronic Violence and Vandalism Report. A copy of the report is available for inspection.”

Mrs. Walsh asked if incidents were White Horse Academy. Mr. Schwartzer stated that yes they were. Dr. Teichman asked if there were any injuries. Mr. Schwartzer reported that there were no injuries and that the police were notified and they responded.

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve the Violence and Vandalism Report as presented and to submit the report and related documents to the Department of Education.

MINUTES OF OCTOBER 7, 2009 CONTINUED

SUPERINTENDENT’S REPORT (CONTINUED)

Employment
Contracts:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve employment contracts for the following Instructional Assistants effective September 1, 2009 to June 30, 2010 contingent upon approval of contracts with the school districts listed to provide instructional assistants services. Salaries to be prorated depending upon start date.

<i>Name</i>	<i>FTE</i>	<i>Salary</i>	<i>Benefits</i>	<i>School</i>	<i>District</i>
Amanda Estes	0.6	\$9,072	N	Good Shepherd	Collingswood
Linda Frank	0.6	\$8,910	N	Resurrection	Cherry Hill
Stephanie Smith	0.6	\$8,910	N	St. Anthony	Camden

Additional
Activities:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve Robert Wisniewski, CCYC teacher, to provide tutoring services and supervise additional activities after school and during breaks when classes are not in session from September 1, 2009 to August 31, 2010 at his hourly rate. These activities are funded by the Center’s Title I-D grant.

Substitute Teachers:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve the following substitute teachers for the 2009-2010 school year at the previously established rate.

Lisa Mateo-Marquez Alan Finkel Joanne Sherman
Samuel Chelnik

Mentor:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve Joan Leber as a mentor for Gena Price.

Emergent Hiring:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve emergent hiring applications for the following staff.

Amanda Estes Linda Frank Stephanie Smith Carol Novick

MINUTES OF OCTOBER 7, 2009 CONTINUED

SUPERINTENDENT’S REPORT (CONTINUED)

After School
Program Coord.:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to authorize and approve the position of After School Program Coordinator at the Camden County Youth Center and the job description as presented in Attachment A that was sent to members with their agenda and appended to the minutes. This position will be funded by the Center’s Title I-D ARRA grant.

Workshops/
Conferences:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve staff attendance at the workshops and conferences and related travel expenses as presented in Attachment B that was sent to members with their agenda and appended to the minutes.

Travel Date	Event	# of Employees	Cost
10/10/2009	Get To Know Us	1	\$3
2/5/2010	Phila. Art: From Colony to Nation	1	\$3
2/13/2010	Teaching with Japanese Art	1	\$28
4/24/2010	Art in the Special Needs Classroom	1	\$3
9/24/2009*	Mentor Teacher Training	1	\$120

*Executive County Superintendent approved 9/23/2009

Field Trips:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve the following field trips for White Horse Learning Center’s students and staff.

Date/Time	Location	Activity	Cost
10/20/2009 9:15 AM-2:00 PM	Please Touch Museum	Communication, social interaction, language/listening skills	\$185
12/8/2009 9:15 AM-12:45 PM	Jelly Bean Jungle	Sensorimotor exploration, community awareness, turn-taking, self-help skills	\$173

MINUTES OF OCTOBER 7, 2009 CONTINUED

SUPERINTENDENT'S REPORT (CONTINUED)

Contracts: Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve contracts with the following school districts to provide the services listed during the 2009-2010 school year. Amounts listed are annual costs and will be prorated depending upon start date of services.

District	Service	Amount
Collingswood	Instructional Assistants(s)	\$20,595

Final Tuition Rate: Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve a final tuition rate of \$3,540 for the 2009-2010 extended school year for the preschool program at Gibbsboro.

OT/PT Contract: Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve a contract with the Runnemede School District to provide occupational and physical therapy services for the 2009-2010 school year at the previously established rates.

CST Services: Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve a contract with the Oaklyn and Sterling Boards of Education and Freedom Academy Charter School to provide Child Study Team evaluation services for the 2009-2010 school year at the previously established rates.

OT Services: Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve a contract with Voorhees Pediatric Rehabilitation Services to provide occupational therapy services at a rate of \$90 per hour effective September 1, 2009 to June 30, 2010.

Resolution: Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve a resolution to join the Burlington and Camden County Educators Insurance Consortium, a fund within the New Jersey School Boards Association Insurance Group from July 1, 2009 to June 30, 2012 as presented in Attachment C that was sent to members with their agenda and appended to the minutes.

MINUTES OF OCTOBER 7, 2009 CONTINUED

SUPERINTENDENT'S REPORT (CONTINUED)

Other Capital
Project:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve the development of the following other capital project including the preparation of all plans, specifications, drawings and necessary bid related documents by Garrison Architects and to submit the capital project to the state for approval. The Commission acknowledges that this is classified as an "other capital project" and that it will receive no debt service aid or school construction funding from the state for this project.

- Relocation of Classroom Trailer from St. Agnes School to Camden Forward School

Amended
Reappointment:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to amend the appointment of Darby Fleetwood-Shelley from part time teacher (0.385 FTE) in the PL 192-193 program and part time teacher (0.015 FTE) at Martin Luther School to part time teacher (0.4 FTE) in the PL 192-193 program.

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to amend the appointment of Melody Laranjeira from full time teacher (1.0 FTE) in the PL 192-193 program to part time teacher (0.015 FTE) at Martin Luther School and part time teacher (0.985 FTE) in the PL 192-193 program.

Employment
Contract:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to appoint and approve an employment contract for Carol Novick as a teacher in the PL 192-193 Program at an annual salary of \$47,689 (Step B1) plus benefits effective as soon as possible to June 30, 2010 contingent upon receipt of a provisional certificate.

Mentor:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve Joyce McCormick as a mentor for Carol Novick.

Leave W/O Pay:

Motion by Mrs. Walsh, seconded by Dr. Teichman and unanimously approved by roll call vote to accept the Superintendent's recommendation to approve a leave without pay for Steven Clark, instructional assistant, November 16, 2009.

MINUTES OF OCTOBER 7, 2009 CONTINUED

SUPERINTENDENT’S REPORT (CONTINUED)

The *Foundations*® program has been tailored at each site to accommodate the needs of the students in either a preventative or interventional model. Student progress will be tracked throughout the school year using a complementary benchmarking process. The DIBELS™ (Dynamic Indicators of Basic Early Literacy Skills) will be used to track student progress and benchmark areas identified as indicators of early reading success.

Old Business: There was no old business.

New Business: Mrs. Boston reported on the TD Bank computer problem and the Commission’s response. She stated that employees that bank with TD Bank did not receive their direct deposit on September 30th. Mrs. Boston reported that all employees were notified by phone of the problem. With the assistance of Mrs. Schlereth, Teacher’s Association President, employees were e-mailed a letter from TD Bank with their response and offered to reimburse them for any fees that they may accrue.

Mr. Schwartzer presented the paperless board meeting proposed procedures. He emphasized the need for members to check their e-mails and respond. Mr. Schwartzer demonstrated the process on the Commission’s website.

COMMITTEE REPORTS

Transportation: Motion by Dr. Teichman, seconded by Mr. Souza and unanimously approved by roll call vote to accept the Superintendent’s recommendation to approve a Joint Transportation Agreement between C.C.E.S.C. as host and Elizabeth Board of Education for the 2009-2010 school year to transport one of their students to Sawtelle Learning center for the proportionate share of the route cost.

A complete list of all quotes received for temporary routes was sent to members with their agenda and is appended to the minute book. Motion by Dr. Teichman, seconded by Mr. Souza and unanimously approved by roll call vote to award temporary routes to the following until time of bidding.

Rte.	Destination	Contractor	Per Diem Amount	Ext.
725	Bankbridge	EnRoute	\$ 85.00	\$2.00
733	BCSS	Laidlaw/First Stu.	\$172.00	\$1.00
739	Carusi Mid. School	Hillman	\$ 74.50	\$1.45

Finance: There was no finance report.

MINUTES OF OCTOBER 7, 2009 CONTINUED

COMMITTEE REPORTS (CONTINUED)

- Policy: Motion by Mrs. Walsh, seconded by Ms. de Haan and unanimously approved by roll call vote to accept the First Reading of the following policies:
- 1110 Organization Chart, 1220 Employment of CSA, 3159 Teacher and Commission Reporting Requirements, 8760 Pupil Accident Insurance
- Personnel/
Negotiations: No report.
- Education: No report.
- Insurance: No report.
- Future Programs/
In Services: No report.
- Facilities: No report.
- Bills Payable: Motion by Dr. Teichman, seconded by Ms. de Haan and unanimously approved by roll call vote to approve the list of bills payable during the month of October and the September 30th list of payments as presented.
- Public Comments: There were no public comments at this meeting.
- Board Comments: Mrs. Miller and Mr. Schwartzner thanked the Board of Directors and the alternates to the Board that attended the presentation to learn more about the Commission. He also thanked Mrs. Chudd for her suggestion to do the presentation once a year for Board and Representative Assembly members.
- Closed Session: There was no closed session at this meeting.
- Adjournment: Motion by Mr. Kammler, seconded by Dr. Teichman and unanimously approved by roll call vote to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Noreen Boston
Board Secretary