

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES – NOVEMBER 21, 2017**

The Regular meeting of the Special Services School District and Vocational Technical School District of the County of Salem Board of Education was held at the Salem County Vocational Technical School, Board Conference Room, Woodstown, NJ, County of Salem, on Tuesday, November 21, 2017 at 7:00 p.m.

The Business Administrator led the group in the Pledge of Allegiance to the Flag.

CALL TO ORDER

The Business Administrator called the meeting to order at 7:00 p.m. at which time the following statement was read: “The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School Districts Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times and at the entrances of 404 Daretown Road, Elmer, 13 Ramah Road, Bridgeton, 45 Cheney Road, Woodstown, 360 Hollywood Avenue, Carneys Point; and 880 Route 45, Woodstown.

Members Present: Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome and Mrs. Julie Smith

Members Absent: Mr. James Davis, Mr. Daryl Halter, and Ms. Margaret Nicolosi

Others Present: Mr. Jack Swain, Superintendent; Mrs. Jennifer Bates, Assistant Superintendent; Dr. Jane Whittinghill, Director of Related Services and Autism Programs; Dr. Todd Slimm, Principal of Cumberland Campus; Mr. Jason Helder, Principal of the Career and Technical High School; Mr. John Bolil, Business Administrator; Mr. Bill Tomer, IT Department; Mrs. Maria Alleva, Assistant Principal – Alternative School; Ms. Stephanie Weiser, Mr. Matthew DiTizio, Mrs. Keely DiTizio, Mr. Ray Colavito, Auditor; William Rider, Emily Plummer, and Jeriann Kittrell.

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the October 19 2017 Minutes and Executive Minutes of the Board of Education Meetings.
Ayes (3) Mr. Linwood Donelson III, Mr. David Moffett, and Mr. Earl Ransome
Noes () Abstain (1) Mrs. Julie Smith Non- Vote ()

Approved Minutes
& Executive
Minutes

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the agenda addenda items for SCVTS.
Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved
Addenda Items
for SCVTS

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education approve the agenda addenda items for SCSSSD.
Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved
Addenda Item
for SCSSSD

**AUDIENCE PARTICIPATION I / RECOGNITION OF FREEHOLDER
LIAISON – None**

Audience
Participation

BOARD OF EDUCATION BUSINESS

Old Business: None

Old Business

New Business: None

New Business

Correspondence: None

Correspon-
dence

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Presentations

Presentations:

1. SCVT/SCSSSD State Assessment Presentation
2. November Student of the Month - Devonte Henry - Upper Pittsgrove
3. Recognition of Agricultural Mechanics Students National Placement
4. Recognition of Mrs. Keely DiTizio as ACTE Region I Teacher of the Year
5. Ray Colavita - Pre-Audit Report Conversation

(Pages)

**BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Board Secretary
Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Business Administrator/Board Secretary

November 21, 2017

Date

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith

Noes ()

Abstain ()

Non- Vote ()

Reconciliation of
Cash

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of September 2017.

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith

Noes ()

Abstain ()

Non- Vote ()

Revenue
Amounts &
Revenue
Sources

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Secretary's
Monthly
Financial
Reports

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Transfer of
Funds

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the transfer of funds from 9/30/17 to 11/15/17.

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith

Noes ()

Abstain ()

Non- Vote ()

Board Payment
Approval List

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following:

- Board Payment Approval List from 10/1/17 – 11/14/17 - \$865,863.29

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith

Noes ()

Abstain ()

Non- Vote ()

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Board Secretary/Business Administrator New Business:

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve to rescind an additional five hours per week for a one-on-one paraprofessional, approved at the October 19, 2017 Board of Education Meeting, who provides services to student J.L. enrolled at the SCVTS Communications Academy hosted at Woodstown High School. (**Note:** Mr. Donelson questioned how it would be paid. Mr. Bolil said it would be billed directly to the home district.)

Approved
Rescinding
Additional Hours
for One-on-One
Paraprofessional

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve PARS Environmental, Inc. to provide Asbestos Hazard Emergency Response Act (AHERA) Services to be in compliance for the 2017-18 school year for \$2,200.00. This would include a six month surveillance at each district facility per AHERA regulations and deliver reports of their findings, conclusion, and recommendation, if warranted, for each building. Two reports for each building will be provided; one for the building and one for the LEA central file. PARS will deliver the final reports to the district within thirty day as required by law. The time period covered will be the Fall 2017 AHERA 6-Month Surveillance and the Spring 2018 AHERA 6-Month Surveillance.

Approved PARS
Environmental to
Provide AHERA
Services

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure electric service for the SCVTS. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate electric energy generation service supplier in accordance with the terms and conditions of the aforementioned bid.

Approved Contract
for Electric Service

<u>Bid</u>	<u>Utility Lot</u>	<u>Rate Code</u>	<u>Term (Months)</u>	<u>Awarded Supplier</u>	<u>Bid Price \$/kWh</u>
1	ACE	MGS, AGS, DDC	12	SJ Energy	\$0.0735
2	ACE	SPL, CSL	12	Constellation	\$0.0392

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure Natural Gas Service for the SCVTS. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate natural gas service supplier in accordance with the terms and conditions of the aforementioned bid. The rate will be \$4.450 from November 30, 2017 to November 30, 2019.

Approved
Contract for
Natural Gas
Service

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve purchasing cloud hosting services from Edu-Met for \$8,300 per year. The data will be encrypted through SSL layer (certificate).

Approved Cloud
Hosting
Services with
Edu-Met

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a contract for supplemental snow plowing effective November 1, 2017 through April 30, 2018 to 4 Seasons Lawn Care. Based upon the attached specifications, quotes were received on November 1, 2017 for Supplemental Snow Removal for the Salem County Board for Vocational Education and the Salem County

Approved 4
Seasons Lawn
Care for Snow
Removal

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – NOVEMBER 21, 2017**

Special Service School District. Seven companies were contacted for a quote. A copy of the contract, as proposed, is attached.

SPECIFICATIONS

4 Seasons Lawn Care

Truck with Plow Per Hours	\$130.00/hr.
Grader Per Hour	N/A
4 Cu. Yd. Loader Per Hour	N/A.
Backhoe Per Hour	\$150.00
Snow Shoveling - Hand Labor Per Hour	\$40.00
Snow Blowing Per Hour	\$45.00
Salt (Asphalt) Price Per 100 Pound Spread	\$35.00
Calcium Chloride (Concrete) Price Per 100 Pound Spread	\$55.00

Specifications were sent to:

Sutton & Sons Construction 22 King Street Pennsville, NJ 08070	Delaware County Lawn 130 Quaker Road Pennsville, NJ 08070
Wright's Lawn Service P.O. Box 81 Cedarville, NJ 08311	Sutton & Sons Construction Co. 22 King Street Pennsville, NJ 08070
Richard E. Pierson Construction 426 Swedesboro Road Pilesgrove, NJ 08098	*4 Seasons Lawn Care 79 Bailey Road Cedarville, NJ 08311
Iron Hills Landscaping 624 Haines Neck Road Woodstown, NJ 08098	

* Lowest acceptable quote.

(Pages)

Approved
GCSSD
Transportation
Contracts

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following GCSSD Transportation contracts:

Routes: Y1354 Y1355 Y1356 Y1357

(Pages)

Approved
Sections of
Operations
Manual

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following sections of the Operations Manual to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies. Updated sections are: Section III, Cash Management, Section X Risk Management, Section XII Food Service, and Section XIV Information Management.

(Pages)

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – NOVEMBER 21, 2017

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve purchasing cloud hosting for employee portal services from Edu-Met for \$4,950. The service will include a one-time set-up fee of \$3,000.
(Pages)

Approved
Employee Portal
Services from Edu-
Met

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Superintendent's Report – Vocational Technical School District

**A. New Business
Personnel**

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following:

All Personnel
Approved

The approval for the increase in minimum wage from \$8.44 to \$8.60 an hour in line with state minimum wage. This increase is recommended for the first pay in January 2018.

The approval of the employment of Alyssa Aquilino, Student Part-Time Food Service Aide-Food Service Department, \$8.44 per hour on an as needed basis, beginning November 1, 2017.

The approval of the employment of Adam Seykot, Student Part-Time Custodian-Maintenance Department, \$8.44 per hour on an as needed basis, beginning November 16, 2017.

The approval of the employment of Luke Fogg, Part-Time School Bus Driver-District Office, \$25 per hour on an as needed basis, beginning November 16, 2017.

The approval of the employment of Kathryn Williams, Temporary Part-Time Adult Education Secretary-Adult Education, \$12.50 per hour on an as needed basis (not to exceed 28 hours weekly), beginning November 21, 2017.

The approval of the Career and Technical High School instructors listed below to develop and offer up to two student/parent workshops funded through the ESEA, Title I Grant during the 2017-2018 school year. The workshops will focus on a two generational approach to supporting students and parents with improving educational outcomes. CTHS instructors will be paid \$30.00 per hour for work performed outside of contracted hours up to fifty (50) hours to prepare and present the student/parent workshops. Timesheets are required for payment.

Elizabeth Bernat-Duaine
Katherine Polillo

The approval of the Career and Technical High School instructors listed below to develop and attend Open House/Presentations/Information Sessions at schools throughout Salem County to promote non-traditional careers and technical education to students during the 2017-2018 school year. CTHS instructors will be paid \$30.00 per hour for work performed outside of contracted hours. Timesheets are required for payment.

Bruce Connell
Tracy Foster
Stephanie Hoffman
Rachael Lester

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – NOVEMBER 21, 2017**

The approval of the second reading and approval of the Banquet Chef/Director Job Description for the 2017-2018 school year. The job description has been reviewed, updated, and will match across both districts as policy and regulations currently match. This is a new job description for a position that has been in existence but has not had a job description. (**Note:** Mrs. Smith questioned the necessity for this job description. Mr. Swain said it was due to the additional schools being serviced by Mr. Carter.)

(Pages)

The approval of the FMLA leave for Shachara Adams, Counselor-Adult Education, beginning on or about November 22, 2017 until approximately January 28, 2018. Additionally, it is requested that Shachara Adams be approved to utilize NJFLA beginning on or about January 10, 2018 until approximately April 16, 2018.

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

PROFESSIONAL DEVELOPMENT

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve professional development workshops for the Salem County Vocational Technical Schools' personnel.

Approved
Professional
Development
Workshops

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
FABTECH 2017 Preview - Industry Trade Show and Seminars – Technology Workshops on Arc Welding Procedures, Cutting Processes, Safety, New Machinery and Women of FABTECH. McCormick Place in Chicago, IL November 6 - 10, 2017 Originally approved in October	Stephanie Hoffman	\$200.00 Parking fee and tolls	\$200.00 Total cost Acct# 11-310-100-580-18-002 Reimbursement at approved GSA guidelines.
NJDOE Foreign Language Teachers Workshop, Pitman High School, Pitman, NJ, December 4, 2017	Deborah Lubelski	\$0	\$85 Substitute

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – NOVEMBER 21, 2017**

Programs:

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education approve the following:

The approval of the 2017-18 Uniform State Memorandum of Agreement between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board’s commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment.

Approved 2017-18
Uniform State
Memorandum of
Agreement

The approval of Adult Post-Secondary Program Offerings Beginning January 2018.

CTE Post-Secondary Program	Program Hours	Cost*
Basic Welding - Evening Classes	75	\$800
ServSafe Certification with exam - Evening Classes	10	\$125
ServSafe Refresher Course with exam - Evening Classes	5	\$80
ServSafe Exam - Retake only - Evening	0	\$50

Approved Adult PS
Program Offerings

(Note: Mr. Moffett questioned if all classes were being held at SCVTS. Mr. Swain said that they were being held at SCVTS.

The approval of modifications to the 2017-2018 Perkins Secondary Spending Plan due to changes in prices and program needs.

(Pages)

Approved 2017-18
Perkins Secondary
Spending Plan

The approval of the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the chart below.

Approved
Curriculum in
Action Field Trips

Curriculum in Action Experience	Attendees	Date	District Cost
Rutgers Food Innovation Center, Bridgeton, NJ	Four (4) Food Science students and one (1) chaperone	November 28, 2017	Approx \$200.00 – BR Williams Bus, Account #11-000-270-512-53-002, \$85.00 Substitute
Civil Air Patrol Orientation Flight, Millville Airport, Millville, NJ	Thirty-five (35) AFJROTC Cadets and two (2) instructors	December 8, 2017	Approx \$413.00 – BR Williams Bus, Account #11-000-270-512-40-002, \$85.00 Substitute
Longwood Gardens, Kennett Square, PA	Twenty-five (25) Garden Club members and two (2) chaperones	December 8, 2017	Approx \$500.00 – BR Williams Bus, Garden Club Student Activity Account, \$85.00 Substitute

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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212 Conference, Rutgers, Cook-Douglas Campus, New Brunswick, NJ	Fifteen (15) FFA members and two (2) chaperones	December 9, 2017	Woodstown providing the bus – will have to split bill when it comes in
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Approved
Fundraising
Activities

The approval of the fundraising activities for the Career and Technical High School for the 2017-18 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	Class of 2020	Candy Grams Students/teachers/staff will be able to purchase a candy gram for \$1 and personalize a message to send to someone else.	December 11 th - 15 th with a delivery date of December 22, 2017
B.	Culinary Program	Christmas Cookies – assorted cookies will be sold	December 1 - 23, 2017
C.	SkillsUSA	Volleyball Tournament \$2 per player; \$1 to watch	December 1, 2017 6 - 8 pm
D.	FFA	Breakfast with Santa \$5 for kids 3-12yrs. and \$10 for adults	December 16, 2017 8 – 11am
E.	FFA	Poinsettia Sale – Cost - \$10.00 each	November 27, 2017 - December 15, 2017
F.	FFA	Christmas Tree Sale \$40 - \$50 depending on size of tree All trees will be available at the SCVTS campus	November 27 - December 22, 2017
G.	NTHS	Hats Off for Cancer Charity Event Cost - \$1.00	December 2017 - May 2018 (On the 3rd Thursday of each month)

Approved
Student
Community
Service Projects

The approval of the Student Community Service Projects for the 2017-2018 school year.

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Community Service Project	Date	District Cost
NTHS - Toys for Tots	November 21 - December 8, 2017	0
NTHS - New rolls of wrapping paper to help needy families through The Department of Children and Families.	November 21 - 30, 2017	0

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Policy - None

Policy - None

Old Business - None

Old Business - None

Informational Items

Informational Items

Moved by Mr. Donelson and seconded by Mr. Ransome to approve the following:

- CTHS Principal's Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report
- Assistant Superintendent Report

(Pages)

Approved to accept and approve the Monthly HIB Report for SCVTS as presented and to be discussed in Executive Session.

HIB Report

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

**BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT-
SPECIAL SERVICES SCHOOL DISTRICT**

Moved by Mr. Ransome and seconded by Mr. Donelson to approve the following reports:

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Board Secretary's Report

 Business Administrator/Board Secretary
 (Pages)

November 21, 2017
 Date

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of September 2017.

Reconciliation of Cash

(Pages)

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Revenue
Amounts &
Revenue
Sources

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Secretary's
Monthly
Financial
Reports

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Transfer of
Funds

It is recommended that the Board of Education approve the transfer of funds for the month of October.
(Pages)

Board Payment
Approval List

It is recommended that the Board of Education approve the following:

Board Payment Approval List from October 1, 2017 - November 14, 2017 for
\$374,043.27

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain ()* *Non- Vote ()*

**BOARD SECRETARY/BUSINESS ADMINSTRATOR'S NEW BUSINESS
SPECIAL SERVICES SCHOOL DISTRICT**

Approved TD
Equipment
Finance to Debit
Monthly Lease
Payments

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve authorization for TD Equipment Finance to debit monthly lease payments, fees, and open items from the SCSSSD checking account for the recently purchased busses. The process will start with the first payment.

Approved Ben
Schaffer
Recreation to
Provide
Playground for
Cumberland
Campus

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve Ben Schaffer Recreation, Inc. to provide a custom playground for the Cumberland School for \$55,657.58. Corby Associates, Inc. will be installing the playground equipment.
(Pages)

Approved Falasca
Mechanical to
Install Compressor
at RDS

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve Falasca Mechanical to furnish and install a York Compressor at the Regional Day School for \$5,976.00.
(Pages)

Approved Clover
for Lawn Care at
Cumberland &
Daretown

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve to accept the landscape maintenance bids received on October 27, 2017 at 11:00 A.M. The bids received are as follows for the Cumberland Campus and Daretown Campus:

Active Acres - \$8,850 for 15 cuts plus additional charges for requested Services.

Clover IPM Landscaping and Maintenance, Inc. - \$12,000

4 Seasons Lawn Care & Excavating, LLC - \$12,525

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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As the bid document notes that prime consideration will be given for complete bids and that Active Acres bid was not compliant. Be it resolved that upon the recommendation of the Business Administrator that the bid for lawn maintenance for the period of 11/1/17 through 6/30/18 be awarded to Clover IPM Landscaping and Maintenance, Inc. for \$12,000.

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following GCSSD Transportation contracts:

Routes: Y1306 (Revised)	Y1362
Y1363	Y1360B
Y1360C	Y1310
Y1364	T1369
Y1144 #1	Y1183 #1
Y1337 #2	

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve PARS Environmental, Inc. to provide Asbestos Hazard Emergency Response Act (AHERA) Services to be in compliance for the 2017-18 school year for \$1,700.00. This would include a six month surveillance at each district facility per AHERA regulations and deliver reports of their findings, conclusion, and recommendation, if warranted, for each building. Two reports for each building will be provided; one for the building and one for the LEA central file. PARS will deliver the final reports to the district within thirty day as required by law. The time period covered will be the Fall 2017 AHERA 6-Month Surveillance and the Spring 2018 AHERA 6-Month Surveillance.

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve Tyco Integrated Security to provide new security software and tech time to connect the access control system to the security system for the Cumberland Campus in the amount of \$3,345.21.

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve Tyco Integrated Security to provide security software maintenance for newly installed system at the Cumberland Campus in the amount of \$187.49.

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure Electric Energy Service for the SCSSSD. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate electric energy generation service supplier in accordance with the terms and conditions of the aforementioned bid.

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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<u>Bid</u>	<u>Utility Lot</u>	<u>Rate Code</u>	<u>Term Months</u>	<u>Awarded Supplier</u>	<u>Bid Price \$/kWh</u>
1	ACE	MGS, AGS, DDC	12	SJ Energy	\$0.0735

(Pages)

Approved Contract for Natural Gas Service

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure Natural Gas Service for the Regional Day School and Cumberland Campus. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate natural gas service supplier in accordance with the terms and conditions of the aforementioned bid. The rate will be \$4.450 from November 30, 2017 to November 30, 2019.
(Pages)

Approved Purchasing Cloud Hosting Services from Edu-met

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve purchasing cloud hosting services from Edu-Met for \$8,300 per year. The data will be encrypted through SSL layer (certificate).
(Pages)

Approved 4 Season Lawn Care for Snow Removal

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a contract for supplemental snow plowing effective November 1, 2017 through April 30, 2018 to 4 Seasons Lawn Care. Based upon the attached specifications, quotes were received on November 1, 2017 for Supplemental Snow Removal for the Salem County Vocational Technical Schools (Career and Prep Center) and the Salem County Special Service School District (RDS, Cumberland and Daretown). Seven companies were contacted for a quote. A copy of the contract, as proposed, is attached.

SPECIFICATIONS

4 Seasons Lawn Care

Truck with Plow Per Hours	\$130.00/hr.
Grader Per Hour	N/A
4 Cu. Yd. Loader Per Hour	N/A.
Backhoe Per Hour	\$150.00
Snow Shoveling - Hand Labor Per Hour	\$40.00
Snow Blowing Per Hour	\$45.00
Salt (Asphalt) Price Per 100 Pound Spread	\$35.00
Calcium Chloride (Concrete) Price Per 100 Pound Spread	\$55.00

Specifications were sent to:

Sutton & Sons Construction
22 King Street
Pennsville, NJ 08070

Delaware County Lawn
130 Quaker Road
Pennsville, NJ 08070

Wright's Lawn Service
P.O. Box 81
Cedarville, NJ 08311

Sutton & Sons Construction Co.
22 King Street
Pennsville, NJ 08070

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Richard E. Pierson Construction
426 Swedesboro Road
Pilesgrove, NJ 08098

*4 Seasons Lawn Care
79 Bailey Road
Cedarville, NJ 08311

Iron Hills Landscaping
624 Haines Neck Road
Woodstown, NJ 08098

* Lowest acceptable quote.

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve for the SCSSSD's Early Intervention Program to accept free of charge a new Alcatel A30 tablet as part of the company's relations program. The donation will satisfy the New Jersey Early Intervention Services' state mandate that all NJEIS practitioners will have a fully functional, internet capable (wireless) device when the New Jersey Department of Health migrates to a new online access portal on December 1, 2017.

Approved
Donation of Tablet
to Early
Intervention
Program

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following sections of the Operations Manual to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies. Updated sections are: Section III, Cash Management, Section X Risk Management, Section XII Food Service, and Section XIV Information Management.

Approved Sections
of Operations
Manual

(Pages)

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education to approve purchasing cloud hosting for employee portal services from Edu-Met for \$4,950. The service will include a one-time set-up fee of \$3,000.

Approved
Purchasing
Employee Portal
Services from Edu-
met

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain ()* *Non- Vote ()*

Superintendent's Report – Special Services School District Personnel:

All Personnel
Approved

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following personnel:

The approval of the modification of the \$3,000 Food Service stipend approved for Christian Miguel to be split as follows: Christian Miguel \$2,000 and Shay Fourman \$1,000.

The approval of the increase in minimum wage from \$8.44 to \$8.60 an hour in-line with state minimum wage. This increase is recommended for the first pay in January 2018.

The approval of the employment of Malik Jones as a Paraprofessional-Cumberland Campus, IA-2 \$18,028 (prorated), beginning November 16, 2017.

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The approval of the employment of Deborah Jaffee as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning November 16, 2017.

The approval of the employment of Kelsey Cole as a Paraprofessional-Cumberland Campus, IA-5 \$18,528 (prorated), beginning November 16, 2017.

The approval of the employment of Lindsey Shidner as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning November 16, 2017.

The approval of the employment of Sarah Lamplugh as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning November 16, 2017.

The approval of the employment of Luke Fogg, Part-Time School Bus Driver-District Office, \$25 per hour on an as needed basis, beginning November 16, 2017.

The approval of the following adjunct staff for Early Intervention, who are transferring from independent contractors:

Name	Title	Hourly Rate
Danielle Biggs	CDS	\$48/hour
Brittany Masino	Speech Lang	\$70/hour
Leia Ruoff	CDS	\$48/hour
Meaghan Holloway	Speech Lang	\$75/hour
Gaye Pieters	Speech Lang	\$75/hour

The approval of the following novice instructors and their mentors for the 2017-18 school year. Under state guidelines, novice instructors are required to pay the mentioned fee to the district, who is then required to release the funds to the mentor upon successful completion of the program. Once approved, payment schedules will be set up with each novice instructor to collect the fee. Contracts will be sent out between the novice instructor, mentor, and board of education.

Novice Instructor	Mentor	Fee /Program
Lisa Foutz	Nicole Kelly	\$1,000.00/CE
Kassandra Runkle	Jill Reistle	\$1,000.00/CE

The approval of the transfer of Kassandra Runkle from Paraprofessional-Cumberland Campus to Instructor-Cumberland Campus. It is recommended that Kassandra Runkle be approved for a prorated salary of \$51,175 effective November 1, 2017.

The approval of the voluntary transfer of Brenda Russell, Instructor-Cumberland Campus to Instructor-Lower Alloways Creek Campus. Mrs. Russell's class was approved for transfer at the last Board meeting.

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The approval of the voluntary transfer of Julie Yamasaki, Paraprofessional-Cumberland Campus to Instructor-Lower Alloways Creek Campus. Mrs. Russell's class was approved for transfer at the last Board meeting.

The approval of the Spring 2018 Practicum Placement for Christine Brooks, current Instructional Assistant- at the Cumberland Campus. Ms. Brooks will be mentored by Jill Reistle, Teacher. The course runs from January 16, 2018 to May 6, 2018 and requires 50 hours of observation.

The approval of the FMLA and NJFLA leave for Ashley Vanaman, Paraprofessional-Cumberland Campus, beginning on or about December 6, 2017 until approximately January 19, 2018. It is further recommended that Ashley Vanaman be approved for NJFLA from approximately January 22, 2018 until April 20, 2018.

(Pages)

The approval of the FMLA and NJFLI leave for Angela Rodriguez, Job Coach-Salem Campus, beginning on or about November 1, 2017 until approximately December 22, 2017, and potentially on an interim basis.

The approval of the FMLA leave for Megan Donahue, Paraprofessional-Cumberland Campus beginning on or about November 13, 2017 until approximately December 22, 2017.

The approval of the FMLA for Jammie Johnson, Paraprofessional-Salem Campus, beginning on or about November 1, 2017 until approximately December 4, 2017.

The approval of the resignation of Melanie Joyce, Instructor-Salem Campus, effective December 2, 2017.

(Pages)

The approval of the resignation of Stacy Warner, Instructor-Cumberland Campus, effective December 15, 2017.

(Pages)

The approval of the revised approved contract from the Executive County Superintendent for John Bolil as Business Administrator/Board Secretary for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2017 through June 30, 2018. The difference between the prior version is that Paragraph 10 about AFLAC has been consolidated into the Section 125 maximum dollar amount.

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith

Noes ()

Abstain ()

Non- Vote ()

PROGRAMS:

Moved by Mr. Donelson and seconded by Mr. Ransome to approve the following field trips for the 2017-2018 school year:

Approved Field
Trips

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Site	Destination	Number/ Cost Per Student	Number/ Cost Per Staff	Total Cost to Attend	Bus	Cost of Driver	Total Cost	Date/Rain Date
Cumberland	Holly City Family Center Pool	20/\$0	18/\$0	\$0	District Owned	\$197.50	\$197.50	12/5/17
Cumberland	Pitman Theater	18/\$6	18/\$6	\$216	District Owned	\$216.25	\$432.25	12/6/17
Cumberland	Pitman Theater	25/\$6	18/\$6	\$258	District Owned	\$216.25	\$474.25	12/8/17
Cumberland	Johnson's Corner Farm	26/\$12	20/\$0	\$312	District Owned	\$226.25	\$538.25	12/13/17
Cumberland	Johnson's Corner Farm	28/\$12	27/\$0	\$336	District Owned	\$226.25	\$562.25	12/15/17
Daretown	Friends Village & Wendys	20/\$0	9/\$0	\$0	Contracted	\$0.00	\$250.00	12/15/17
Upper Pitts	Friends Village & Wendys	17/\$0	9/\$0	\$0	Contracted	\$0.00	\$250.00	12/15/17
Upper Pitts	Pitman Theater & McDonalds	14/\$6	11/\$6	\$150	District Owned	\$162.50	\$312.50	12/21/17
Upper Pitts	Leroy Theater McDonalds	14/\$8	11/\$8	\$200	District Owned	\$162.50	\$362.50	4/11/18

Approved 2017-18 Uniform State Memorandum of Agreement

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the 2017-18 Uniform State Memorandum of Agreement between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board's commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment.

Approved Poinsettia Salem Fundraiser for Cumberland & Salem Campuses

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a Poinsettia Sale fundraiser for Cumberland and Salem Campuses. The sale will run December 1, 2017 through December 11, 2017 and will be entered into the general fund for the Prom.
(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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PROFESSIONAL DEVELOPMENT:

Moved by Mr. Ransome and seconded by Mr. Donelson to approve the professional development workshops for the Salem County Special Services School District personnel.

Approved
Professional
Development
Workshops

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
<i>Jersey Water Works Conference</i> Sponsored by: NJ American Water Newark, NJ 12/1/17	Jessica Sears	\$35 Reg \$77.58 Tolls & Mileage \$30 Sub Cost	\$142.58
<i>The Zones of Regulation</i> Sponsored by: Education Resource Inc. Iselin, NJ 12/7/17	Maureen Lewis	\$265 Reg. \$52.08	\$317.08
<i>Transition Tune-Up: How to Work Smarter Not Harder</i> Sponsored by: TCN-SJ Millville, NJ 11/2/17	Nicole Corson	\$20 Reg.	\$20
<i>Special Education Law From A-Z</i> Sponsored by: NBI Atlantic City, NJ 12/4-5/17	Jennifer Crowell	\$575 Reg. \$58.75 Tolls & Mileage	\$633.75
<i>Resources for School Psychologists</i> Sponsored by: Educational Resources Mullica Hill, NJ 1/12/18	Nicole Corson	\$129 Reg.	\$129

*Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()*

POLICY - None

Policy - None

Old Business: None

Old Business -
None

Informational Items:

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education accept and approve the Student Placement Report and Student Financial Report for the month of November.

Approved
Student
Placement
Report &
Student
Financial
Report

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education accept the HIB report as presented and to be discussed and approved in the Executive Session.

Approved HIB
Report

Moved by Mr. Ransome and seconded by Donelson to accept the Principal's/
Administrator's Reports for:
Cumberland Campus

Approved
Principal's/
Administrator's
Reports

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Daretown
Salem Campus
Upper Pittsgrove

(Pages)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain ()* *Non- Vote ()*

Audience Participation - None

Audience Participation II/Freeholder Liaison Recognition – None

Recessed Into Executive Session At 8:18 P.M.

RECESS INTO EXECUTIVE SESSION - 8:18 P.M. – Moved by Mr. Donelson and seconded by Mr. Ransome.

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for the Salem County Special Services School District and Salem County Vocational Technical School District, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:
HIB Report

2. Matters in which the release of information would impair the right to receive government funds, and specifically

3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

4. Matters concerning negotiations, and specifically:

5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

HIB Report

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-
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:

-
-
9. Matters involving quasi-judicial deliberations, and specifically:
-
-

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education **will**/ will not return to open session to conduct business at the conclusion of the executive session.

Resumed Public Portion of the Meeting – 8:43 P.M.

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education Meeting be adjourned (8:44 P.M.).
Unanimously Approved

Respectfully Submitted,

John H. Bolil
Business Administrator/Board Secretary

Resumed Public
Portion of Meeting
at 8:43 P.M.

Adjourned
Meeting at 8:44
P.M.