CAMDEN COUNTY TECHNICAL SCHOOLS BOARD OF EDUCATION

AGENDA FOR ORGANIZATION MEETING

FRIDAY, NOVEMBER 1, 2019

BOARD CONFERENCE ROOM OF THE GLOUCESTER TOWNSHIP CAMPUS AT 9:00 a.m.

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Present: 
Absent: 
Also Present: 

BOARD MEMBERS 2019-2020 SCHOOL YEAR

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>William T. Mink</td>
<td>11-1-2022</td>
</tr>
<tr>
<td>Louis Vizoco</td>
<td>11-1-2020</td>
</tr>
<tr>
<td>Michael Fuhrman</td>
<td>11-1-2019 (Holdover Status)</td>
</tr>
<tr>
<td>Jack Conners</td>
<td>11-1-2020</td>
</tr>
<tr>
<td>Lovell Pugh-Bassett</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

Public notice of this meeting pursuant to the Open Public Meeting Act has been given by the Board Secretary in the following manner:

(a) Posting written notice on the official school bulletin board of the Pennsauken Campus, Pennsauken, NJ and the Gloucester Township Campus, Gloucester Township, NJ on November 5, 2018.

(b) Mailing written notice to the Courier Post and South Jersey Times Newspapers on November 5, 2018.

(c) Filing written notice with the County Clerk on November 5, 2018.
NOMINATIONS FOR THE OFFICE OF PRESIDENT

On motion of ______________, seconded by ____________________ that ________________ be nominated for the office of president.

On roll call vote:    AYES:     NAYS:

The board secretary declares ________________________, president and turns the meeting over to him/her.

NOMINATIONS FOR THE OFFICE OF VICE PRESIDENT

The president requests nominations for the office of vice president.

On motion of ________________, seconded by ________________ that ____________________ be nominated for the office of vice president.

On roll call vote:    AYES:     NAYS:

The board president declares ________________________, vice president.
CAMDEN COUNTY SCHOOL BOARDS ASSOCIATION

On motion of _________________, seconded by _________________ to appoint _____________________ as a representative to the Camden County School Boards Association.

On roll call vote: AYES: NAYS:

NEW JERSEY SCHOOL BOARDS ASSOCIATION

On motion of _________________, seconded by _________________ to appoint _____________________ as a representative and _____________________ as an alternate to the New Jersey School Boards Association.

On roll call vote: AYES: NAYS:
DISTRICT REPRESENTATIVES

Request approval of the following resolution:

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that the following be designated for the 2019-2020 school year as district representatives in the following capacities:

Scott M. Kiper
School Business Administrator/
Board Secretary

Denise Kinney
Assistant School Business Administrator/
Board Secretary

Leo Lampman
Director of Special Education

Anthony DePrince,
District Facilities/Operations Manager

Dino Acevedo
Chief Buildings and Grounds Officer

Christopher Castner, Assistant Principal
Charene Scheeper, Assistant Principal

Eva Cetrullo, Dir. of School Counseling

Joseph Jacob, Dir. Of School Counseling

Dawn Sponheimer

Paige Raroha, Secretary, Annette Valle, Secretary, Denise Fleig, Counselor

Kim Zadroga, Clerk-Typist

Health & Safety Officer/School Safety Specialist/
Hearing Officer for Student-Employee Related
Issues (CEPA)/OPRA Officer/Custodian of Records/
Purchasing Agent Compliance Officer for
Affirmative Action (PACO)

Auxiliary School Safety Specialist

504 Officer for Students and Staff and
Child Protection and Permanency
(Education Stability Liaison)

Right-To-Know District Coordinator

Integrated Pest Management

Attendance Officer Gloucester Township Campus
Attendance Officer Pennsauken Campus

Homeless Liaison Gloucester Township Campus
(McKinney-Vento Liaison)
Homeless Liaison Pennsauken Campus
(McKinney-Vento Liaison)

Harassment, Intimidation, Bullying (HIB) Liaison

Department of Labor & Workforce Development Issuing
Officer/PC

Department of Labor & Workforce Development Issuing
Officer/GTC
FINANCIAL INSTITUTIONS

1. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Bank of America, Cherry Hill, NJ, be and is hereby designated as an official depository and that checks issued on the following accounts be signed as indicated:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Name</th>
<th>Signed by Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>381032718351</td>
<td>General Account</td>
<td>President and School Business Administrator/Board Secretary (2 signatures)</td>
</tr>
<tr>
<td>381032718416</td>
<td>Student Activities</td>
<td>School Business Administrator/Board Secretary and Assistant School Business Administrator (2 signatures)</td>
</tr>
<tr>
<td></td>
<td>Gloucester Township</td>
<td></td>
</tr>
<tr>
<td>381032718403</td>
<td>Student Activities</td>
<td>School Business Administrator/Board Secretary and Assistant School Business Administrator (2 signatures)</td>
</tr>
<tr>
<td></td>
<td>Pennsauken Campus</td>
<td></td>
</tr>
<tr>
<td>381032718393</td>
<td>Cafeteria Account</td>
<td>School Business Administrator/Board Secretary and Assistant School Business Administrator (2 signatures)</td>
</tr>
<tr>
<td>381032718429</td>
<td>State Unemployment</td>
<td>School Business Administrator/Board Secretary and Assistant School Business Administrator (2 signatures)</td>
</tr>
<tr>
<td>381032718432</td>
<td>Fred W. Fiene Scholarship Fund</td>
<td>School Business Administrator/Board Secretary and Assistant School Business Administrator (2 signatures)</td>
</tr>
<tr>
<td>381032718380</td>
<td>Payroll</td>
<td>President and School Business Administrator/Board Secretary (2 signatures)</td>
</tr>
<tr>
<td>381032718377</td>
<td>Payroll Agency</td>
<td>President and School Business Administrator/Board Secretary (2 signatures)</td>
</tr>
<tr>
<td>381032718364</td>
<td>Flexible Spending Trust</td>
<td>President and School Business Administrator/Board Secretary (2 signatures)</td>
</tr>
<tr>
<td>381032719897</td>
<td>Peter Urbano Sr.</td>
<td>School Business Administrator/Board Secretary and Assistant School Business Administrator (2 signatures) Scholarship Fund</td>
</tr>
</tbody>
</table>

BE IT ALSO RESOLVED that the School Business Administrator/Board Secretary shall certify to Bank of America, Cherry Hill, NJ, the names of such officials and shall from time to time, as changes are made, immediately certify such changes to the bank.

BE IT ALSO RESOLVED that an alternate signature (Board Vice President) for checks issued on the listed accounts.
FINANCIAL INSTITUTIONS (continued)

2. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Bank of America, Cherry Hill, NJ, be and is hereby designated as an official depository for savings certificates, certificates of deposit and

BE IT ALSO RESOLVED that the Bank shall honor all withdrawals when signed by:

President and/or Vice President and
School Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the School Business Administrator/Board Secretary shall certify to Bank of America, Cherry Hill, NJ the names of such officials and shall from time to time, as changes are made, immediately certify such changes to the bank.

3. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that The South Jersey Federal Credit Union, Deptford, NJ, be also designated official depository of funds for the Camden County Technical Schools.

4. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that it hereby authorizes ADMIN Partners, LLC, as a Third Party Administrator (TPA) for the administration of the 403(b) plans for the 2019-2020 school year.

5. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Axa/Equitable, MetLife Resources, MML Investor Services, LLC (Oppenheimer)(formerly First Financial Group), Lincoln Investment Planning, Inc., and Midland National Life Insurance Company Annuity Division is hereby authorized to offer and provide employee 403(b) savings options during the 2019-2020 school year.
OFFICIAL PUBLICATIONS

Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that the "Courier Post" newspaper be designated as the official newspaper for this school district and that the "South Jersey Times" and "Al Dia" newspapers also be designated as newspapers to receive the notices as required by the New Jersey "Open Public Meetings Act" (N.J.S.A. 10:4-6) and that the "Philadelphia Inquirer" be designated as a newspaper for special meeting notices and to receive the notices required by the New Jersey "Open Public Meetings Act" (N.J.S.A. 10:4-6).

SCHEDULE OF MEETINGS

Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that the regular and special meetings of the board of education be determined as per the schedule below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Campus</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 20, 2019</td>
<td>Gloucester Township Campus</td>
<td>Business Conference Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td>Pennsauken Campus</td>
<td>Science &amp; Horticultural Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>January 15, 2020</td>
<td>Gloucester Township Campus</td>
<td>Business Conference Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>February 19, 2020</td>
<td>Pennsauken Campus</td>
<td>Science &amp; Horticultural Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>March 6, 2020</td>
<td>Gloucester Township Campus</td>
<td>Board Conference Room</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Budget Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 25, 2020</td>
<td>Gloucester Township Campus</td>
<td>Business Conference Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>April 3, 2020</td>
<td>Gloucester Township Campus</td>
<td>Board Conference Room</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>Board of School Estimates Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 29, 2020</td>
<td>Pennsauken Campus</td>
<td>Science &amp; Horticultural Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>May 20, 2020</td>
<td>Gloucester Township Campus</td>
<td>Business Conference Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>June 24, 2020</td>
<td>Pennsauken Campus</td>
<td>Science &amp; Horticultural Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>July 15, 2020</td>
<td>Gloucester Township Campus</td>
<td>Board Conference Room</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>August 26, 2020</td>
<td>Gloucester Township Campus</td>
<td>Business Conference Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>September 16, 2020</td>
<td>Pennsauken Campus</td>
<td>Science &amp; Horticultural Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>October 21, 2020</td>
<td>Gloucester Township Campus</td>
<td>Business Conference Center</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>November 2, 2020</td>
<td>Pennsauken Campus</td>
<td>Science &amp; Horticultural Center</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>Organization Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPOINTMENTS

1. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Scott M. Kipers, school business administrator be appointed as secretary of the board of education for the 2019-2020 school year.

2. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Denise Kinney, assistant business administrator/board secretary, be appointed as an auxiliary secretary of the board of education for the 2019-2020 school year, only in the absence of Scott M. Kipers at no additional compensation.

3. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that the Superintendent hereby recommends Denise Kinney, assistant business administrator/board secretary, as the designee to reconcile bank statements and produce monthly financial reports for the 2019-2020 school year.

4. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that David C. Patterson, Esquire, Maressa Patterson, LLC, be appointed solicitor, effective November 1, 2019 through October 31, 2020 in accordance with Proposal received on October 25, 2019 and with the Fair and Open Process (N.J.S.A. 19.44A-20.4 et. seq.) at fees in accordance with proposal provision. INSERT 1

5. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Garrison Architects, be appointed Architectural Services, effective December 1, 2019 through November 30, 2020 in accordance with Proposal received on October 25, 2019 and with the Fair and Open Process (N.J.S.A. 19.44A-20.4 et. seq.) at fees in accordance with proposal provision. INSERT 2

6. Request approval the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Environmental Resolutions, Inc., be appointed Environmental Services, effective January 1, 2020 through December 31, 2020 in accordance with Proposal received on October 25, 2019 and with the Fair and Open Process (N.J.S.A. 19.44A-20.4 et. seq.) at fees in accordance with proposal provision. INSERT 3
APPOINTMENTS (continued)

7. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Conner Strong and Buckelew, be appointed Health Benefits Consultant, effective January 1, 2020 through December 31, 2020 in accordance with Proposal received on October 25, 2019 and with the Fair and Open Process (N.J.S.A. 19.44A-20.4 et. seq.) at fees in accordance with proposal provision. INSERT 4

8. Request to approve the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that E-Rate Consulting, Inc., be appointed E-Rate Consultant, effective January 1, 2020 through December 31, 2020 in accordance with Proposal received on October 25, 2019 and with the Fair and Open Process (N.J.S.A. 19.44A-20.4 et. seq.) at fees in accordance with proposal provision. INSERT 5

POLICY/CURRICULUM

1. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that it affirms and readopts the Board Policies and Procedures and by-laws that are posted on the district website.

2. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden to affirm and readopt the Department of Education New Jersey Student Learning Standards as well as the Common Career Technical Core Standards Curricula.

3. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that the textbooks itemized on Board bill lists be approved for use during the 2019-2020 school year.

PURCHASES

Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that Anna Marie Wright is hereby appointed a Qualified Purchasing Agent and Scott M. Kipers is hereby appointed Purchasing Agent and that the bid threshold is $40,000 subject to provisions of 18A:18A-1 et seq. and N.J.A.C. 5:34-5 et seq.
BOARD MEMBERS CODE OF ETHICS

Resolve to read into the minutes and hereby affirm by recitation, the Board of Education of the Technical Schools in the County of Camden the Board Members Code of Ethics:

A. Uphold and enforce all laws, state board rules and regulations and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

B. Make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

C. Confine my board action to policy making, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

D. Carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

E. Recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

F. Refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

G. Hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

H. Vote to appoint the best qualified personnel available after consideration of the recommendation of the superintendent.

I. Support and protect school personnel in proper performance of their duties.

J. Refer all complaints to the superintendent and will act on such complaints at public meetings only after failure of an administrative solution.

MISCELLANEOUS

1. Request approval of the substitute school nurse compensation at $175.00 per day for the 2019-2020 School Year.

2. Request approval of the following resolution.

BE IT RESOLVED by the Board of Education of the Technical Schools in the County of Camden that the Board affirms the District Mission, Vision and Goals:

Mission Statement

- Ensure all students are proficient in the New Jersey Student Learning Standards
- Prepare all students for career and college success
- Develop ethical character
- Provide a safe, secure and caring environment
2. District Mission, Vision and Goals continued:

**Vision Statement**

- The Camden County Technical School District is dedicated to student success through college & career readiness in an ever-changing world environment.
- Students will develop into ethical citizens who demonstrate active inquiry, effective problem solving, while fostering creativity, communication, and collaboration skills. The student experience will include the core values of environmental awareness, emotional and social development, self-respect and respect for others.
- This vision will be achieved through a collaborative effort of students, parents and guardians, the staff, the greater Camden County community and the Board of Education.

**District Goals**

1. **Student Achievement**: Prepare all students for career and college success through district-wide investments in programs and instructional support.
2. **Learning Environment**: Provide and promote a safe, secure, and caring learning environment.
3. **Student Life Beyond the Classroom**: Provide quality student learning experiences that expand beyond the classroom and strengthen the CCTS community.

The school’s vision and mission were previously developed by the Strategic Planning Committee which consisted of the faculty/staff/administration and parents.

3. Request approval of the following resolution.

**BE IT RESOLVED** by the Board of Education of the Technical Schools in the County of Camden that the Board approves:

- CCTS Nursing Service Plan and Standing Orders for the 2019-2020 School Year.
- CCTS Student Code of Conduct and HIB Policies/Procedures.
- CCTS Policy and Procedures on reporting Potentially Missing or Abused Children.
- CCTS Course Description Handbook
- CCTS I & RS (Intervention and Referral Services) Action Plans/Procedures.
MISCELLANEOUS (continued)

4. Request approval of the following resolution.

Motion to annually remind principals that viewing student records shall be only for those reasons listed in Board Policy. The Board, hereby, reports that the pupil records it authorizes certified school personnel to collect and maintain are: test scores/assessments, academic records, attendance records, behavior records and relevant Child Study Team records.

Motion by ________________________  Seconded by ________________________

Questions/Comments:

ROLL CALL VOTE:  AYES:  NAYS:  ABSTAIN:  ABSENT:

PUBLIC COMMENT

The Board is limited in its ability to respond in public to matters of personnel, litigation, negotiations and attorney-client privilege.

• Please state your full name and address
• The length of time scheduled for public discussion will be held to five minutes for individual speakers

ADJOURNMENT

On motion of ________________________, seconded by ________________________, to adjourn the Organization Meeting.

ROLL CALL VOTE:  AYES:  NAYS:  ABSTAIN:  ABSENT: