

1 **OFFICIAL MINUTES**

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3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held  
4 **Tuesday, January 4, 2022** in the Nehaunsey Middle School library.

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6 The meeting was called to order by Scott A. Campbell at 6:30 p.m.

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8 As required under the guidelines of the Open Public Meeting Law, notice of this meeting  
9 was sent to **The Courier Post**, and **The Township Clerk**. It was also posted in the  
10 Greenwich Township School Buildings. (Optional: Videotaping Regulations – “The  
11 proceedings of this meeting are being videotaped and anyone wishing to discuss an  
12 individual child should so note.”)

13  
14 **FLAG SALUTE**

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16 **1. OATH OF OFFICE OF NEWLY ELECTED MEMBERS**

17  
18 The oath of office was administered by Scott A. Campbell, Business  
19 Administrator, to the new Board Members:

20  
21 Andrew Chapkowski  
22 Meghann Myers

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24 **2. ELECTION RESULTS**

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26 Motion: (Vernacchio/Lombardo) to approve the following election results:

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28 A. According to the total certified votes received at the 2021 General  
29 Election, the following people received the highest number of votes:

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31 **Election Results – Certified**

	<u>Total</u>
Andrew Chapkowski	1,246
Meghann Myers	286
John T. Goetaski	<u>282</u>
<b>Total Votes Cast</b>	<b>1,814</b>

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39 Motion carried by unanimous voice vote.

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42 **Roll Call**

Mr. Andrew Chapkowski	√
Mrs. Erin Herzberg	√

Mrs. Roseanne Lombardo	√
Mrs. Meghann Myers	√
Mrs. Fiona Paterna	√
Mrs. Susan Vernacchio	√

Quorum: Yes

Also present were Dr. Jennifer Foley-Hindman, Chief School Administrator and Mr. Scott A. Campbell, School Business Administrator/Board Secretary.

**3. TEMPORARY CHAIR**

Motion: (Lombardo/Herzberg) to approve the following:

- A. The approval to appoint Scott A. Campbell, Business Administrator/Board Secretary, as temporary chair to conduct the election prior to nomination of officers.

Motion carried by unanimous voice vote.

**4. NOMINATIONS FOR PRESIDENT FOR 2021**

Scott Campbell opened the nominations for President.

- A. Erin Herzberg nominated Susan Vernacchio for the position of President for 2022.
- B. Roseanne Lombardo seconded the nomination.

No other nominations.

Scott Campbell closed the nominations for President.

Motion: (Herzberg/Myers) to approve Susan Vernacchio as President for 2022:

Motion carried by unanimous voice vote.

President Susan Vernacchio takes the chair for 2022.

**5. NOMINATIONS FOR VICE-PRESIDENT**

Scott Campbell opened the nominations for Vice-President.

1 A. Roseanne Lombardo nominated Erin Herzberg for the position of Vice-  
2 President for 2022.

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4 B. Meghann Myers seconded the motion.

5  
6 C. Fiona Paterna nominated Andrew Chapkowski for the position of Vice-  
7 President for 2022.

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9 D. Susan Vernacchio seconded the motion.

10  
11 No other nominations.

12  
13 Scott Campbell closed the nominations for Vice-President.

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15 Roll Call for Erin Herzberg as Vice-President:

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17 Andrew Chapkowski – No  
18 Erin Herzberg – Yes  
19 Roseanne Lombardo – Yes  
20 Meghann Myers – Yes  
21 Fiona Paterna – No  
22 Susan Vernacchio – Yes

23  
24 Roll Call for Andrew Chapkowski as Vice-President:

25  
26 Andrew Chapkowski – Yes  
27 Erin Herzberg – No  
28 Roseanne Lombardo – No  
29 Meghann Myers – No  
30 Fiona Paterna – Yes  
31 Susan Vernacchio – No

32  
33 Erin Herzberg is Vice-President for 2022 by a vote of 4 yes's and 2 no's.

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35 **6. PRESENTATION**

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37 *\*\*The School Ethics Act and Code of Ethics was held until the February 8, 2022*  
38 *meeting.\*\**

39  
40 **7. BOARD MEETING DATES**

41  
42 Motion: (Lombardo/Herzberg) to approve the following:

43  
44 A. The approval of the 2022 schedule of Board Meeting Dates. (Attachment)

DATE	DAY	TIME	PLACE	PURPOSE
January 4, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Reorganization/Regular Meeting
February 8, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
March 8, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting & Approval to Submit the Budget to the County Office
April 26, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting/Public Hearing on the Budget
May 10, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
June 14, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
<b>July, 2022</b>	<b>No meeting in July</b>			
August 9, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
September 13, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
October 11, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
November 15, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting
December 13, 2022	Tuesday	6:30 p.m.	Nehaunsey Library	Regular Meeting

During Regular Meetings, the Board may enter into an Executive Session and action may be taken. All Regular/Special Meetings and any changes in meeting times and/or dates will be advertised in advanced notice of the meeting dates. The Board will not meet during the month of July 2022.

Motion carried by unanimous voice vote.

## 8. APPOINTMENTS

Motion: (Vernacchio/Lombardo) to approve the following as one, A-C:

### A. Tax Shelter Annuities

- The approval to extend the following listed tax shelter annuity companies until December 31, 2022:

AXA/The Equitable	Lincoln Investment Planning
American General	Lincoln Investment/Thomas Sealey
SIRACUSA TSA	

### B. Substitute Nurse Rate

- The approval of the rate of Substitute Nurses until June 30, 2022, of \$225.00 per day.

### C. Substitute Support Staff Rates

- The approval of the hourly rates for Substitute Support Staff until June 30, 2022:

Substitute Custodian	\$14.00 hourly rate
Substitute Cafeteria/Lunchroom Aide	\$13.00 hourly rate
Substitute Non-Instructional Aide	\$13.00 hourly rate
Substitute Secretary	\$15.00 hourly rate

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2 Motion carried by unanimous voice vote.

3  
4 Motion: (Vernacchio/Herzberg) to approve the following resolution:

5  
6 D. Travel and Related Expense Reimbursement Resolution:

- 7  
8 1. The approval of the Travel and Related Expense Reimbursement  
9 resolution until December 31, 2022.

10  
11 **WHEREAS**, the Greenwich Township Board of  
12 Education recognizes school staff and Board members will incur  
13 travel expenses related to and within the scope of their current  
14 responsibilities and for travel that promotes the delivery of  
15 instruction or furthers the efficient operation of the school district;  
16 and

17  
18 **WHEREAS**, *N.J.A.C. 6A:23B-1.1 et seq.* requires  
19 Board members to receive prior approval of these expenses by a  
20 majority of the full voting membership of the Board and staff  
21 members to receive prior approval of these expenses by the  
22 Superintendent of Schools and a majority of the full voting  
23 membership of the Board; and

24  
25 **WHEREAS**, the Board of Education may establish, for  
26 regular district business travel only as described in *NJOMB Circular*  
27 *Letter 06-02*, including amendments or revisions thereto, a  
28 threshold amount below which Board approval is not required; and

29  
30 **WHEREAS**, the Board of Education establishes, for  
31 regular district business travel only, an annual school year  
32 threshold of \$1,000.00 per staff/Board member where prior Board  
33 approval shall not be required unless this annual threshold for a  
34 staff/Board members is exceeded in a given school year (July 1  
35 though June 30); and

36  
37 **WHEREAS**, travel and related expenses not in  
38 compliance with *N.J.A.C. 6A:23B-1.1 et seq.*, but deemed by the

1 Board of Education to be necessary and unavoidable are excluded  
2 from the requirements of *N.J.A.C. 6A:23B-1.1 et seq.*; and  
3

4 **THEREFORE, BE IT FURTHER RESOLVED**, the  
5 Board of Education approves all travel not in compliance with  
6 *N.J.A.C. 6A:23B-1.1 et seq.* as being necessary and unavoidable  
7 as per noted on the attached Board of Education Approval of Travel  
8 and Related Expenses Reimbursement Form; and  
9

10 **BE IT FURTHER RESOLVED**, the Board of  
11 Education approves the Travel and Related Expense  
12 Reimbursements as listed on the attached Board of Education  
13 Approval of Travel and Related Expense Reimbursement Form.  
14

15 Motion carried by unanimous voice vote.

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17 Motion: (Lombardo/Myers) to approve the following:

18  
19 E. Payment of Bills Between Board Meetings  
20

21 **WHEREAS**, the Greenwich Township Board of  
22 Education finds it necessary to pay certain bills (tuition, utilities,  
23 health benefits, insurance, cafeteria and payroll) in between  
24 regularly scheduled board meetings; and  
25

26 **WHEREAS**, the Greenwich Township Board of  
27 Education does not schedule meetings during the month of July;  
28 and  
29

30 **WHEREAS**, the performance of business functions of  
31 the district must continue on a scheduled basis; and  
32

33 **NOW, THEREFORE, BE IT RESOLVED**, the  
34 Superintendent and Business Administrator/Board Secretary will  
35 continue to conduct regularly scheduled monthly business in  
36 between regularly scheduled meetings and during the month of July  
37 prior to Board of Education approval.  
38

39 Motion carried by unanimous voice vote.  
40

41 F. Designation Bank Depositories  
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43 **BE IT RESOLVED**, that Ocean First Bank be  
44 designated as the official depository for all school money, including  
45 the following accounts, with the number of signatures required and

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the person(s) authorized to sign checks or vouchers until December 31, 2022, as indicated:

Account Title	Signatures Required	Persons Designated to Sign Checks
Current	3	Susan Vernacchio, President Scott A. Campbell Dr. Jennifer Foley-Hindman Charles Owens
Agency	1	Scott A. Campbell
Payroll	1	Scott A. Campbell
Student Activity Fund	2	Scott A. Campbell Dr. Jennifer Foley-Hindman Charles Owens

**BE IT ALSO RESOLVED**, that the Vice-President, Erin Herzberg, to be authorized and empowered to act at all times in absence of the President and the signatures and acts of the said Vice-President, Erin Herzberg, be as legal and binding as those of the President; and a copy of this Resolution be sent to Ocean First Bank.

**Susan Vernacchio** asked if Ocean First Bank is still competitive with their fees? **Scott Campbell** said we do not get charged any fees and their interest rate is so low because we have an armored car service which we do not utilize that often. We get about .2%.

Motion carried by unanimous voice vote.

Motion: (Paterna/Lombardo) to approve the following:

G. Line Item Transfer Approval

**WHEREAS**, during the course of doing business between Board Meetings, purchase orders are issued that cause line items to be in deficit; and

**WHEREAS**, N.J.S.A. 18A:22-8.1 stipulates that the Board shall approve such transfers before the purchase orders are issued; and

**WHEREAS**, N.J.S.A. 18A:22-8.1 recognizes the Board meets once a month and that business must be conducted, allows for the Chief School Administrator to approve such transfers to keep line items from being a deficit and the report of such transfers be given to the Board at the next subsequent Board meeting for ratification; and

1  
2 **THEREFORE, BE IT RESOLVED**, by the Greenwich  
3 Township Board of Education, Gloucester County, does hereby  
4 authorize the Chief School Administrator to authorize line item  
5 transfers between regular Board meetings to keep them from going  
6 into deficit.  
7

8 Motion carried by unanimous voice vote with Susan Vernacchio abstaining.  
9

10 Motion: (Myers/Lombardo) to approve the following:  
11

12 H. Authority to Invest Funds  
13

- 14 1. The approval to authorize Scott A. Campbell, Business  
15 Administrator/Board Secretary, to invest funds until December 31,  
16 2022.  
17

18 Motion carried by unanimous voice vote.  
19

20 I. Delegates  
21

22 *\*\*This item tabled until the February 8, 2022 meeting.\*\**  
23

24 Motion: (Vernacchio/Herzberg) to approve the following:  
25

26 J. Board Representative  
27

- 28 1. The approval to appoint **Roseanne Lombardo** as the Paulsboro  
29 Board of Education Representative from the Greenwich Township  
30 School District until December 31, 2022.  
31

32 Motion carried by unanimous voice vote.  
33

34 Motion: (Vernacchio/Paterna) to approve the following:  
35

36 K. Working Papers  
37

- 38 1. The approval to designate **Dr. Jennifer Foley-Hindman**,  
39 Principal/Chief School Administrator and **Jennifer Ellick** Principal's  
40 Secretary as issuing officers of working papers until December 31,  
41 2022.  
42

43 Motion carried by unanimous voice vote.  
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Motion: (Vernacchio/Lombardo) to approve the following:

L. Committees

1. The approval of the following committees until December 31, 2022:

Committee	Board Member
Budget & Finance	
Buildings & Grounds	
Curriculum/Technology	
Negotiations	
Policy & Regulations	
Personnel	All members share responsibility
Public Relations/Health & Safety	
Strategic Planning	

\*\*Board of Education members will submit their requested committees to the School Business Administrator/Board Secretary for approval at the February 8, 2022 meeting.

Motion carried by unanimous voice vote.



**REGULAR MEETING**

**9. MINUTES**

Motion: (Paterna/Herzberg) to approve the minutes:

December 13, 2021 – Regular Meeting

Motion carried by unanimous voice vote with Susan Vernacchio abstaining.

**10. ADMINISTRATIVE/PRINCIPAL REPORTS**

Motion: (Lombardo/Vernacchio) to approve the following as one, A-C:

A. School Health Services Monthly Reports

1. The School Health Services Monthly Report as of **December 31, 2021** for Broad Street School. (Attachment)
2. The School Health Services Monthly Report as of **December 31, 2021** for Nehaunsey Middle School. (Attachment)

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B. Monthly Attendance, Enrollment, Drills and Monthly Overview

<b>MONTHLY ATTENDANCE – DECEMBER 2021</b>	
Broad Street School	92.8%
Nehaunsey Middle School	86.2%

<b>BROAD STREET SCHOOL ENROLLMENT – DECEMBER 2021</b>	
Grade Pre-School/PSD	Total: 37
Grade K	Total: 38
Grade 1	Total: 29
Grade 2	Total: 42
Grade 3	Total: 39
Grade 4	Total: 41
Grade 5	Total: 51
<b>TOTAL ENROLLMENT: 277</b>	

<b>NEHAUNSEY MIDDLE SCHOOL ENROLLMENT – DECEMBER 2021</b>	
Grade 6	Total: 42
Grade 7	Total: 53
Grade 8	Total: 57
<b>TOTAL ENROLLMENT: 152</b>	

<b>DATE</b>	<b>TIME/LOCATION</b>	<b>DURATION</b>	<b>ACTION/DRILL</b>	<b>WEATHER CONDITIONS</b>
December 7, 2021	9:30 a.m./BSS	2 minutes	Fire Drill	Sunny
December 8, 2021	2:20 p.m./NMS	2 minutes	Fire Drill	Cold, Cloudy
December 16, 2021	9:25 a.m./NMS	10 minutes	Shelter in Place/Lockdown	Warm, Sunny
December 16, 2021	2:00 p.m./BSS	3 minutes	Shelter in Place/Lockdown	Sunny

\*NMS/Nehaunsey Middle School                      \*BSS/Broad Street School

<b>DATE</b>	<b>EVENT</b>	<b>BUILDING</b>
December 16, 2021	Holiday Concert	Both
December 20-23, 2021	Spirit Week	Both

C. Student Discipline, Violence/Vandalism, HIB

1. The approval of the Student Discipline, Violence/Vandalism, HIB as of December 31, 2021:

Infraction/Referrals/Reports	Number of Incidents this Month		2021-2022 Total-to-Date	
	BSS	NMS	BSS	NMS
Dating Violence	0	0	0	0
Detention After School	0	0	0	0
Harassment, Intimidation, or Bullying	1	0	4	4
Lunch Detention	15	5	42	25
Out-of-School Suspensions (OSS)	0	0	4	4
Restricted Study	3	6	6	13
Violence, Vandalism, Substance Abuse	0	0	0	0

2. The approval of completed Investigation Reports as of December 31, 2021:

CASE NUMBER	DATE OF INITIAL REPORT	DATE REPORTED TO SUPERINTENDET	RESULT OF INVESTIGATION
BSS-2122-04	12/22/21	12/22/21	Not confirmed

**Andrew Chapkowski** commented that the attendance at Nehaunsey School is low. Is it because of COVID? **Dr. Jennifer Foley-Hindman** said it is because of contact tracing more than COVID. **Mr. Chapkowski** asked why the students that are absent are not going virtual? **Dr. Foley-Hindman** said they are but they have to be listed as absent by the state since they are not physically present in the school building. We are allowed to make a note in the attendance that says the student is completing work at home but not physically present in school. **Mr. Chapkowski** asked how it will affect our school going forward? **Dr. Foley-Hindman** said next year we should be going for QSAC and there is a "school quality indicator" that measures chronic absenteeism. For the past two years that COVID has been affecting us, they have not held that metric as standard. **Dr. Foley-Hindman** feels that our absenteeism won't be held against us because it is too problematic.

Motion carried by unanimous voice vote.

## **11. SUPERINTENDENT'S RECOMMENDATIONS**

Motion: (Lombardo/Myers) to approve the following:

- A. The approval to hire **Ryan McVeigh** for the position of Nehaunsey Middle School Science teacher, Step B, BA + 15, annual salary of \$53,450.00, prorated, for the 2021-2022 school year. This is pending receipt of all new hire documents including Criminal History Review clearance in accordance with G.T.E.A. and Greenwich Township Board of Education

1 agreement, effective March 7, 2022, or earlier if released from current  
2 position and all necessary documents are processed.

3  
4 Motion carried by unanimous roll call vote.

5  
6 Motion: (Herzberg/Vernacchio) to approve the following as one, B-E:

7  
8 B. The approval to submit the Use of Paraprofessionals Statement of  
9 Assurance to the County Office of Education. (Attachment)

10  
11 C. The approval of the updated, as per State requirements, Greenwich  
12 Township School District Education, Health and Safety Plan 2021-2022,  
13 revised 12/22/21. (Attachment)

14  
15 D. The approval of Stacy Anuszewski, NMS Teacher, to conduct her  
16 Practicum and Internship during the 2021-2022 school year under the  
17 guidance of Dr. Jennifer Foley-Hindman. This is part of her Masters  
18 Program in School Leadership taken at Wilmington University.

19  
20 E. The approval of the 2022-2023 draft school year calendar. (Attachment)

21  
22 Motion carried by unanimous roll call vote.

23  
24 **12. POLICY/REGULATION**

25  
26 Motion: (Paterna/Vernacchio) to approve the following:

27  
28 A. The approval of the following Policies and/or Regulations on second  
29 reading:

30

NUMBER	TYPE	SECTION	TITLE	1 <sup>ST</sup> READING	2 <sup>ND</sup> READING
P 1648.13	M, N	Administration	School Employee Vaccination Requirements		XX
P 1648.14	M, N	Administration	Safety Plan for Healthcare Settings in School Buildings – COVID-19 with appendices		XX
P 2425	M, N	Program	Emergency Virtual or Remote Instruction Program		XX
P & R 5751	M, R	Students	Sexual Harassment of Students		XX

31  
32 Motion carried by unanimous voice vote.

1 **13. CURRICULUM & INSTRUCTION**

2  
3 Motion: (Myers/Vernacchio) to approve the following:

4  
5 A. Workshops

- 6  
7 1. The approval for the following individual to attend an out-of-district  
8 workshop:

NAME/POSITION	WORKSHOP, LOCATION, TIME	DATE	COST
Gerardo Batista, Supervisor of Buildings & Grounds	NJ Buildings & Grounds Association 24 <sup>th</sup> Annual Conference Atlantic City, NJ	3/21/22 3/22/22 3/23/22	Approximately \$400.00 per contract (Travel & expenses, registration, tolls, mileage)

9  
10  
11 Motion carried by unanimous voice vote.

12  
13 **14. REPORT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

14  
15 Motion: (Chapkowski/Lombardo) to approve the following as one, A-F:

16  
17 A. Bills List

- 18  
19 1. The bills as presented by the Business Administrator in the  
20 following amounts are ordered paid.

NUMBER	AMOUNT
#38-2022	\$18,665.92
#39-2022	\$21,366.49
#40-2022	\$66,202.86
<b>TOTAL \$106,235.27</b>	

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22  
23 B. Board Secretary's Report

- 24  
25 1. The acceptance of the Board Secretary's Report for the month of  
26 **November 2021**. The Board Secretary certifies that no line item  
27 account has been over expended in violation of *N.J.A.C. 6A:23A-*  
28 *16.10(c)3* and that sufficient funds are available to meet the  
29 district's financial obligations for the remainder of the fiscal year.

30  
31 C. Treasurer's Report

- 32  
33 1. The approval of the Treasurer's Report in accordance with *18A:17-*  
34 *36* and *18A:17-9* for the month of **November 2021**. The

1 Treasurer's Report and the Secretary's Report are in agreement for  
2 the month of **November 2021**.

3  
4 D. Revenue Certification

- 5  
6 1. The Board Secretary in accordance with *N.J.A.C. 6A:23A-16.10(c)2*  
7 certifies that there are no changes in anticipated revenue amounts  
8 or revenue sources.

9  
10 E. Board of Education Certification

- 11  
12 1. The approval of the Board of Education certification for the month  
13 of **November 2021**, that after review of the Secretary's monthly  
14 financial reports and upon consultation with the appropriate district  
15 officials, that to the best of its knowledge no major accounts or  
16 funds have been over expended in violation of *N.J.A.C. 6A:23A-*  
17 *16.10(c)4* and that sufficient funds are available to meet the  
18 district's financial obligations for the remainder of the year.

19  
20 F. Transfer List

- 21  
22 1. The ratification of transfers, authorized by the Superintendent, for  
23 the month of **November 2021**, to give balances to new accounts  
24 and to balance existing accounts.

25  
26 Motion carried by unanimous voice vote.

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28 **15. OLD BUSINESS**

29  
30 Motion: (Lombardo/Herzberg) to approve the following:

- 31  
32 1. The approval for correction of per hour rate for Christian Hill, I.T. Assistant  
33 to Michael Grelli, approved on December 13, 2021, at a rate of \$12.00 per  
34 hour, should be \$13.00 per hour.

35  
36 Motion carried by unanimous voice vote.

37  
38 **16. NEW BUSINESS**

39  
40 A. Committee Reports

- 41  
42 1. Susan Vernacchio said the Negotiation Committee met with the  
43 G.T.E.A. and have two more meetings scheduled in January.

1 **17. CORRESPONDENCE**

2  
3 No correspondence at this time.

4  
5 **18. PUBLIC – AGENDA/NON-AGENDA ITEMS**

6  
7 This is the time when anyone from the public who wishes to speak to the Board  
8 may do so. Please state your name, address and phone number. The Board will  
9 hear your concerns. The Board may or may not take action this evening. You  
10 will be notified either at this meeting, by letter or telephone of any action the  
11 Board does take.

12  
13 In accordance with Board policy and procedures, speakers are not permitted to  
14 publicly speak of personal issues involving school personnel, or against any  
15 person connected to the school system. Any such concern should be presented  
16 to the school or district-level administration so that a proper response may be  
17 given.

18  
19 ***Andrew Chapkowski** asked if we are going to be refunded for the bus not*  
20 *showing up today to pick up our students? **Scott Campbell** replied that we have*  
21 *already requested a refund to Gloucester County Special Services School District*  
22 *since they are our billing agent.*

23  
24 ***Erin Herzberg** asked if we are speaking to Holcomb about a back-up plan*  
25 *should this happen again? **Mr. Campbell** said we technically cannot speak to*  
26 *Holcomb since everything goes through Special Services and we have spoken*  
27 *with Special Services.*

28  
29 **19. ADJOURNMENT**

30  
31 Motion: (Myers/Herzberg) to adjourn the meeting at 7:13 p.m.

32  
33 Motion carried by unanimous voice vote.

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35  
36 Respectfully Submitted,

37  
38  
39 \_\_\_\_\_  
40 Scott A. Campbell, Board Secretary

41  
42  
43 \*\*Next Board of Education Regular Meeting is scheduled for Tuesday, February 8, 2022 at 6:30 p.m.