

TRENTON BOARD OF EDUCATION
108 North Clinton Avenue
Trenton, New Jersey 08609
BOARD MEETING MINUTES
Tuesday – May 26, 2020 – 5:30 P.M.

Completed May 29, 2020
Convened at 5:30 P.M.

Call to Order

Board President Addie Daniels-Lane called the meeting to order at approximately 5:30 p.m.

Pledge of Allegiance

President Daniels-Lane led the salute to the flag.

Roll Call

Present:

Gene Bouie
Nicole Brossoie
Addie Daniels-Lane
Yolanda Marrero-Lopez
Taraun McKnight
Gerald Truehart II
Jeannie Weakliem
Sadé Williams

Superintendent of Schools – Ronald C. Lee - Present

Business Administrator/Board Secretary – Jayne Howard - Present

New Jersey Sunshine Law - Read by Board President Daniels-Lane

The New Jersey Public Meetings Law was enacted to ensure the right to the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted on.

On the rules of this act, the Trenton Board of Education has caused notice of this meeting by publicizing the date, time and place, therefore posted on Trenton's webpage, the Times and the Star Ledger.

Formal action will take place at this meeting.

Mission Statement - Read by Board President Daniels-Lane

All students will graduate with a vision for their future, motivated to learn continually and prepared to succeed in their choice of college or career.

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Adoption of Agenda

President Daniels-Lane advised there is a Human Resources and Finance Addendum to tonight's agenda. She asked for a motion to adopt the agenda and addendum.

Motion was made by Ms. Marrero-Lopez and seconded by Mr. Bouie to adopt the agenda and addendum. The agenda and addendum were adopted by all Board Members present.

<u>ROLL CALL</u>	YES	NO	ABSTAIN
Gene Bouie	X		
Nicole Brossoie	X		
Yolanda Marrero-Lopez	X		
Taraun McKnight	X		
Gerald Truehart II	X		
Jeannie Weakliem	X		
Sadé Williams	X		
Addie Daniels-Lane	X		

SUPERINTENDENT'S REMARKS

Superintendent Lee greeted everyone. Superintendent Lee mentioned that Governor Murphy announced that graduation in person can be held after July 6th. Superintendent Lee does not question Governor Murphy's decision, as the medical profession advised him that it would be best to wait for July. Superintendent Lee said in early conversations, districts were told there could be virtual or in-caravans or in-car celebrations; however, everyone must stay in the car and practice social distancing. Superintendent Lee will have further discussion with the leadership at the high schools regarding graduation plans for the Class of 2020.

Superintendent Lee discussed key items on the agenda starting with the revised Emergency Preparedness Plan (EPP). Superintendent Lee said checklists were provided to the District about two weeks ago for items to be included in the EPP; the District did comply.

Second,

Superintendent Lee discussed the Coronavirus Aid, Relief and Economic Security (CARES Act). Superintendent Lee explained that the CARES Act is a federal grant that is to provide direct funds to school districts and provide funding to support areas impacted by the disruption and closure of schools from COVID-19. The District applied for \$4.7 million, where \$200K would be provided to our Non-public and private schools. The application is due in early June. If approved, the District would earmark the funds for cleaning, remote learning and summer programs. Superintendent Lee pointed out that while the allocation seems large, it is not nearly enough for what's needed for facilities. The District and many other districts are seeking or continue to seek guidance from NJ Department of Education (NJDOE). However, there haven't been any updates on whether the District will come back with regular schedules in September. Due to social distancing, there has been discussion about split hybrid, split sessions, attendance requirements, etc. The main objective is to practice social distancing for the safety of students, staff and community.

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Superintendent Lee further explained a plan must be implemented for temperature taking. The District is currently researching products, locating a designated area to take the temperatures and assign someone that will monitor this process.

Superintendent Lee said the District is prioritizing based on the safety and health of students. Summer school for Credit Recovery will be maintained at the high school for those students needing credits to graduate. In addition, the ESY Program for Special Education will be maintained.

Superintendent Lee said while there are programs highlighted on the agenda, there is no way, at this time, to know if they can run as the needs of the District must be determined. He said he does not want to sound discouraging; however, he wants to be prepared if there will be a pullback in State aid, which would mean the District would have to reprioritize the budget; and some of the programs in our initiatives may have to be put on hold. He wants to be transparent with the community so there will not be any surprises.

Superintendent Lee reported that the digital divide is closed regarding access to technology by many students. There are still some homes who may not have Internet, but the District contacted Comcast to assist families. Comcast assured the District they will help families and continue to provide free service until June 30th. Comcast informed the Superintendent that, depending on Governor Murphy's position, they will provide extensions if needed.

Superintendent Lee strongly feels that childcare will be an issue for elementary students as middle and high school students can take care of themselves when school is not in session. Also, it will be a parent's decision to send their child to school as some would be fearful because there is no vaccine.

Superintendent Lee stated the Task Force will be expanding to other staff members and community members.

Superintendent Lee announced the District was invited to apply for the Teacher and School Leader Incentive Program, OESE Grant in Partnership with the Youth Empowerment Services, Inc. (YES) He was pleased that Trenton will have an opportunity to participate with hopes of receiving the grant.

Superintendent Lee said there are some exciting opportunities. Unfortunately, the Pandemic is going to slow down the process; however, it will not stop what is needed.

Superintendent Lee wanted to inform the public that the District anticipates some significant cuts in the budget, which would mean significant changes we will need to make going forward.

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COMMENTS BY BOARD COMMITTEE CHAIRS

Ms. Marrero-Lopez, Chair of the Human Resources Committee meeting, stated there was no report today.

Ms. Weakliem, Chair, Facilities Committee meeting, stated there was nothing new to report this month.

Mr. Bouie, Chair, Operations Committee, provided an update about QSAC. Mr. Bouie said it appears that the District is doing well at the acquisition of percentages. The Board Secretary and Treasurer's Report was reviewed along with donations.

The committee also talked about two things that the Superintendent went over, which was the potential funding challenges. Mr. Bouie said with regards to funding, the District is mostly funded by the State. If there is a potential loss of \$18.2M or some significant portion of it, this will have a negative impact on the District's budget. Mr. Bouie said it would be impossible to do what was planned for September. The big issue is the sheer cost of EPP.

Superintendent Lee stated that urban districts must be mindful that most urban districts are funded mostly by the State, whereas suburban districts are funded mostly by their local taxes, which makes it difficult. The District has been fighting over the years attempting to get a funding system that is equitable across all districts.

Mr. Truehart, Chair, FACE and Policy Committees, reported that a virtual meeting will take place Thursday at 7:00 p.m. and every Thursday thereafter. The Grading Policy must be reviewed. In addition, the Wellness Policy will be finalized. Regarding Community Engagement, the District will be back on WIMG starting in June.

Ms. Daniels-Lane, Chair, Curriculum Committee, reported that the committee met on May 19th to discuss the agenda items. Ms. Lane explained, in addition to going over the agenda items, the Committee was updated by Dr. Taylor about the Early College high school programming and the carbon foundation and its role in the process. There was discussion about the number of students that applied.

Ms. Lane stated there was also discussion about the P-TECH programming and seeking funding for a teacher development grant that would support teachers and the early college coursework. The committee further conversed about bilingual screening that would have to take place and coaching for teachers of English language learners by Thomas Edison.

The committee discussed the CARES Act funding and how it could be best utilized for the students. It was mentioned that a portion would go to Charter and other schools that are under the District's umbrella.

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Ms. Lane suggests grief training for counselors so they can be prepared to assist students and families that have had losses or any situation during the Pandemic.

Ms. Lane announced that the Trenton Literacy Movement will be expanding their donation for this year and reiterated that Comcast will continue to provide free or reduced cost Internet possibly beyond June 30th.

Ms. Lane spoke to Mr. Gutierrez regarding what the Out of District providers are offering the students. They also spoke about ways to set up the ESY Summer Program.

PUBLIC PARTICIPATION

Ms. Marizol Tirado, Vice President, Trenton Educational Secretaries Association (TESA), thanked the Payroll Department for working hard to process pay for TESA members for the 2012-2016 contract. She believes there is one member who needs to be compensated. She especially thanked Assistant BA/Comptroller Ms. Shawn Mitchell for creating such a positive environment in communicating during the Pandemic.

Ms. Tirado stated TESA did not sign up for Public Participation in March and April as they wanted to take into consideration the amount of preparation the District would endure setting up staff to work from home and students to learn remotely. However, Ms. Tirado feels that the District created more union matters during the Pandemic.

Ms. Tirado stated that secretaries should not be penalized for jobs they cannot perform, as in the past there were three categories for secretaries: Senior, Administrative I and Administrative II. The secretaries worked according to their level of skill. Ms. Tirado is asking the District to provide training to secretaries so they can fulfill their job duties.

Ms. Tirado strongly expressed the District wastes money with grievances and continue to allow grievances that were won in Arbitration by TESA in the past. She said TESA is more than willing to discuss issues with administrators prior to grievances being filed; however, the administrators do not wish to meet. Ms. Tirado gave an example that an administrator asked a secretary to be trained to verify student grades. This is a job of a Counselor or teacher. She feels this creates a hostile working environment.

Ms. Tirado questioned if Policies 4240, 4211, 4152, 4150 and 4220 are being followed by the administrators. In addition, Past Practice needs to be referenced.

Ms. Talithea R. Duncan, President, Trenton Education Association (TEA), stated that Superintendent Lee address their concerns, which were targeted for Summer School. Ms. Duncan did not see any job postings for summer programs. She is asking the Board to be transparent with the teachers and the families who may think their child will receive instruction. Ms. Duncan would like further discussion about the EPP as there are items that were not agreed upon with TEA.

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Ms. Naomi Johnson-Lafleur, Negotiations Chair, TEA, spoke about the District's crisis response plan as well as data in Google Classroom. Ms. LaFleur feels that parents are not clear as to whether their child is passing. She requests that actual data be provided to the community.

Ms. LaFleur has a concern with the YES program being considered for Board approval. She feels the details outlined in the program do not coincide with TEA's contract. She cautions the District to put something in place that does not honor TEA's contract.

Ms. Janice Williams, TEA Grievance Chair, responded to Superintendent's Lee's statement about direction from NJDOE. She strongly feels the District needs to be proactive as the first day of school is near. She suggests starting Task Forces at different levels to create various scenarios to be prepared for Day One of school opening. She recommends contacting the Police, NJ Transit, and other key people in the City as this should be a community effort. She feels that in the past the District was not proactive, and this is not a time to continue that method.

Ms. Williams said Governor Murphy plans to take the \$19M allotment from the District. If there are going to be layoffs, the District cannot fund an Early College Program over laying off employees. It is her hope that the District will not operate in a deficit. She pointed out that the District does not have the municipal tax support that suburban districts have.

Ms. Judy Martinez, TESA President, stated that TESA's new leadership has been in office for six months. TESA has communicated with the District their desire the work together. However, she feels this gesture has not been reciprocated. She reiterated what Ms. Tirado said regarding grievances. There have been grievances filed during the Pandemic while TESA members are experiencing personal loss of family and friends while dealing with grievances. She feels the unit is ignored and matters are only resolved through grievances, and the District continues to lose money.

BOARD MEMBER COMMENTS

Mr. Truehart thinks it is important to communicate with the union heads by addressing their concerns and questions.

Mr. Truehart wanted to alert the Board about the District's website and all the resources that are made available to not only our parents but to our students. He is pleased to see that the website is staying up to date and notices the great work being done to connect with parents.

Ms. Lane expressed that it takes a village so everyone must sit down as a village and work through the complexities due to the Pandemic.

BOARD DISCUSSION & ACTION ON CONSENT AGENDA

Meeting Minutes:

April 27, 2020 Regular Board Meeting

May 13, 2020 Special Meeting

May 18, 202 Organization Meeting

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There were no questions or comments on the Meeting Minutes.

Superintendent’s Recommendations:

Curriculum, Instruction, Professional Development, Assessment & Accountability/ Special Services
 Human Resources
 Finance & Facilities

There were no questions or comments on the Superintendent’s Recommendations.

Motion was made by Ms. Weakliem and seconded by Mr. Truehart to approve the Consent Agenda and Addendums. The Consent Agenda was **approved** by all Board Members present.

<u>ROLL CALL</u>	YES	NO	ABSTAIN
Gene Bouie	X		
Nicole Brossoie	X		
Yolanda Marrero-Lopez	X		
Taraun McKnight	X		
Gerald Truehart II	X		
Jeannie Weakliem	X		
Sadé Williams	X		
Addie Daniels-Lane	X		

HR ADDENDUM:

BE IT RESOLVED that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the following personnel transactions:

a. RETIREMENTS

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>YEARS OF SERVICE</i>	<i>EFFECTIVE</i>
Elise	Kaye	ESL Teacher	Wilson	7	6/1/20

b. SALARY ADJUSTMENTS

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>FROM SALARY</i>	<i>TO SALARY</i>	<i>EFFEC TIVE</i>	<i>NOTE</i>
Bishara	Yvette	ESL Teacher	Mott	\$72,215 (\$70,715-MA, Step 11-	\$72,625 (\$71,125-MA+30, Step 11-	5/7/20-6/30/20,	Submitted proof of 30

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				TEA+\$1,500 dual certification)	TEA+\$1,500 dual certification)	pro-rated	additional credits.
Haszko	Ashley	Math Teacher	Dunn	\$62,050-MA+30, Step 7-TEA	\$66,640-MA+60, Step 7-TEA	5/1/20-6/30/20, pro-rated	Submitted proof of previous experience.
Kelly	Dawn	ESL Teacher	Rivera	\$93,765 (\$92,265-BA, Step 15-TEA+\$1,500 dual certification)	\$94,515 (\$93,015-BA+30, Step 15-TEA+\$1,500 dual certification)	4/16/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.

FINANCE ADDENDUM:

PROPOSAL AND RESOLUTION FOR THE TCHS SCHOOL BASED YOUTH SERVICES PROGRAM TO OBTAIN PROFESSIONAL SERVICES FROM HEAL THE CITY TRENTON TO PLAN A CITY-WIDE POSITIVE YOUTH DEVELOPMENT BILLBOARD CAMPAIGN FOR TCHS STUDENTS AND THEIR FAMILIES

Whereas, the TCHS School Based Youth Services Program seeks permission to obtain Professional Services from Heal the City Trenton to plan a city-wide positive youth development billboard campaign for TCHS students and their families to promote high school achievement and success, school pride, and pro-social and emotional health, and;

Whereas, the overall function of the Trenton SBYSP is to minimize the barriers associated with student educational success by offering free and confidential, on-site, supportive services, including Mental Health Services, Expectant and Parenting Teen Education and Support, and Positive Youth Development Activities which include the integration of health promotion, competence building, positive youth development, preventive and supportive strategies to reduce risks, and enhancement of protective factors for participating students, and;

Whereas, the sole purpose of the Heal the City Trenton Positive Image Campaign is to replace negative billboard advertisements with more positive stimuli in the community that can inspire a prosocial and positive mindset amongst Trenton children, families, and schools, and;

Whereas, the Heal the City Trenton will include and involve students and TCHS and SBYSP staff in the design, development, production, and presentation of the campaign, specific to TCHS.

Therefore, be it resolved that the Trenton Board of Education gives permission for the TCHS School Based Youth Services Program to obtain Professional Services from Heal the City Trenton to plan a city-wide positive youth development billboard campaign for TCHS students and their families, at a cost not to exceed \$4,400.00.

Account: 20-470-200-330-0001-20-05 and 20-470-200-890-0000-20-05)

SUPERINTENDENT’S RECOMMENDATIONS:

CURRICULUM, INSTRUCTION, PROFESSIONAL DEVELOPMENT, ASSESSMENT & ACCOUNTABILITY/SPECIAL SERVICES

- A. Proposal to Approve the K -12 Year Long ESL/Bilingual Screening Initiative 2020/2021**
 BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the K -12 Year Long ESL/Bilingual Screening Initiative 2020/2021. Screenings will occur through the summer months as well to address the specific enrollment patterns of ELL population. ESL

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teacher will collect home language surveys and registration forms of students needing to be screened for language assistance services

ESL teacher will carry out a screening of the prospective student. Parents will be notified of the results and informed regarding the corresponding placement needs as well as advised regarding transportation service eligibility and follow up. ESL teacher will complete the mandated follow up reporting (label students as ELLs in power school, district and country entry date and immigrant status, etc.). ESL teacher will provide related follow up to ESL/Bilingual Department. July 1, 2020 through June 30, 2021. Cost not to exceed \$70,560.00; GAAP code 11-240-100-101-0009-00-81.

B. Proposal to Approve Coaching and Mentoring for Teachers of English Language Learners (ELLs) provided by Thomas Edison State University

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the coaching and mentoring for teachers of English language learners (ELLs) provided by Thomas Edison State University. Coaching and mentoring will be offered to teachers working primarily with ELLs. August 1, 2020 through June 30, 2021; No Cost to the Board.

C. Proposal to Approve the State of New Jersey Seal of Biliteracy for Graduating Seniors in the Trenton School District

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve the State of New Jersey Seal of Biliteracy for Graduating Seniors in the Trenton School District. The proposed Seal of Biliteracy will provide a platform for students to demonstrate fluency in another language other than English through a nationally approved language test. November 1, 2020 through February 28, 2021; cost not to exceed \$13,500.00; GAAP codes: 11-240-100-320-0000-00-82; 11-240-100-610-0000-00-82.

D. Proposal to Approve The HISPANICS INSPIRING STUDENT'S PERFORMANCE AND ACHIEVEMENT (HISPA) AT DUNN MIDDLE SCHOOL 2020-21

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve Hispanics Inspiring Students Performance and Achievement (HISPA) at Dunn Middle

School 2020-21. The main goal of the HISPA Role Model Program (HRMP) is to raise student awareness of the importance of education as a means to succeed. HRMP consists of six 1-hr virtual and/or face-to-face visits to the same group of students during the school year by 1-3 Hispanic professionals. September 7, 2020 through June 30, 2021; cost not to exceed \$5,000.00 GAAP Code: 20-245-200-580-0000-21-82

E. Proposal to Approve Dreambox Elementary Math Virtual Camp

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve Dreambox Elementary Math Camp. K-5 students will virtually engage with DreamBox to improve math fluency as well as understanding and solving math problems. Up to 50 Teachers will be hired to service approximately 1000 Elementary students. Families will sign-up virtually on our Website. This will July 1, 2020 through August 7, 2020; cost not to exceed \$99,000.00; **GAAP Code: SIA funds divided by schools/Pending Available Funds from Cares Grant**

F. Proposal to Approve the Middle School Virtual Summer School Intervention Program

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve the Middle School Virtual Summer School Intervention Program. The primary goal of the program is to ensure that all rising 6-7-8 graders are prepared with the necessary prerequisite skills needed to be successful. 26 Teachers will be hired to service approximately 400 students. This program is designed to bridge the GAP between grade levels. July 6, 2020 through August 6, 2020; cost not to exceed \$72,046.00; GAAP Codes:

- Rivera Community School: 20-236-100-101-0009-20-82 (SIA) 20-236-100-600-0000-20-82 (benefits) Total \$17,808
- Joyce Kilmer School : 20-236-200-106-0009-20-82 (SIA) 20-236-100-600-0000-20-82 (benefits) \$17,808

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- Grace A. Dunn Middle School: 20-236-100-100-0000-19-82 (SIA) 20-236-100-600-0000-19-82 (benefits) \$17,808
- Hedgepeth/Williams Middle School: TBD Total 17,808
- Trenton Restorative Academy: TBD Total \$5,936

Pending Available Funds from Cares Fund

G. Proposal to Approve Middle School STEM Enrichment Virtual Camp

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve the Middle School STEM Enrichment Virtual Camp. (14) Math/Computer Science Teachers will be hired to provide interactive virtual instruction. We are targeting approximately 280 students. July 1, 2020 through August 7, 2020; cost not to exceed \$27,540.00; GAAP Code: TBD **Pending Available Funds from Cares Fund**

H. Proposal to Approve the Summer National Inventor’s Hall of Fame Virtual Camp for Grades 2-5

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of Superintendent of Schools to Approve the Summer National Inventor’s Hall of Fame Virtual Camp for grades 2-5. Students will explore STEM concepts and have the opportunity to become innovators through teamwork and immersive in hands-on creative problem-solving activities. Students will be mailed STEM Kits to complete 4 projects and they will share completed projects virtually. 20 Teachers will be hired to service 300 students. Materials. July 1, 2020 through August 7, 2020; cost not to exceed \$49,350.00; GAAP Code: TBD Titles

I. Proposal to Approve Joyce Kilmer Virtual Summer School Academic Support for Students Struggling During COVID-19 Closure

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve Joyce Kilmer Virtual Summer School Academic Support for Students Struggling During COVID-19 Closure. Based upon current MP 3 Power School Data and STAR Winter/NJSLA and 18-19 there are a number of students struggling, especially since we have been in Remote Learning. Formative assessments will be built into the program to provide teachers with checkpoints throughout instruction. Certified Teachers will provide instruction. July 6, 2020 through August 6, 2020; cost not to exceed \$11,080.00; GAAP Code: 20-236-100-101-0009-20-82, 20-236-200-106-0009-20-82.

J. Proposal to Approve the Preparation for Teaching and Learning Initiatives for the Academic School Year 2020-2021

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve the Preparation for Teaching and Learning Initiatives for the Academic School Year 2020-2021. Seven (7) Teachers will prepare and support the various district-wide Covid-19 Remote Teaching and Learning professional development activities. Due to the need for remote teaching and learning the district is implementing the Google Suite. Google Suite is a brand of cloud computing, productivity and collaboration tools, software and products. Developed by Google to assist staff (and teams) to connect and get work done from anywhere on any device. Google Suite Includes Mail, Drive, Classroom, Docs, Sheets, Slides, Sites and Calendar. This platform presents new training needs for all of our district staff. The preparation time will be used to prepare provide presentations for our District Administrators in the use of these “G” Suite components at the start of the school year. Additionally, session would be provided to the Support Staff, at Central Services, following the Administrator workshops. July 6, 2020 through June 30, 2021; cost not to exceed \$20,160.00; GAAP Code: 11-240-100-101-0009-00-81.

K. Proposal to Approve Counseling Grief Clients Certification Training: Functional Interventions for Everyday Use (PESI)

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve Counseling Grief Clients Certification Training: Functional Interventions for Everyday Use (PESI). Appropriate District Staff will find the return to School after the COVID 19 Pandemic to be a challenging one with regard to handling not only students but teachers concern and fears. Staff would benefit with the proper type of certification and training to work with students and staff will be crucial to insure a smooth transition. May 27, 2020 through

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June 30, 2020; cost not to exceed \$2,799.00; GAAP code 11-000-218-320-0000-00-57.

- L. Proposal to Approve the Partnership with Trenton Literacy Movement-Afterschool Reading Intervention for Elementary Students in Grades 1-3**
BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the Partnership with Trenton Literacy Movement -Afterschool Reading Intervention for Elementary Students in Grades 1-3. Students will be provided opportunities to expand their learning and receive academic intervention. The program will target foundational reading skills and balanced literacy focused on comprehension, fluency and language skills. October 1, 2020 through June 1, 2021; cost not to exceed \$126,360.000; No Cost to the Board.
- M. Proposal to Approve English Language Arts Professional Development for K-5 Teachers using the Core Reading Programs Benchmark Workshop, Benchmark Taller and Steps to Advance**
BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves Language Arts Professional Development for K-5 Teachers. Up to 490 Teachers will be provided professional development through live webinars on effective instructional practices using Benchmark Workshop, Benchmark Taller and Steps to Advance core reading program. Teachers will be expected to implement instructional practices when using these programs during 2020-21 school year. PD through live webinars will occur from July 1, 2020 through August 31, 2020 and cost not to exceed \$61,740.00.
- N. Proposal to Approve the K-5 Summer Programs through Digital Learning Using Scholastic LitCamp At Home and Literacy Pro**
BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the summer learning programs through digital learning using Scholastic Lit Camp K-5 and Scholastic LitPro to be provided to students in a virtual environment that is individualized and adaptive to students' learning needs, including high quality print materials. Additionally, these programs will support both blended and print only solutions. These solutions will cover foundational reading skills, vocabulary development, and comprehension skills achieved through frequent and varied independent reading opportunities. Fifty (50) teachers will be hired to service 1,000 students. LitCamp will run three times a week for (2) hours per day of instruction and hour per day of preparation and parent/student contact from July 1, 2020 through August 7, 2020; per teacher compensation per teacher not to exceed \$1,980.00; total program cost not to exceed \$160,146.00; GAAP code TBD. **SIA funds from Elementary Schools/Cares Grant for schools without SIA funds.**
- O. Proposal to Approve the High School Virtual Summer Recovery Program**
BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the High School Virtual Summer Recovery Program. Trenton Public Schools Summer School Program will offer remedial courses for summer 2020. Courses will include on-line classes as well as classes offered either in a traditional classroom setting or virtual face to face instruction. Students who participate in the summer school program will be enrolled in 1 to 3 summer courses each. The courses will address the needs of general education students as well as Bilingual/ESL students and Special Education Students. Virtual face to face instruction will include teachers using an online platform (Example: Zoom, GoogleMeet, etc) to provide interactive instruction to students. June 29, 2020 through August 7, 2020; cost not to exceed \$91,625.00; GAAP codes 15-422-100-101-0009-00-35; 15-422-100-1001-0009-00-05.
- P. Proposal to Approve the Adoption of McGraw-Hill Studysync**
BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the proposal to adopt McGraw-Hill's *Studysync* as the core resource for middle school language arts (general education, special education, and ESL) from the 2020-2021 school year through the 2025-2026 school year. Cost not to exceed \$497,233.12; GAAP Code: 11-240-100-610-0000-00-81.
- Q. Resolution to Approve the Curriculum for Computer Science Discoveries to be implemented September 1, 2020**

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BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution for the Curriculum for Computer Science Discoveries to be implemented September 1, 2020.

R. Resolution to Approve the Curricula for Computer Science I & II To Be Implemented September 1, 2020

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution for the Curricula for Computer Science I & II to be implemented September 1, 2020.

S. Resolution to Approve Conceptual Physics Curriculum to be Implemented September 1, 2020

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution for Conceptual Physics Curriculum to be implemented September 1, 2020.

T. Resolution to Approve Forensic Science Curriculum to be Implemented September 1, 2020

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution for Forensic Science Curriculum to be implemented September 1, 2020.

U. Resolution to continue usage of Edulastic as Our Assessment Software for Grades 6-8 Math

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation of usage of Edulastic as our assessment software for grades 6-8 Math at \$4 per student. Cost not to exceed \$12,000.00 GAAP code: 11-000- 221-610-0000-00-81.

V. Resolution to Approve the Continued Usage of SchoolNet As Our Assessment Software for Grades K-12

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation of usage of SchoolNet as our assessment software for grades K-12. Cost not to exceed \$30,000; GAAP Code: 11-000-221-610-0000-81.

W. Resolution To Continue the Partnership with Microsoft Implementing the Technology Education and Literacy in Schools (TEALS) Program at Trenton Central High School and Daylight Twilight High School Using the Lab Support Model for Computer Science Discoveries, Computer Science 1, and AP Computer Science A

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools to Approve the Technology Education and Literacy in Schools (TEALS) - Microsoft Program Partnership - Grades 9-12, SY 2020-21. The program will pair (2) trained computer science professionals with (2) high school teachers to help build Computer Science teaching capacity. July 1, 2020 through June 30, 2021. Summer Professional Development Stipends for Training for (2) teachers \$2,880. Fingerprinting for 4 volunteers = \$264.20. Total cost not to exceed \$3,144.20. GAAP codes 11-000- 221-320-0000-00-81 and 11-000-221-610-0000-00-81; 11-000-221-110-0009-00-81.

X. Resolution to Accept Donation of Baby Grand Piano – Christopher Columbus Elementary School

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution to accept Donation, delivery and set-up of Baby Grand Piano – Christopher Columbus Elementary School. Additionally, Ms. Cynthia Groya will include an all-expense paid tune up of the piano.

Y. Resolution to Accept Donation A \$500 Grant from Exxon Mobile EDUCATIONAL ALLIANCE PROGRAM – Joyce Kilmer Elementary School

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BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution to accept \$500 Donation for Joyce Kilmer School from the Exxon Mobile Educational Alliance Program.

Z. Resolution to Accept Donation of Elevate at Home STEM Kits for 2020 summer Enrichment Programming, Sponsored by National Inventors Hall of Fame and Nordson Corporation

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the

Superintendent of Schools, approves the resolution to accept donation of Elevate at Home STEM Kits for 2020 summer Enrichment Programming, Sponsored by National Inventors Hall of Fame and Nordson Corporation. Donation at a value of \$12,500.

AA. Resolution Authorizing the Services of Burlington County Special Services School District/Educational Services Unit for Professional Services for the 2020-2021 School Year

BE IT RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, approves the services of the Burlington County Special Services School District to perform evaluations for deaf and hard of hearing students attending Katzenbach School to include; psychological, educational and speech. Cost not to exceed \$62,100.00; GAAP code 11-000-219-320-0000-00-84.

BB. Resolution to Approve Teacher Compensation for Professional Development for Studysync

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution to compensate middle school language arts teachers (general education, special education, and ESL) for virtual professional development for Studysync from July 6, 2020 through August 21, 2020; GAAP Code: 11-000-221-339-0000-00-81 cost not to exceed \$25,200.

CC. Resolution to Approve Professional Development for myPerspectives

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the proposal for SAVVAS (formerly Pearson Education) to provide professional development to high school teachers for myPerspectives from July 1, 2020 to June 30, 2021 at a cost not to exceed \$37,800. **GAAP Code:** 11-000-240-320-0000-00-81

DD. Resolution to Approve Teacher Compensation for Professional Development for myPerspectives

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution to compensate high school language arts teachers (general education, special education, and ESL) for virtual professional development for myPerspectives from July 6, 2020 through August 21, 2020 GAAP Code: 11-000-221-110-0009-81; at a cost not to exceed \$21,600.

EE. Resolution to Approve the Addition of Advanced Placement Art History

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the resolution for the addition of Advanced Placement Art History to high school course offerings beginning in September 2020 at no cost to the Board.

FF. Resolution to Approve the Adoption of the K-12 Curriculum Guides for the 2020-21 SY

BE IT RESOLVED: that the Trenton Board of Education upon the recommendation of the Superintendent of Schools, approves the Resolution for the Adoption of the District-wide K-12 Curriculum Guides for the 2020-2021 SY;

- English Language Arts
- Mathematics
- Social Studies
- Science
- ESL
- World Language

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- Visual and Performing Arts
- CTE

GG. RESOLUTION to Approve Honors I Spanish World Language Curriculum to Be Implemented September 1,2020

Be It Resolved that The Trenton Board of Education upon the recommendation of the Superintendent of Schools, approves the Honors I Spanish Curriculum to be implemented September 1,2020.

HH. RESOLUTION to Approve to Apply for the Teacher and School Leader Incentive Program, OESE Grant in Partnership with the Youth Empowerment Services, Inc. (YES)

Be It Resolved that The Trenton Board of Education upon the recommendation of the Superintendent of Schools, approves to Apply for the Teacher and School Leader Incentive Program OESE Grant in Partnership with the Youth Empowerment Services, Inc. (YES).

II. Revised Student Study Trip

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the following revision to a trip originally Board approved on August 26, 2019:

Agenda	Applicant	School	Destination	Purpose	No. of Students	Date	Funds	Cost	GAAP Code
April	Courtney Harker	Hedgepeth Williams MSA	Metropolitan Opera Guild NY, NY	Students will experience the fundamentals of visual and performing arts in a professional setting	135	11/26/2019	Board	\$3,993,99 <i>Revised</i>	15-000-270-512-0000-00-08

HUMAN RESOURCES

a. RESIGNATION

LAST NAME	FIRST NAME	POSITION	LOCATION	EFFECTIVE	NOTE
Yarde	Jennifer	Supervisor of Humanities (Elementary)	Curriculum	5/31/20	Effective date updated.

b. TERMINATION

ID	EFFECTIVE	NOTE
100786	5/27/20	Reason on file

c. REAPPOINTMENT LIST 2020-2021 – TITLE CORRECTIONS

YEAR	LAST NAME	FIRST NAME	TITLE	LOCATION	TOTAL SALARY
2020-2021	Jackson	Kathleen	Elementary Teacher Gr 2	Parker	No change in salary
2020-2021	Herring	Rachel	Special Education Teacher Gr K-2	Parker	No change in salary

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d. CONTRACTUAL ENTITLEMENTS

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>UNIT</i>	<i>NUMBERS OF SICK DAYS</i>	<i>NUMBER OF VACATION DAYS</i>	<i>AMOUNT</i>	<i>NOTE</i>
Gilliard	Ryan	CUS	0	7	\$1,458.58	
Mann	Mindy	TEA	27	0	\$9,451.61	Correction to sick days.
Texixeria	John	BST	0	49.5	\$10,755.11	
Wood-Chapman	Stacie	CFA	0	14	\$5,381.25	

e. LEAVE OF ABSENCES

<i>ID</i>	<i>REASON</i>	<i>EFFECTIVE</i>
10092	Medical	5/19/20-6/3/20; with pay
101581	Medical	5/21/20-8/17/20; with pay
106348	Medical	4/19/20-5/1/20; with pay

f. EXTENDED LEAVE OF ABSENCES

<i>ID</i>	<i>REASON</i>	<i>EFFECTIVE</i>
112547	Family Bonding Leave	3/4/20-4/22/20; Without pay (Correction to return date)
102474	Medical	5/2/20-5/18/20; With pay

g. RETURN FROM LEAVE OF ABSENCES

<i>ID</i>	<i>REASON</i>	<i>EFFECTIVE</i>
112547	Family Bonding Leave	4/23/20
111391	Family Bonding Leave	5/18/20
111820	Maternity	5/11/20

h. SALARY ADJUSTMENTS

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>FROM SALARY</i>	<i>TO SALARY</i>	<i>EFFECTIVE</i>	<i>NOTE</i>
Adams	Crystal	Elementary Teacher Gr 3	Franklin	\$61,590-BA+30, Step 8-TEA	\$62,390-MA, Step 8-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of a Master's Degree.
Ben Fadjo	Kokouvi	Social Studies	TCHS	\$94,225-MA+30, Step	\$98,815-MA+60, Step 15-TEA	5/11/20-6/30/20, pro-	Submitted proof of 30 additional credits.

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		Teacher		15-TEA		rated	
Brown	Felicia	Drama Teacher	TCHS	\$73,815-MA, Step 12-TEA	\$74,225-MA+30, Step 12-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Brown	Barrington	Music Teacher	Grant	\$92,265-BA, Step 15-TEA	\$93,015-BA+30, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Burkart-Penn	Maureen	Elementary Teacher Gr 5	King	\$95,315 (\$93,815-MA, Step 15-TEA+\$1,500 dual certification)	\$100,315 (\$98,815-MA+60, Step 15-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 60 additional credits.
Butler-Johnson	Rogenia	Climate & Culture Specialist	9 th Grade Academy	\$96,425 (\$94,225-MA+30, Step 15-TEA+\$2,200 longevity)	\$101,015 (\$98,815 - MA+60, Step 15-TEA+\$2,200 longevity)	3/12/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Callaghan	Kathleen	English Teacher	Dunn	\$61,050-MA+30, Step 5-TEA	\$65,640-MA+60, Step 5-TEA	5/1/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Cunningham	Cathleen	Health & Physical Education Teacher	TCHS	\$95,315 (\$93,815-MA, Step 15-TEA+ \$1,500 dual certification)	\$95,725 (\$94,225-MA+30, Step 15-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
D'Amato	Kimberly	Elementary Teacher Gr 3	Wilson	\$60,090-BA, Step 7-TEA	\$60,840-BA+30, Step 7-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Dempsey	Debra	ESL Teacher	Franklin	\$59,340-MA, Step 2-TEA	\$59,750-MA+30, Step 2-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Fox	Bryan	Social Studies Teacher	Trenton Restorative Academy	\$57,490-BA, Step 2-TEA	\$58,240-BA+30, Step 2-TEA	5/5/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Foye	Muhammad	Social Studies Teacher	Kilmer	\$94,215-BA+60, Step 15-TEA	\$94,415-BA+90, Step 15-TEA	5/9/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Gladwell	Brenda	Art Teacher	TCHS	\$60,640-MA,	\$61,050-MA+30, Step	5/9/20-6/30/20,	Submitted proof of 30 additional

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				Step 5-TEA	5-TEA	pro-rated	credits.
Greaves	Paul	Social Studies Teacher	TCHS	\$77,865 (\$76,365-BA, Step 13-TEA+\$1,500 dual certification)	\$78,615 (\$77,115-BA+30, Step 13-TEA+\$1,500 dual certification)	4/29/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Gulati	Ashu	Math Teacher	Dunn	\$57,490-BA-Step 1-TEA	\$64,040-MA+60, Step 1-TEA	4/6/20-6/30/20, pro-rated	Submitted proof of a Master's Degree and 60 additional credits.
Hernandez	Gloria	Special Education Teacher	Wilson	\$93,815-MA, Step 15-TEA	\$94,225-MA+30, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Hyslop	Greg	Health & Physical Education	TCHS	\$59,840-BA+30, Step 5-TEA	\$61,040-BA+60, Step 5-TEA	5/7/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Indeddi	Robin	Elementary Teacher Gr K	Kilmer	\$94,515 (\$93,015-BA+30, Step 15-TEA+\$1,500 dual certification)	\$95,715 (\$94,215-BA+60, Step 15-TEA+\$1,500 dual certification)	5/5/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Kelly	Walter	Climate & Culture Specialist	Kilmer	\$92,265-BA, Step 15-TEA)	\$93,015-BA+30, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
King	Chelsea	Special Education Teacher (Resource Room)	King	\$61,590 (\$60,090-BA, Step 7-TEA+\$1,500 dual certification)	\$62,340 (\$60,840-BA+30, Step 7-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Kurlander	Michael	Computer Teacher	Washington	\$63,540 (\$62,040-BA+60, Step 7-TEA+\$1,500 dual certification)	\$63,740 (\$62,240-BA+90, Step 7-TEA+\$1,500 dual certification)	2/10/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Leak	Yakima	Elementary Teacher Gr 2	Franklin	\$60,840-BA, Step 8-TEA	\$62,800-MA+30, Step 8-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of a Master's Degree and 30 additional

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							credits.
Litns kij	Eugene	Elementary Teacher Gr 4	Wilson	\$94,215-BA+60, Step 15-TEA	\$94,415-BA+90, Step 15-TEA	1/7/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Lynch	Elina	Special Education Teacher (Inclusion)	Kilmer	\$63,090 (\$61,590-BA+30, Step 8-TEA+\$1,500 dual certification)	\$64,300 (\$62,800-MA+30, Step 8-TEA+\$1,500 dual certification)	5/10/20-6/30/20, pro-rated	Submitted proof of a Master's Degree.
Manful	Nana	Special Education Teacher	TCHS	\$92,265-BA, Step 15-TEA	\$93,015-BA+30, Step-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Martinez	Wanda	School Counselor	Hedgepeth/Williams	\$62,390-MA, Step 8-TEA	\$62,800-MA+30, Step 8-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Mason	Tito	Elementary Teacher Gr 1	King	\$93,815-MA, Step 15-TEA	\$98,815-MA+60, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 60 additional credits.
McAloon	James	Music Teacher	Rivera	\$82,565-BA, Step 14-TEA	\$83,315-BA+30, Step 14-TEA	5/6/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
McDowell-Parker	Shirleen	Special Education Teacher (Resource)	TCHS	\$93,765 (\$92,265-BA, Step 15-TEA+\$1,500 longevity)	\$94,515 (\$93,015 – BA+30, Step 15-TEA+\$1,500 longevity)	2/6/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Miglis	Charisse	Science Teacher	Daylight/ Twilight	\$59,590-BA, Step 6-TEA	\$60,340-BA+30, Step 6-TEA	5/8/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Molnaur	Holly	Elementary Teacher Gr 4	Wilson	\$93,015-BA+30, Step 15-TEA	\$94,215-BA+60, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Moody	Darrell	Behavior Specialist	Gregory	\$64,215-BA+30, Step 9-TEA	\$65,425-MA+30, Step 9-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of a Master's Degree.
Moore	Chenae	Elementary Teacher Gr 3	Harrison	\$60,640-MA, Step 5-TEA	\$61,050-MA+30, Step 5-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Ofoegbu	Charles	Science	Trenton Restorative	\$57,790-BA,	\$59,340-MA, Step 2-	5/7/20-6/30/20,	Submitted

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		Teacher	Teacher	Step 2-TEA	TEA	pro-rated	proof of a Master's Degree.
Penny	Katiuscia	Elementary Teacher Gr K	Harrison	\$61,740-MA, Step 6-TEA	\$64,240 (\$61,740-MA, Step 6-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of dual certification.
Peralta	Ingris	Bilingual Elementary Teacher Gr 2	Wilson	\$75,315 (\$73,815-MA, Step 12-TEA+\$1,500 dual certification)	\$75,725 (\$74,225-MA+30, Step 12-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Peter	Angela	Health & Physical Education Teacher	Wilson	\$74,225-MA+30, Step 12-TEA	\$78,815-MA+60, Step 12-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Savage-Renshall	Jennifer	Art Teacher	King	\$93,815-MA, Step 15-TEA	\$98,815-MA+60, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 60 additional credits.
Schulze	Kevin	Health & Physical Education Teacher	Trenton Restorative Academy	\$57,790-BA, Step 2-TEA	\$58,540-BA+30, Step 2- TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Steele	Myrlande	Elementary Teacher Gr 1	Grant	\$61,140 (\$59,640-MA, Step 3-TEA+\$1,500 dual certification)	\$66,140 (\$64,640-MA+60, Step 3-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 60 additional credits.
Stoolman	Matthew	Health & Physical Education Teacher	Hedgepeth/ Williams	\$58,090-BA, Step 3-TEA	\$59,590 (\$58,090-BA, Step 3-TEA+\$1,500 dual certification)	2/21/20-6/30/20, pro-rated	Submitted proof of dual certification.
Stremlo	Elena	Elementary Teacher Gr 3	Kilmer	\$68,140 (\$66,640-MA+60, Step 7-TEA+\$1,500 dual certification)	\$70,640 (\$66,640-MA+60, Step 7-TEA+\$1,500 dual certification+\$2,500 National Board Certification)	3/9/20-6/30/20, pro-rated	Submitted proof of National Board Certification.
Thompson	Amber	Elementary Teacher Gr 2	Wilson	\$62,340 (\$60,840-BA, Step 8-TEA+\$1,500 dual	\$63,090 (\$61,590-BA+ 30, Step 8-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rate	Submitted proof of 30 additional credits.

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				certification)			
Ugorji	Florence	Elementary Teacher Gr 2	Wilson	\$63,890 (\$62,390-MA, Step 8-TEA+\$1,500 dual certification)	\$64,300 (\$62,800-MA+30, Step 8-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Waluk	Michael	Music Teacher	Harrison	\$94,225-MA+30, Step 15-TEA	\$98,815-MA+60, Step 15-TEA	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.
Wieczorek	Lauren	ESL Teacher	King	\$63,550 (\$62,050-MA+30, Step 7-TEA+\$1,500 dual certification)	\$68,140 (\$66,640-MA+60, Step 7-TEA+\$1,500 dual certification)	5/11/20-6/30/20, pro-rated	Submitted proof of 30 additional credits.

i. LONGEVITIES

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>YEARS</i>	<i>EFFECTIVE</i>	<i>AMOUNT</i>
Gregory	Vernon	Custodian Engineer 2	Kilmer	25	3/6/20-6/30/20	\$800
Gregory	Vernon	Custodian Engineer 2	Kilmer	30	3/6/20-6/30/20	\$800
McCarthy	Kirk	Heavy Cleaner	TCHS	15	3/5/20-6/30/20	\$500
Pearson	Lindsey	Head Custodian	TCHS	35	3/5/20-6/30/20	\$500
Ware	Lorraine	Secretary	King	36	5/6/20-6/30/20	\$600

FINANCE & FACILITIES

a. Appropriation Transfers – March 2020

WHEREAS, N.J.S.A. 18A requires that the Board of Education approve appropriation transfers; and;

WHEREAS, the Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education, does ratify the transfers approved by the Superintendent of Schools. (**Attachment 3-A**)

b. A-148 Secretary’s Report – March 2020

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WHEREAS, pursuant to N.J.S.A. 18A-17-9, the Secretary of the Board of Education shall report to the Board at each regular meeting but no more than once each month, the amount of total appropriations and the cash receipts of each account, and the amount for which warrants have been drawn against each account and the amount of orders and contractual obligations been drawn against each account and the amount of orders and contractual obligations incurred and chargeable against each account since the date of the last report; and

WHEREAS, the Commissioner has prescribed that such reporting take place on Form A-148;

WHEREAS, in compliance with N.J.A.C. 6A:23-2.11©3, the secretary has certified that, as of the date of the report(s) no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting;

BE IT FURTHER RESOLVED, in compliance with N.J.A.C 6A:23-2.11©4, the Board of Education certifies that, after review of the secretary’s monthly financial reports for March 2020, and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (**Attachment 3-B**)

c. A-149 Treasurer’s Report – March 2020

WHEREAS, pursuant to N.J.S.A. 18A-17-31 et seq. boards of education are required to have the appointed position of Treasurer of School Monies; and

WHEREAS, the Treasurer shall serve in trust to receive and hold all school monies belonging to the district; and

WHEREAS, the Treasurer shall report to the Board of Education on a monthly basis on the Form A-149, which is prescribed by the Commissioner of Education;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education, for the period ending March 31, 2020, upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting. (**Attachment 3-C**)

d. List of Bills

WHEREAS, N.J.S.A. 18A:19.1 and N.J.S.A.18:6-31 provides for the Board of Education to authorize the payment of bills; and

WHEREAS, the Business Administrator/Board Secretary has reviewed the documentation supporting the attached lists of bills;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, authorize and approve the payment of bills on the attached lists for the Tuesday, May 26, 2020 Board meeting in the amount of **\$27,845,029.89**. (**Attachment 3-D – Bill List of 4/30/20 & 5/15/20**)

e. Out of District Placements – May 2020

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the **Out of District Placements**

Initials	Placement	Cost School Year	Extraordinary Services School Year	Out of County Fees	COMMENTS	GAAP Code
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	Bancroft	\$535.83			2018-2019 Certified Tuition Audit Adjustment	11-000-100-566-0000-0084
KA	BCSSSD	\$17,187.93		\$1,333.33	19-20 Tuition Program change and Out of County Fee	11-000-100-565-0000-00-84
NG	Bonnie Brae	\$44,690.00			19-20 State Placed Tuition	11-000-100-566-0000-0084
KB	Burlington Twp Schools	\$5,390.64			19-20 State placed tuition	11-000-100-561-0000-0084
	Daytop 2018-2019 Certified Tuition Audit Adjustment	\$11,012.40			2018-2019 Certified Tuition Audit Adjustment	11-000-100-566-0000-0084
	Edison Twp Public Schools 2018-2019 Tuition back bill/Adj	\$11,676.60				11-000-100-562-0000-0084
AH	Hampton Academy	\$26,647.50			19-20 Tuition	11-000-100-566-0000-0084
MM	Katzenbach	\$27,189.00			19-20 Tuition	11-000-100-569-0000-0084
MK	Mercer Elementary		\$14,430.00		19-20 1:1 aide cost	11-000-217-320-0000-0084
AK	Mercer Elementary	\$20,655.00			19-20 Tuition	11-000-100-565-0000-00-84
MS	Mercer Elementary	\$22,695.00			19-20 Tuition	11-000-100-565-0000-00-84
JS	Mercer Elementary		\$36,075.00		19-20 1:1 aide cost	11-000-217-320-0000-0084
YO	Mercer Elementary		\$28,665.00		19-20 1:1 aide cost	11-000-217-320-0000-0084
EC	Mercer Elementary		\$25,155.00		19-20 1:1 aide cost	11-000-217-320-0000-0084
EC	Mercer Elementary		\$25,155.00		19-20 1:1 aide cost	11-000-217-320-0000-0084
	New Roads 2018-2019 Certified Tuition Audit Adjustment	\$5,558.86			2018-2019 Certified Tuition Audit Adjustment	11-000-100-566-0000-0084
	Ranch Hope 2018-2019 Certified Tuition Audit Adjustment	\$38,358.25			2018-2019 Certified Tuition Audit Adjustment	11-000-100-566-0000-0084
SP	Thomas Rubino Academy (213105030)	\$7,488.00			19-20 Tuition	11-000-100-561-0000-0084
JA	Thomas Rubino Academy (213105030)	\$7,488.00			19-20 Tuition	11-000-100-561-0000-0084
AB	Thomas Rubino Academy (213105030)	\$9,360.00			19-20 Tuition	11-000-100-561-0000-0084
DD	Thomas Rubino Academy (213105030)	\$9,360.00			19-20 Tuition	11-000-100-561-0000-0084
JE	Thomas Rubino Academy (213105030)	\$9,360.00			19-20 Tuition	11-000-100-561-0000-0084
TJ	Thomas Rubino Academy (213105030)	\$9,360.00			19-20 Tuition	11-000-100-561-0000-0084
DE	Thomas Rubino Academy (213105030)	\$1,213.54			19-20 Tuition Correction	11-000-100-562-0000-0084
OR	Thomas Rubino Academy (213105030)	\$1,213.54			19-20 Tuition Correction	11-000-100-562-0000-0084
ZW	Titusville Academy (228316001)	\$1,105.16			19-20 Tuition Correction	11-000-100-566-0000-0084
	TOTALS	\$287,545.25	\$129,480.00	\$1,333.33		

f. Acceptance of Donations

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, accepts funding from the following generous donors:

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DONOR	GIFT	RECIPIENT	PLANNED USE FOR DONATION
Educational Testing Service & Institute for Student Achievement	Labor & Materials valued at approximately \$4,000	Trenton Public Schools	Copying and distribution of learning packets for student use at home during the Coronavirus Pandemic
National Inventors Hall of Fame and Nordson Corporation	Elevate at Home STEM Kits valued at \$12,500	District Students (2 nd – 5 th Grade)	2020 Summer Enrichment Programming

g. Resolution to Rescind U Got Brains Champion Schools Program

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the U Got Brains Champion Schools Program for the 2019-2020 school year. This program was to be funded through a Board-approved donation (February 24, 2020), which was never received.

h. Resolution for Emergency Contract – United Steamway Systems, Inc.

WHEREAS, the Trenton BOE (hereinafter referred to as the Board) entered into a contract per N.J.A.C. 18A:18A-7 Emergency Contract with the following vendor:

UNITED STEAMWAY SYSTEMS, INC.

To perform emergency

- District-wide kitchen exhaust system cleaning

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the increase in emergency services affecting the health or safety of occupants of various schools, and payment for services to the vendor noted above. The proposed scope of work shall be at an amended cost not to exceed **\$22,300.00**.
 Account Code: 11-000-261-420-0000-00-61

i. Resolution for the School Based Youth Services Program (SBYSP) at TCHS to Accept Funding from the State of New Jersey

Whereas, the Trenton SBYSP at TCHS seeks permission to accept funding from the State of New Jersey, Department of Law and Public Safety (LPS), Juvenile Justice Commission (JJC) for 2020 Summer Expansion Programming at Trenton Central High School, and;

Whereas, the TBOE SBYSP at TCHS, with prior TBOE approval, submitted a proposal to provide positive youth development activities to at-risk youth during the summer months when they are not in school, and;

Whereas, the overall function of the Trenton SBYSP is to minimize the barriers associated with student educational success by offering free and confidential, on-site, supportive services, including Mental Health Services, Expectant and Parenting Teen Education and Support, and Positive Youth Development Activities and,

Whereas, LPS JJC funding shall be used to design new and enhance current transitional support services for the 2020-2021 school year through the integration of health promotion, competence building, positive youth development, preventive and supportive strategies to reduce risks, and enhancement of protective factors for participating students.

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Therefore, be it resolved that the Trenton Board of Education approves the Trenton SBYSP to accept funding from the State of New Jersey, Department of Law and Public Safety (LPS), Juvenile Justice Commission (JJC) for 2020 Summer Expansion Programming at Trenton Central High School in the amount of **\$19,687.00**.

j. Request for Proposal (RFP) for Prospective Organizations to Provide Substance Abuse Services for Students for the 2020-2021 School Year

BE IT RESOLVED: that Trenton Board of Education, upon the recommendation from the Superintendent of Schools, authorize the School Business Administrator/Purchasing Agent to prepare or have prepared a **Request for Proposal** for organizations to provide substance abuse services for students, which shall include all items set forth in 18:18A-4.4.

k. Renewal of Contract Award for RFP #1920-16 for Prospective Organization to Provide Home Instruction to Trenton Public School Students in a Hospital Setting for 2020-2021

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes Title 18A:18A-42. The School Business Administrator/Board Secretary may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

WHEREAS, funds will be made available from the following Account: 11-150-100-320-0000-00-84

NOW, THEREFORE, BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract renewal to American Tutor, Inc. at a cost not to exceed **\$150,000.00**.

BE IT FURTHER RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

l. Renewal of Contract Award for RFP #1920-17 for Prospective Organization to Provide Nursing Services for 2020-2021

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes Title 18A:18A-42. The School Business Administrator/Board Secretary may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

WHEREAS, funds will be made available from the following Account: 11-000-213-330-0000-00-00-56

NOW, THEREFORE, BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract renewal to Bayada Home Health Care at a cost not to exceed **\$575,000.00**.

BE IT FURTHER RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

m. Renewal of Contract Award for RFP #1920-18 for Chief Medical Examiner for 2020-2021

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes Title 18A:18A-42. The School Business Administrator/Board Secretary may negotiate terms for a renewal of contract

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proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

WHEREAS, funds will be made available from the following Account: 11-000-213-330-0000-00-00-56

NOW, THEREFORE, BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract renewal to Dr. Jacqueline B. Gettys at a cost not to exceed **\$48,000.00**.

BE IT FURTHER RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

n. **Renewal of Contract Award for RFP #1920-23 for Prospective Organization to Provide Virtual Online Courses for High School Students for 2020-2021**

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes Title 18A:18A-42. The School Business Administrator/Board Secretary may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

WHEREAS, funds will be made available from the following Account: 15-190-100-320-0000-00-04; 15-190-100-320-0000-00-05; 15-190-100-320-0000-00-35; 11-423-100-320-0000-00-86

NOW, THEREFORE, BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract renewal to Odysseyware (Glynlyon, Inc.), at a cost not to exceed **\$250,000.00**.

BE IT FURTHER RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

o. **Renewal of Contract Award for RFP #1920-25 for Prospective Organization to Provide Staffing for 1:1 and Bus Aides & Substitute Services for Teachers, Paraprofessionals and Secretaries for 2020-2021**

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes Title 18A:18A-42. The School Business Administrator/Board Secretary may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

WHEREAS, funds will be made available from the following Account: 11-000-251-330-0000-00-52; 11-190-100-320-0000-00-52; 11-000-217-320-0000-00-84

NOW, THEREFORE, BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract renewal to ESS Northeast, LLC. (Source4Solutions, LLC) at a cost not to exceed **\$5,500,000.00**.

BE IT FURTHER RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

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p. Resolution to Renew the Partnership Between Trenton Board of Education and Monmouth Ocean Educational Services Commission for 2020-2021

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes Title 18A:18A-42. The School Business Administrator/Board Secretary may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

WHEREAS, funds will be made available from the following Account: 11-000-251-330-0000-00-52; 11-190-100-320-0000-00-52; 11-000-217-320-0000-00-84

NOW, THEREFORE, BE IT RESOLVED, that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract renewal to MOESC at a cost not to exceed **\$1,800,000.00**.

q. Resolution to Amend the Carl D. Perkins Grant to Reallocate Funds for Trenton High School CTE Programs

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves amending activities for staff and students that limit social distancing. Due to COVID-19, CTE program trips, events, and traveling activities were reallocated to student supplies.

The total Carl D. Perkins Grant award of \$246,340.00 will remain the same for the period July 1, 2019, to June 30, 2020.

r. Resolution to Apply for the Coronavirus Aid, Relief and Economic Security (CARES) Elementary and Secondary School Emergency Relief Fund

Whereas, the core purpose of the CARES Elementary and Secondary School Emergency Relief Fund is to provide direct funds to school districts and provide funding to support areas impacted by the disruption and closure of schools from COVID-19. The project period is from March 13, 2020 to September 30, 2022. Now therefore,

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the application and receipt of **\$4,717, 035.00** if awarded of the CARES Elementary and Secondary School Emergency Relief Fund.

s. Resolution to Approve Purchase of School Buses from South Brunswick Board of Education

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the purchase of school buses from the South Brunswick Board of Education. The District will purchase three (3) 2017 54-passenger school buses at a total cost of **\$192,000.00**.

BE IT FURTHER RESOLVED; that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.
Account Codes: 12-000-270-733-0000-00-65 and 12-000-270-734-0000-00-65

t. Resolution to Approve the District's Health-Related School Closure - Emergency Preparedness Plan

Resolution to approve the District's Health-Related School Closure - Emergency Preparedness Plan. Pursuant to P.L. 2020, c.27, the revised plan must be approved by the district board of education and

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submitted to the Mercer County Office of Education. The plans is designed to address continuity of critical school services such as remote instruction, special education and related services, and nutrition benefits. (**Attachment 3-T**)

u. Resolution to Submit and Accept the 2020 Safety Grant Program Award

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the Resolution to Submit and Accept the 2020 Safety Grant Program Award in the amount of **\$101,555.00**. The grant plan is to apply upgrades to existing facilities and safety maintenance items, building deficiencies and vital professional development and training. Grant period is July 1, 2020 through June 30, 2021.

OLD/NEW BUSINESS

Ms. Lane thanked the Trenton Literacy Movement for increasing its funding, the Alpha Kappa Alpha Sorority contributed four devices, and an anonymous donor also contributed four devices.

Ms. Lane also expressed the District's gratitude to Mercer Street Friends, YMCA and everyone in the community for their support.

Mr. Lane said she noticed there are a lot of people dealing with losses and wanted to honor and remember those persons who are dealing with losses. She wanted to recognize Grace Crossman, Brenda Reeves, and Robert Payne who passed that were members of the District for several years.

Ms. Lane asked to take a moment of silence to remember them in their efforts and extend sympathy to employees who have lost loved ones whether through COVID or any other reason.

ADJOURN TO EXECUTIVE SESSION

President Daniels-Lane read the Executive Session Resolution:

EXECUTIVE SESSION RESOLUTION
May 26, 2020

WHEREAS, The Open Public Meetings Act, codified as N.J.S.A. § 10:4-6, et seq., permits the exclusion of the public from a meeting under certain circumstances; and,

WHEREAS, the Trenton Board of Education is of the opinion that such circumstances presently exist, indicated as follows:

Any pending or anticipated litigation or contract negotiations to which the Board is or may become a party to, and any matter falling within the Attorney-Client Privilege, to the extent that confidentiality is required to preserve the Attorney-Client relationship and allow the Attorney to exercise his/her ethical duties as a lawyer;

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MATTERS/CAPTION:

- Settlement Agreements Easement Grant to PSE&G for Gregory School Emergent

Personnel matters related to the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individuals who could be adversely affected request, in writing, that the matter be discussed at a public meeting;

MATTERS/CAPTION:

- Pre-Conference on Superintendent’s Evaluation
- Employment Action – M. M.
- Employment Action – L. W.

NOW THEREFORE, BE IT RESOLVED, by the Trenton Board of Education, County of Mercer, State of New Jersey, that an Executive Session will be held on **May 26, 2020** for the statutorily permissible purposes indicated in this resolution.

BE IT FURTHER RESOLVED that action may be taken by the Board when it reconvenes in Open Session.

BE IT FINALLY RESOLVED that the minutes of the Executive Session with regard to the above subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, no longer adverse to the public interest, or does not endanger any individual’s right to privacy.

Motion was made by Mr. Bouie and seconded by Ms. Weakliem to adjourn the meeting into Executive Session. **All** were in favor, **0** opposed **0** abstentions.

<u>ROLL CALL</u>	YES	NO	ABSTAIN
Gene Bouie	X		
Nicole Brossoie	X		
Yolanda Marrero-Lopez	X		
Taraun McKnight	X		
Gerald Truehart II	X		
Jeannie Weakliem	X		
Sadé Williams	X		
Addie Daniels-Lane	X		

ADJOURN 6:40 p.m.

REOPEN PUBLIC MEETING

Open Public Meeting reconvened at approximately 7:55 p.m.

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1. Motion to Approve the Settlement Agreements Easement Grant to PSE&G for Gregory School Emergent

Motion was made by Ms. Marrero-Lopez and seconded by Ms. McKnight to approve the above item. The motion was approved by all Board Members present.

<u>ROLL CALL</u>	YES	NO	ABSTAIN
Gene Bouie	X		
Nicole Brossoie	X		
Yolanda Marrero-Lopez	X		
Taraun McKnight	X		
Gerald Truehart II	X		
Jeannie Weakliem	X		
Sadé Williams	X		
Addie Daniels-Lane	X		

Motion was made by Ms. Lane and seconded by Ms. Marrero-Lopez to adjourn the meeting. **All** were in favor, **0** opposed **0** abstentions.

<u>ROLL CALL</u>	YES	NO	ABSTAIN
Gene Bouie	X		
Nicole Brossoie	X		
Yolanda Marrero-Lopez	X		
Taraun McKnight	X		
Gerald Truehart II	X		
Jeannie Weakliem	X		
Sadé Williams	X		

ADJOURN 7:57 p.m.

Respectfully submitted

Jayne S. Howard

Jayne S. Howard
Business Administrator/Board Secretary