

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &  
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM  
BOARD OF EDUCATION MINUTES – May 8, 2018

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, April 24, 2018 at 7:00 p.m.

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

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.

CALL TO ORDER

Members Present: Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome

Members Absent: Ms Nicolosi, Mrs Smith

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, Mr. Frank Maurer, Human Resources,

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the Special Meeting Minutes of the March 27, 2018 Board of Education Meetings.

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non-Vote ()

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

**BOARD OF EDUCATION BUSINESS**

**Old Business:** RDS HVAC & Roof Project update

**New Business:** None

Correspondence

**Correspondence:**

1. Note from Most Reverend Dennis J. Sullivan, D.D.  
(Page 9618)

**Presentations -**

1. Student of the Month of May – Upper Pittsgrove – Jaylen Clark
2. Student of the Month of June – Upper Pittsgrove – Brice Johnson
3. Spanish Award – Upper Pittsgrove – Gabe Boon

Presentations

(Pages 9618-9619)

Approved Minutes  
& Executive  
Minutes

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

**A. Warrants**

Moved by MR. Donelson and seconded by Mr. Halter that the Board Of Education approved the following:

Board Payment Approval List April 2018.

**Board Secretary/Business Administrator New Business:**

Adoption of Lincoln Financial 403b Roth IRA as an investment opportunity for our District's Employees, with a tentative start date of September 1, 2018.

(Pages 9627-9628)

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non-Vote ()

**Superintendent's Report – Vocational Technical School District**

**New Business:**

**Personnel:**

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

Approved the negotiation and submittal by the subcommittee of the not yet approved by the Board employment contract for employment for Dr. Jennifer Bates as Assistant Superintendent for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2018 through June 30, 2019. To the Executive County Superintendent for approval Pending review and final approval of Dr. Bates' contract by the executive County Superintendent the employment contract will be presented for Board approval.

Approve the employment of SCVTS certificated and non-certificated staff for the 2018 – 2019 school year. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

Approve the Retirement Resignation of Annette Simmerman effective June 30, 2018.

Approve the following Instructors for the ESEA Instructor Work Session from June 18, 2018 to June 29, 2018. Staff will conduct curriculum review, analysis and evaluation, and integration of technology ensuring alignment to standards. Each Instructor will be paid a stipend equivalent to \$30.00 per hour for work performed outside of contracted hours. Timesheets are required for payment.

Elizabeth Bernat-Duaime  
Jessica Crim  
Cindia Gredesky  
Nichole Kopp  
Rachel Lester  
Eric Lockwood  
Nichole Pham  
Jennifer Roberts  
Eric Walter  
Kacey Webber

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Approved the negotiation and submittal by the subcommittee of the not yet approved by the Board contract, for certificated staff to conduct curriculum writing and revision for the Law Enforcement and Public Safety Program as part of the County Vocational Partnership Grant. Services rendered will be paid the rate of \$50 per hour for the curriculum with funds used from the County Vocational Competitive Grant. Timesheets and documentation approval by the assistant superintendent re required for payment. Funds not to exceed \$4000.

Don Aikens  
Nicole Pham  
Jennifer Roberts  
Kacey Weber

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non- Vote ()

**PROFESSIONAL DEVELOPMENT**

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
NCTM Annual Meeting and Exposition, April 25-28, 2018 Washington D.C. (only attending one day) <b>Approval of Mileage, parking and tools only-previously approved 3-27-18 for train ticket expenses.</b>	Jessica Crim Eric Walter	\$74 Mileage \$22 Parking \$24 tolls	\$148 – mileage ESEA Title IIA –  \$92 parking/tolls 11-140-100-580-52-002
Statewide CTE Teachers PD Day – Best Practices NJEA, Trenton, NJ	Don Aikens	NJEA to pay	NJEA to pay \$85.00 Substitute

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CASE Agricultural Power and Technology Training Cumberland Valley High School, Mechanicsburg, PA	Keely DiTizio	\$92.38 – Mileage \$3000.00 – Registration (\$2000.00 being paid by a scholarship) \$25.00 Parking and Tolls \$586.50 meals and incidentals	\$1704.00 – Mileage, Registration, meals, incidentals, parking and tolls  CASE Acct# 20-099-100-610-00-001  \$85.00 Substitute
CASE Agricultural Power and Technology Training Cumberland Valley High School, Mechanicsburg, PA  June 17-June 28, 2018	Matt DiTizio	\$3000.00 – Registration, meals and lodging \$586.50 meals and incidentals	\$3,000.00 Registration, meals and lodging Perkins Secondary Funds  \$586.50 CASE Acct# 20-099-100-610-00-001

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
 Noes () Abstain () Non-Vote ()

**Programs:**

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

Approved to apply for the FY2019 Carl D. Perkins Secondary Grant. Final allocations for the FY2019 Carl D. Perkins Grant will be awarded upon the State's review of the proposed Perkins Program Performance Activity Plan designed to address Perkins Performance Measures for the 2018 2019 school year. The proposal plan is attached for approval. The Board will be asked to approve the final award and spending plan for the Grant once it is received from the State.

Revised 2017-18  
School Calendar

Approved to apply for the Workforce Innovation and Opportunity Act, Title II, Adult Education and Family Literacy Grant (July 1, 2017 to June 30, 2020) for \$711,050 for FY19. This is the second year of a three-year competitive grant program. The purpose of the grant is to provide all required adult basic Education, literacy, and English as a second language services consistent with the statutory requirements outlined in the Title II of the workforce innovation and opportunity Act (WIOA) of 2014.

Cut-A-Thon  
Event for Adult  
Cosmetology  
Program

Approved the Salem County Vocational Technical Schools Law Enforcement and Public Safety Program to collaborate with Ranch Hope to offer the Law Enforcement and Developing Emergency Responders (LEADERS) Program at camp Edge from June 25-29, 2018. LEADERS Camp is a day camp program open to boys and girls ages 10 to 13 years of age and is provided through a partnership between the Salem County Prosecutor's, Sheriff, Emergency Services Office and State and Local Law Enforcement, Campers will learn police and emergency response skills such as self-

Price List for  
Adult  
Cosmetology  
Salon Clinic

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defense, water safety, formation drills, fingerprinting, fire safety and first aid. The Salem County Vocational Schools will provide nutritional snacks and lunch, instructional resources, student uniforms and instructional staff and oversight as needed, upon full grant approval. Allowable services will be paid for from the County Vocational School District Partnership Grant.

Approved Wandra Wells, SCVTS Adult Program CNA/CHHHA Instructor to train students enrolled in the long-term program in Medication Delegation Training. SCVTS will operate the Medication Delegation Training program utilizing Rutgers University's curriculum under the supervision and guidance of the Rutgers University Healthcare Talent Development Center. The course will take place from May 21-29 2018.

Approved SCVTS to become a partnering district with Brookdale Community College to offer the CTE Educator Preparation Program. SCVTS will be paid the sum of \$5,000 for services provided to Brookdale Community College for the CTE Educator Preparation Program.

Approved to provide a CPR/Basic Lifesaving Skills Training Courses in partnership with Salem Community College. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$50.00 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach the course. The course will be held at Salem Community College May 14-15, 2018.

Approved a guest artist, Elizabeth Tkaczynsky, to visit the Dance Academy hosted at Shalick High School on May 10, 2018. The visit is to focus on contemporary Jazz Dance technique. The total cost of the visit is 4150. Perkins Secondary funds will be used to cover the cost of the guest speaker.

Approved to suspend the Adult Education Post Secondary Cosmetology program pending program evaluation and restructuring. Moving forward the New Jersey Department of Education will require students to complete 1,200 hours instead of 1,000 to obtain their cosmetology license. This will require curriculum and program schedule changes to meet the new NJ DOE requirements.

**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.**

<b>Curriculum in Action Experience</b>	<b>Attendees</b>	<b>Date</b>	<b>District Cost</b>
MaxFit & Sport Glassboro, NJ	Thirty (30) Volleyball players and Three (3) coaches	May 8, 2018	\$360.00 BR Williams – Acct# 11- 402-100-512-29-002  \$170.00 Substitute
Appel Farm Elmer NJ	Twenty (20) Garden Club Members and One (1) Advisor	May 25, 2018	\$150.00 SCVTS Bus – Student Activity Account  \$85.00 Substitute

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The approval of the Board of Education for 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.	FFA	End of Year Dance Cost \$5 per Student Snacks & Beverages sold For \$1 each	June 1, 2018 7pm to 10pm

The approval of Student Community Service Projects for the 2018-19 school year.

Community Service Project	Date
Supawna Meadow Annual Fishing Day on Saturday -FFA students will assist with the annual fishing day at Supawna Meadow National Wildlife Refuge as a community service project. They will help teach community members how to fish. SCVTS FFA will also have a craft station.	June 2, 2018

Fundraising  
Activities

Student  
Community  
Service Projects

(Page 9631)

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non-Vote ()

## Policy

### Old Business - None

### Informational Items

CTHS Principal's Report  
CTHS Discipline Report  
SCVTS Program Enrollment Report

Policy Changes

Motioned by Mr. Donelson and seconded by Mr. Halter to accept and approve the HIB Report as a non-report.

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non-Vote ()

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

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

Bills paid ending May 2018.

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

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approved transportation contracts for special Education/Nonpublic/Vocational/Homeless/Public Students with Claybrook Transportation, LLC. For Route # Y1390, #Y1394 & #Y1395, and Jointure.

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approved an Affiliation of Agreement with Stockton University for one year as a clinical training site for Speech Languages Pathology for clinical learning experiences that will provide students with the opportunity to work with patients to get necessary training for their program.

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education Authorize the business Administrator to apply for the 2018 NJSIG Safety Grant for \$5,367.77. Said funds will be used to provide cameras upgrades at the Daretown Campus and assist with the funding of the security vestibule at the Cumberland Campus. Be it further resolved that if the grant is approved that the business Administrator is Authorized to accept these funds for these purposes.

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approved the adoption of Lincoln Financial 403b ROTH IRA as an investment opportunity for our district's employees, with a tentative start date of September 1, 2018.

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approved the Temporary Instructional Space Application in the Pre Center for the 2018 – 2019 school year.

Approved the installation of a new chain link fencing by Township Fence Inc. at a accost of \$7,450.50. This fencing is needed to separate the children's playground from the new expanded parking area.

**Superintendent's Report – Special Services School District  
Personnel:**

**New Business:  
Personnel:**

Moved by Mr. Donelson and seconded by Mr. Ransome to approve the negotiation and submittal by the subcommittee of the not yet approved by the Board employment contract for employment for John Bolil as Business Administrator for the Salem

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County Special County Special Services School District effectively July 1, 2018 through June 30, 2019. Contract to the Executive County Superintendent for approval pending review and final approval of Mr. Bolil's contract by the Executive County Superintendent, the employment contract will be presented for Board approval.

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

Approved the employment of SCSSSD certificated and non-certificated staff for the 2018-2019 school year. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

.Approve the employment of the staff required for the 2018 Extended School Year Program at the Cumberland and Salem Campuses. This list also includes Child Study Team and Related Services.

Approved the Administrative Leave for Carmen Bermudez, Instructor-Cumberland Campus, beginning on or about April 25, 2018 until May 18, 2018. The Week of May 21, 2018 to approximately May 28, 2018 will be approved as medical leave with the employee utilizing sick time.

Accept the resignation of Lindsay Shidner – Paraprofessional-Cumberland.

**PROFESSIONAL DEVELOPMENT:**

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

<b>Description of Professional Development or School Improvement Activity or Workshop</b>	<b>Participant(s)</b>	<b>Cost Per Participant</b>	<b>Total cost</b>
<i>Let's Roll – The Art of Performing Seating and Mobility (Wheelchair)</i> Sponsored by: Vyne Education Wilmington DE June 5, 2018	Cathrine MacNeil	\$209.99 – Reg. \$40 – Mileage	\$249.99

Ayes (5) *Mr. James Davis*, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes ( ) Abstain ( ) Non-Vote ( )

**PROGRAMS:**

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



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Main Event Entertainment, 2900 Fashion Center Blvd., Newark, DE 19270 as a Community Based Instruction destination.

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It is approved by the Superintendent and the Board of Education approve the curriculum in action field trips for the Salem County Special Services Schools. Experiences for approval are listed in the chart below.

Curriculum in Action Experience	Attendees	Date	District Cost
Daretown – Camp Crockett County Park	15 Students 6 Staff	June 1, 2018	BR Williams \$252.52 \$725 entry fee
Salem - Wilmington Blue Rocks	14 Students 9 Staff	May 16, 2018	\$20 Tolls
Daretown - Cape May Zoo	25 Students 9 Staff	June 8, 2018	\$162.50 SCSSSD Bus and Driver

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non- Vote ()

**POLICY – Old Business**

**Informational Items:**

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education accept and approve the HIB Report as a non-report.

Ayes (6) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith  
Noes () Abstain () Non- Vote ()

**Principal's/Administrator's Reports**

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

**Upper Pittsgrove**

(Pages 9673-9674)

Ayes (5) Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome  
Noes () Abstain () Non- Vote ()

**Audience Participation II/Freeholder Liaison Recognition –**

No audience participation.

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**RECESS INTO EXECUTIVE SESSION - 8:48 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:  
\_\_\_\_\_  
\_\_\_\_\_
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:  
Health Insurance  
\_\_\_\_\_
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:  
\_\_\_\_\_  
\_\_\_\_\_
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:  
\_\_\_\_\_

HTB Report  
Discussed

Health Insurance

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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.

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education Meeting be adjourned (7:58 P.M.).

Unanimously Approved

Respectfully Submitted,



John H. Bolil  
Business Administrator/Board Secretary