

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES - JULY 24, 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, July 24, 2018 at 7:00 p.m.

The Board Secretary led the group in the Pledge of Allegiance to the Flag.

The Board Secretary 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.

Called to Order

Members Present: Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Ms. Patty Bomba and Mrs. Julie Smith

Roll Call

Members Absent: Ms. Margaret Nicolosi

Others Present: John Bolil, Business Administrator/Board Secretary; Meggin Wentzell, Principal SCSSSD Cumberland Campus; John Swain, Superintendent, Maria Alleva, Director of Adult Education; Dr. Jane Whittinghill, Director, Related Services and Principal of Upper Pittsgrove Campus, and Carmen Porter.

AUDIENCE PARTICIPATION I / RECOGNITION OF FREEHOLDER LIAISON – Swearing in of Mrs. Julie Smith

Approval of Minutes

The Board Secretary administered the Oath of Office to appoint Mrs. Julie Smith to a 3-year term.

It was moved by Mr. Daryl Halter and seconded by Mr. Earl Ransome that the Board of Education approve the minutes from the June 13, 2018 and July 3, 2018 Board of Education Meetings

Acceptance of Agenda

Ayes (5) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith

Noes (0) Abstain (1)-Ms. Patty Bomba, Non Vote (0)

It was moved by Mr. Earl Ransome and seconded by Mr. Daryl Halter that the Board of Education accept the agenda addenda items for Salem County Vocational Technical School and Salem County Special Services School Districts

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba,

Noes (0) Abstain (0) Non Vote (0)

Old Business- Potential for delay in RDS Roof Project, Completion of parking lot at Cumberland Campus

Board Secretary Report Votec

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

Board Secretary Report

It was moved by Mr. Daryl Halter and seconded by Mr. Earl Ransome that the Board of Education approve the following items

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 24, 2018

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of April 2018.

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2018. Mr. Davis asked if May and June's reports would be on the August Agenda, and Mr. Bolil responded in the affirmative.

Board Secretary's certification that there are no changes in anticipated revenue amounts or revenue sources.

Certification that 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 for June

Bills Paid ending June 2018

Board Payment Approval List ending June 2018

Ayes (5) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith

Noes (0) Abstain (1) Ms. Patty Bomba Non Vote (0)

Board Secretary/Business Administrator New Business:

It was moved by Mr. Jim Davis and seconded by Mrs. Julie Smith that the Board of Education approve the following items

Board Secretary
New Business

- 1. Request and Recommendation of the School Business Administrator for Board of Education Approval to Cancel a Check.** It is recommended that the Board of Education approve cancelling check #33098 not cashed in the amount of \$15.35 for reimbursement of food service monies and not reissue, check #33926 not cashed in the amount of \$180.39 and reissue as check #34264, and check # 34235 voided to reissue at a lesser amount on check #34271.
- 2. Request and Recommendation by the Business Administrator for the Board of Education to Discuss the Code of School Ethics for School Board Members.** It is requested that the Board of Education discuss the Code of School Ethics. Each school board member is responsible to read and become familiar with the codes per School Ethics Act, C1788, P.L. 2001 and to sign an Acknowledgement of Receipt of the Codes.
- 3. Request and Recommendation by the Business Administrator for Board of Education Approval to Advertise and Request Proposals for Consultant.** It is recommended by the Business Administrator that the Board of Education approve a request to prepare and advertise a Request for Proposal for a Consultant to provide Basic Skills Math Coach Training for 2018-2019 School Year to be paid from ESEA Title I grant funds.
- 4. Request and Recommendation by the Business Administrator for Approval for the Salem County Vocational Technical School District 2018-19 Line of Coverage Insurance Renewal for a Total of \$182,521.** It is requested that the Board of Education approve the Salem County Vocational Technical School District for the 2018-19 school year for Line of Coverage insurance renewal for a total of \$182,521 through GCSSD JIF. Mr. Ransome inquired if now both districts are part of the same JIF, and Mr. Bolil said yes.
- 5. Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alerts & Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws & Policies and Regulations in the Amount of \$3,565 for the 2018-19 School Year** It is requested that the Board of Education approve a contract with Strauss Esmay Associates, LLP

Approve
Cancellation of
Check

Code of Ethics

Advertise and REP
for Math
Consultant

GCSSD JIF
Insurance Approval

Strauss Esmay

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 24, 2018

for Policy Alerts and Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws, Policies, and Regulations in the amount of \$3,565 for the 2018-2019 school year. This will provide website access.

Culinary Arts
Contract Approvals

6. **Request and Recommendation for Board of Education Approval to Award a Contract for Culinary Arts and Food Service Paper Supplies for 2018-19 School Year to Camden Bag in the amount of \$1729.20, Penn Jersey Products in the amount of \$6569.33, South Jersey Paper Products in the amount of \$553.05, and U.S. Foods in the amount of \$3867.55.** It is recommended that the Board of Education grant approval to award a contract for Culinary Arts and Food Service Paper Supplies for the 2018-19 School Year. Quotes were received from four vendors (Camden Bag & Paper, Penn Jersey Products, South Jersey Paper Products and U.S. Foods) on June 2, 2017 for Culinary Arts and Food Service Paper Supplies for the 2017-18 school year. The contracts will be awarded to Camden Bag & Paper in the amount of \$1729.20, Penn Jersey Products in the amount of \$6569.33 and South Jersey Paper Products in the amount of \$553.05 and U.S. Foods in the amount of \$3867.55; based on quantities offered. The attached spreadsheet for your review shows the products highlighted based on quantities offered.

7. **Request and Recommendation of the Board of Education Approval to Award a Contract for Linen Services for the Culinary Arts and Food Services Department for the 2018-19 School Year. It is recommended that the Board of Education grant approval to award a contract for Linen Services for the Culinary Arts and Food Services Department for the 2018-19 School Year.** Quotations were sent to six vendors; one vendor replied, Churchill Linen Services, Inc. (dba/Wildwood Linen Supply, Wildwood, NJ). The prices must remain in effect through June 30, 2019. The attached spreadsheet for your review shows the products highlighted in bold print based on quantities offered.

Culinary Arts Linen
Services Contract

DESCRIPTION	WILDWOOD LINENS (Stokes Laundry)	MONTHLY USAGE
	PRICE EACH	
Kitchen Towels 100% Cotton 14" x 24"	.16	1000
Barber Towels Terry Cloth 15" x 24"	.20	3200
Bib Aprons (55% Cotton/45% Polyester Straight Cut) White 32" x 38"	.45	1000
Table Covers White 52" x 52" Special Occasion	.60	N/A
Table Covers White (Inventory 10) 72" x 72"	.80	10
Table Covers White (Inventory 25) 54" x 120"	2.10	15
Table Covers Burgundy 72" x 72" Special Occasion	.75	N/A
Table Covers Navy Blue 72" x 72" Special Occasion	.75	N/A
Napkin Burgundy 20" x 20" Special Occasion	.13	N/A
Napkin White 20" x 20"	.11	N/A

Special Occasion		
Napkin Burgundy (Inventory 175) 20" x 20"	.13	100
Table Covers White (Inventory 20) 61" x 61"	.63	N/A

8. **Request and Recommendation for Board of Education Approval of a Proposal from Papa Luigi's Pizzeria to Provide Fifty (50) Pizzas for the Students of the Salem County Vocational Technical School District and Salem Campus on Alternate Fridays for the 2018-19 School Year in the Amount of \$7.99 Per Pizza** It is recommended that the Board of Education grant approval of a proposal from Papa Luigi's Pizzeria to provide fifty (50) pizzas for the students of the Salem County Vocational Technical School District and Salem Campus on alternate Fridays for the 2018-19 school year in the amount of \$7.99 per pizza. Mr. Davis inquired if the resolution should read 50 pizzas and Mr. Boil stated that he was correct.

Papa Luigi's Proposal

9. **Request and Recommendation for Board of Education Approval to Enter into a Joint Purchasing Agreements as Part of a Shared Service Initiative with Penns Grove-Carneys Point Board of Education for the 2018-19 School Year.** It is recommended that the Board of Education approve the following joint purchasing agreements as part of a shared service initiative. The agreements shall be in effect for fiscal year 2018-19, which runs from July 1, 2018 through June 30, 2019.

Shared Services Purchasing Agreement with PGCP BOE

ITEMS TO PURCHASE

Baked Goods
Milk, Juice, Dairy

SHARED SERVICES SUPPLIER

Board of Education – PG/CP
Board of Education – PG/CP

10. **Request and Recommendation for the Board of Education to Approve Record Management Services to Provide Annual Maintenance of Records Storage in the Amount of \$1,500 for both districts.** It is requested and recommended that the Board of Education approve Record Management Services, of Vineland, NJ, to provide annual maintenance of record storage in the amount of \$1,500 for both districts. They will organize the boxes in storage, label them, do an inventory database of boxes stored, do destructions once a year, and present a final report and access database containing updated inventory.

Annual Maintenance of Records Storage

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba,

Noes (0) Abstain (0) Non Vote (0)

SUPERINTENDENT'S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

PERSONNEL:

Personnel

It was moved by Mr. Earl Ransome and seconded by Mr. Daryl Halter that the Board of Education approve the following items

1. **Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Bart Smith.** It is requested by the Superintendent that the Board of Education approve the employment of Bart Smith current Food Service Driver as a Part-time Custodian, effective June 20, 2018 at the rate of \$11.79 per hour.
2. **Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Tyrone Preyer.** It is requested by the Superintendent that the Board of Education approve the employment of Tyrone Preyer as a Part-time Business Instructor, effective September 1, 2018 at the rate of \$27,550 (50% of \$55,099 MA+30).

3. **Request and Recommendation of the Superintendent for Board of Education Approval for Tyrone Preyer to be Compensated for Instructional Training at the Global Logistics & Supply Chain Management Summer Teacher Training Institute.** It is requested by the Superintendent that the Board of Education approve Tyrone Preyer, Global Logistics & Supply Chain Management Instructor to be compensated for hours worked from July 16, 2018 to July 27, 2018. Mr. Preyer is attending a required Global Logistics & Supply Chain Management Training. He will be paid the rate of \$30.00 per hour, timesheets required.
4. **Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Tyrice Farrington as a Part Time School Bus Driver-District Office.** It is requested by the Superintendent that the Board of Education approve the employment of Tyrice Farrington, Part-Time School Bus Driver-District Office, \$25 per hour on an as needed basis, beginning August 1, 2018.
5. **Request and Recommendation of the Superintendent for Board of Education Acceptance of the Resignation of Benjamin Winch, Full Time Custodian.** It is requested by the Superintendent that the Board of Education accept the resignation of Benjamin Winch, Full Time Custodian, effective August 18, 2017.
6. **Request and Recommendation of the Superintendent for Board of Education Approval of a Stipend for Tyrone Preyer to Work on Curriculum, Assessment, and Project Based Learning Activities for the 2018-2019 School Year.** It is requested by the Superintendent that the Board of Education approve Tyrone Preyer to work on curriculum, assessment, and project based learning activities with the Assistant Superintendent for the new Global Logistics & Supply Chain Management Program at the Career and Technical High School in the amount of \$30 per hour up to 50 hours.
7. **Request and Recommendation for the Board of Education to Approve School Personnel to Drive the School Buses and Vans During the 2018-19 School Year.** It is recommended that the Board of Education approve the following school personnel to drive the school buses and vans during the 2018-19 school year:
 - Laura R. Romano
 - David Ewart
 - Judy Locke
 - Joyce Malara-Kates
 - Michael Pavesi
 - William J. Pennock, Jr.
 - Angela Rodriguez
 - Janene Garrison-Morrison
 - Frank Maurer
 - Tyrice Farrington
8. **Request and Recommendation of the Superintendent for Board of Education Approval of Wandra Wells, Adult CNA Instructor to Teach an Evening Certified Nurse Aide (CNA) Class for the 2018-2019 School year.** It is the request of the Superintendent that the Board of Education approve the employment of Wandra Wells, Adult CNA Instructor to teach an Evening Certified Nurse Aide (CNA) Class during the month of August 2018 at the rate of \$31.00 per hour. Hours are above her normal contracted work hours. Timesheets are required.
9. **Request and Recommendation of the Superintendent for Board of Education Approval of CTHS Instructors to provide tutoring for Title I students in preparation for Parcc Retests.** It is requested by the Superintendent that the Board of Education approve the CTHS Instructors listed below to provide tutoring for Title I students in preparation for Parcc retests in August 2018. Hourly rate of pay is \$30 per hour for hours worked. Time Sheets are required. Funding for the instructors will be from the ESEA Title IIA grant.

Jennifer Roberts
Eric Lockwood
Nicole Kopp

Jess Roberts

10. **Request and Recommendation for Board of Education Approval of Academic Instructors to Participate in Curriculum, Assessment and Professional Development Work Sessions from July 9, 2018 through August 31, 2018.** It is requested by the Superintendent that the Board of Education approve additional academic instructors for curriculum, assessment and professional development work sessions with the Assistant Superintendent from July 9, 2018 through August 31, 2018. Each instructor will be paid \$30.00 per hour up to a maximum of 20 hours total during the summer. Timesheets are required. District funds, Perkins Secondary Funds, and ESEA Funds will be used to pay the instructor based on grant programmatic needs. Academic Instructors – Kathleen Polillo and Carmen Porter.

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba,
Noes (0) Abstain (0) Non Vote (0)

PROFESSIONAL DEVELOPMENT:

It was moved by Mr. Earl Ransome and seconded by Ms. Patty Bomba that the Board of Education approve the following items

1. **Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Vocational Technical Schools Personnel.** It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Vocational Technical Schools personnel.

Professional Development

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Global Logistics & Supply Chain Management, Summer Teacher Training Institute, Rutgers University, Piscataway, NJ July 16-27, 2018	Tyrone Preyer	\$75.00 tolls \$325.00 mileage	Up to \$400.00
Danielson Framework for New Administrators Stockton Campus, 10 West Jimmie Leeds Road, Galloway, NJ 08205 August 14, 2018	Leo Maisey	\$178.00 – Registration	\$178.00 – Registration, Account # 11-000-240-580-38-001
27 th Annual NJAAP School Health Conference, The Palace at Somerset Park, 333 Davidson Ave., Somerset, NJ October 17, 2018	Rebecca Dorrell	\$175.00 – Registration \$57.04 Mileage	\$232.04 – Registration and Mileage, Acct# 11-000-213-580-34-002

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba,
Noes (0) Abstain (0) Non Vote (0)

PROGRAMS:

Programs

It was moved by Mr. Earl Ransome and seconded by Ms. Patty Bomba that the Board of Education approve the following Program and Policy items

1. Request and Recommendation for Board of Education Approval to accept the following FY2018 Grants:

- FY2019 Perkins Postsecondary grant funds in total amount of \$89,418 for the budget period July 1, 2018 to June 30, 2019.
- FY2019 Individual Disabilities Education Act - Part B (IDEA-B) Grant in the amount of \$112,338 for the budget period July 1, 2018 to June 30, 2019.
- FY2019 21st Century Community Learning Centers Grant in the amount of \$500,000 (year 1 of 5) beginning September 1, 2018

2. Request and Recommendation for Board of Education Approval of GCN Training Global Compliance Network to Provide Online Mandatory Training for SCVTS and SCSSSD District Employees for the 2018-2019 School year. It is recommended by the Superintendent that the Board of Education approve Global Compliance Network to provide online mandatory trainings for all SCVTS and SCSSSD employees in the amount of \$1,400.00 (\$700 for SCVTS and \$700 for SCSSSD) for the 2018-2019 school year. This service meets the requirements of the Department of Education mandatory annual professional development as well as provides educational professional development for ongoing targeted training needs.

3. Request and Recommendation for Board of Education Approval of the Workforce Innovation and Opportunity Act Provider Agreement between the County of Gloucester and the Salem County Vocational Technical Schools from May 1, 2018 to June 30, 2019. It is requested that the Board of Education approve the Workforce Innovation and Opportunity Act Provider Agreement between the County of Gloucester and the Salem County Vocational Technical Schools from May 1, 2018 to June 30, 2019. This agreement allows SCVTS to be a NJ State Training Provider for residents of Gloucester County.

4. Request and Recommendation for Board of Education Approval of the First Reading for the Following Textbooks at the Career and Technical High School and Adult Education Programs for the 2018 – 2019 School Year. It is recommended by the Superintendent that the Board of Education grant approval of the first reading of the following textbooks for use at the Career and Technical High School for the 2018-2019 school year. The textbooks are available in the Board Conference Room for review. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

Textbooks	Class/Program	ISBN
College Algebra 10E: Cengage Learning 2017	Mathematics - Algebra	978-1-337-28229-1
PreCalculus with Limits: Cengage Learning 2014	Mathematics - PreCalculus	978-1-285-05943-3

Textbooks

5. Request and Recommendation for Board of Education Approval of an Additional Novel for Use by the SCVTS English Department. It is recommended by the Superintendent that the board of Education approval an additional novel, The Catcher in the Rye, for the English Department of SCVTS. The department seeks to expand the scope of novels available for the English 11 classes.

6. Request and Recommendation for Board of Education Approval of Curriculum in Action Experiences for the Salem County Vocational Technical Schools. It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the chart below.

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Curriculum in Action Experience	Attendees	Date	District Cost
Maplegrove Raceway, Mohonton, PA	Thirty-five (35) Auto Tech students and one (1) chaperone	9/14/18	\$300.00 – SCVTS Bus – Acct# 11-000-270-512-06-002 \$85.00 Substitute

Curriculum In Action

7. **Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2018-2019 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.

Fundraising

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	Class of 2019	Philly Pretzel Sales – every Friday \$1.00 each	September 6, 2018 – June 18, 2019
B.	Class of 2019	Italian Kitchen Sub Sales \$7.00 each	September 6, 2018 – June 18, 2019
C.	Boys/Girls Volleyball Teams	Snack Sales \$1.00 each	September 6, 2018 – June 18, 2019
D.	Boys/Girls Volleyball Teams	Water Sales \$1.00 each	September 6, 2018 – June 18, 2019
E.	HOSA	Yankee Candle Sale Prices vary	September 12, 2018 - October 17, 2018
F.	HOSA	Wear Pink Day \$1.00 to wear pink for Breast Cancer Awareness	October 10, 2018
G.	HOSA	Halloween Dress Up Day \$1.00 to wear a Halloween Costume	October 31, 2018

Old Business:

POLICY

Policy

Request and Recommendation for Board of Education Approval of the second and final reading of the policies listed below. It is recommended by the Superintendent that the Board of Education approve the second and final reading of the following district policies and regulations:

- P & R 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- P 2431 Athletic Competition (M) (Revised)
- R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
- P 2431.8 Varsity Letters for Interscholastic Extracurricular Activities

- (M) (New)
- P & R 5350 Student Suicide Prevention (M) (Revised)
- P 5533 Student Smoking (M) (Revised)
- P 5535 Passive Breath Alcohol Sensor Device (Revised)
- P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
- P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (New)

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba,

Noes (0) Abstain (0) Non Vote (0)

Informational
Items

INFORMATIONAL ITEMS

It was moved by Ms. Patty Bomba and seconded by Mr. Daryl Halter that the Board of Education approve the following items

- CTHS Student/Parent Handbook - 2018-2019 school year
- CTHS and Academy Program Seniors Awarded a High School Diploma - 2017-2018
- CTHS Skill Profile Certificates Awarded to Seniors - 2017-2018
- CTHS Principal's Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba,

Noes (0) Abstain (0) Non Vote (0)

Board Secretary
Report - SCSSSD

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

It was moved by Mr. Daryl Halter and seconded by Mr. Earl Ransome that the Board of Education approve the following items

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2018.

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month April_2018. Mr. Davis asked if May and June's reports would be on the August Agenda, and Mr. Bolil replied in the affirmative.

Board Secretary's certification that there are no changes in anticipated revenue amounts or revenue sources.

Certification that 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 for the months ending May 2018.

Bills paid for May and June 2018 - \$664,617.70

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith

Noes (0) Abstain (1) Ms. Patty Bomba Non Vote (0)

Board Secretary/Business Administrator New Business:

New Business

It was moved by Mr. Daryl Halter and seconded by Mr. Earl Ransome that the Board of Education approve the following items

1. **Request and Recommendation by the School Administrator for the Board of Education Approval to Write Off \$3,853.95 for Cumberland, \$193.80 for Salem of Students' Balances from the 2018-19 School Year.** It is recommended by the School Administrator that the Board of Education approve to write off balances owed by students for the 2018-19 school year. Letters were sent requesting the balances. The amount to write off is \$3,853.95 Cumberland and \$193.80 Salem. Mr. Davis and Mr. Ransome questioned the lunch write off. Mr. Bolil stated that this was for about 20 students, and that through the efforts of Mr. Carter, it will not happen next year.
2. **Request and Recommendation that the Board of Education Approve A Renewal Contract with GCSSSD for the 2018-19 School Year for Non-Public/Choice/Charter Transportation** It is recommended that the Board of Education approve a contract with GCSSSD for bus transportation for the 2018-19 school year for Non-Public/Choice/Charter Transportation for Routes ESY Memo, Jointure Memo, July Memo, Renewal Memo, July.
3. **Request and Recommendation by the Business Administrator For the Board of Education to Discuss the Code of School Ethics for School Board Members** It is requested that the Board of Education discuss the Code of School Ethics. Each school board member is responsible to read and become familiar with the codes per School Ethics Act, C1788, P.L. 2001 and to sign an Acknowledgement of Receipt of the Codes. Mr. Donelson led a discussion on the Code of Ethics.
4. **Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alerts & Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws & Policies and Regulations in the Amount of \$3,565 for the 2018-19 School Year** It is requested that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alerts and Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws, Policies, and Regulations in the amount of \$3,565 for the 2018-19 school year. This will provide website access.
5. **Request and Recommendation for Board of Education Approval for the Approval of Agreement with Alvernia University of Reading, PA.** It is requested that the Board of Education approve the attached contract with Alvernia University of Reading PA to provide learning experience opportunities for pre-license Occupational Therapy students.
6. **Request and Recommendation for Board of Education Approval for the Purchase of GradPoint from Pearson in the amount of \$5,990.00 from July 1, 2018 through June 30, 2019.** It is requested and recommended that the Board of Education approve GradPoint from Pearson. GradPoint is the Online Curriculum used at the Alternative School to assist the students in remediation of failed courses as well as the course of electives at the school. Cost of 10 portals for one year is \$5,990.00 (no price increase). This contract will pay for the period of July 1, 2018 through June 30, 2019.
7. **Request and Recommended that the Board of Education Approve an RFP for Nursing Services at the Cumberland Campus for the 2018-19 School Year.** It is recommended that the Board of Education grant approval for receiving bids for the Nursing Services at the Cumberland Campus for the 2018-19 school year. In past years, the Cumberland Campus has utilized an outside vendor for substitute nursing when on staff nursing is not available. It has been over three years since this service was sent out for bid. Therefore, it is being requested that the Board approve Mr. Bolil to go out for bid for these services.

Write off Student Food Services Balances

Contract with GCSSSD for Transportation

Code of Ethics

Strauss Esmay

Alvernia University agreement for OT Learning Experience

GradPoint

RFP for Nursing Services at Cumberland Campus

8. **Request and Recommendation for the Board of Education to Approve Record Management Services to Provide Annual Maintenance of Records Storage in the Amount of \$1,500 for both districts.** It is requested and recommended that the Board of Education approve Record Management Services, of Vineland, NJ, to provide annual maintenance of record storage in the amount of \$1,500 for both districts. They will organize the boxes in storage, label them, do an inventory database of boxes stored, do destructions once a year, and present a final report and access database containing updated inventory.

Maintenance of
Records Storage

9. **Request and Recommendation by the Superintendent for the Board of Education Approval to Increase the PSD Tuition Rate.** It is recommended that the Board of Education approve the tuition rate for 2018/2019 school year be increased to \$25,000. During discussion, Mr. Swain discussed the need to keep the tuition rate low in consideration of the economic hardships of our fellow districts.

Change in PSD
Tuition Rate

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith

Noes (0) Abstain (1) Ms. Patty Bomba Non Vote (0)

**SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT
PERSONNEL:**

Personnel

It was moved by Mr. Daryl Halter and seconded by Mr. Earl Ransome that the Board of Education approve the following items

1. **Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA and NJFLA for Megan Lewin - Cumberland Campus.**
It is requested by the Superintendent that the Board of Education approve the FMLA leave for Megan Lewin Paraprofessional - Cumberland Campus beginning on or about September 21, 2018 until approximately December 3, 2018. Additionally, Megan Lewin is requesting 12 weeks NJFLA from on or about December 3, 2018 until March 4, 2019.
2. **Request and Recommendation by the Superintendent for Board of Education Approval for Shannon Leady Therapist to Be Approved for a Requested Reduction in Work Percentage from 100% to 80%.** It is requested by the Superintendent that the Board of Education approve the requested reduction in work percentage from 100% to 80% for the 2018-19 school year. Mrs. Leady will be going from MA+30 Step 4 \$57,721 to MA+30 Step 4 \$46,177 (80%).
3. **Request and Recommendation for the Board of Education to Approve School Personnel to Drive the School Buses and Vans During the 2018-19 School Year**
It is recommended that the Board of Education approve the following school personnel to drive the school buses and vans during the 2018-19 school year:

Laura R. Romano
David Ewart
Luke Fogg
Judy Locke
Joyce Malara-Kates
Michael Pavesi
William J. Pennock, Jr.
Angela Rodriguez
Janene Garrison-Morrison
Frank Maurer
Tyrice Farrington

Mr. Davis inquired about the number of drivers and Mr. Swain responded that they were needed for TCP and Field Trips, and would be compensated at a rate of \$25 per hour.

4. **Request and Recommendation for Board of Education Approval of a Clinical Experience in Special Education for Robert Polk.** It is recommended by the Superintendent that the Board of Education approve a Clinical Experience in Special Education for Robert Polk, current teacher at the Alternative School. Mr. Polk would remain in his classroom under the mentorship of Brian Cummings who holds a TOH certificate. The program runs from September 4, 2018 through October 29, 2018.
5. **Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Tyrice Farrington as a Part Time School Bus Driver-District Office** It is requested by the Superintendent that the Board of Education approve the employment of Tyrice Farrington, Part-Time School Bus Driver-District Office, \$25 per hour on an as needed basis, beginning August 1, 2018.
6. **Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Additional Extended School Year Staff.**

Name	Position	Salary
Katherine Costello	Cumberland Certificated Therapist	\$240/diem
Allison Laing	Cumberland Paraprofessional	\$150/diem

PROGRAMS:

Programs

1. **Request and Recommendation for Board of Education Approval of the following location as a TCP Community Based Instruction Site.** It is recommended by the Superintendent that the Board of Education approve the following location as a TCP Community Based Instruction site:

Studio 5 Performing Arts Center
5 Bowen Avenue
Woodstown, NJ 08098

2. **Request and Recommendation for Board of Education Approval for 9th Annual Special Needs Fundraiser.** It is recommended by the Superintendent that the Board of Education approve the 9th Annual Walk for Special Needs Fundraiser to be held at Schalick High School on April 28, 2019 (Rain date May 5, 2019). There is a \$20 participation fee for adults and free for children under 18. There will also be a basket raffle and small crafts fair. Proceeds will benefit the Special Services Programs.
3. **Request and Recommendation for Board of Education Approval of GCN Training Global Compliance Network to Provide Online Mandatory Training for SCVTS and SCSSSD District Employees for the 2018-2019 School year.** It is recommended by the Superintendent that the Board of Education approve Global Compliance Network to provide online mandatory trainings for all SCVTS and SCSSSD employees in the amount of \$1,400.00 (\$700 for SCVTS and \$700 for SCSSSD) for the 2018-2019 school year. This service meets the requirements of the Department of Education mandatory annual professional development as well as provides educational professional development for ongoing targeted training needs.

Policy

POLICY

Request and Recommendation for Board of Education Approval of the second and final reading of the policies listed below. It is recommended by the Superintendent that the Board of Education approve the second and final reading of the following district policies and regulations:

- P & R 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- P 2431 Athletic Competition (M) (Revised)

- R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
- P 2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M) (New)
- P & R 5350 Student Suicide Prevention (M) (Revised)
- P 5533 Student Smoking (M) (Revised)
- P 5535 Passive Breath Alcohol Sensor Device (Revised)
- P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
- P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (New)

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba
Noes (0) Abstain (0) Non Vote (0)

INFORMATIONAL ITEMS

Informational Items

It was moved by Mr. James Davis and seconded by Mr. Earl Ransome that the Board of Education approve the following item

Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of June. It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of June. This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba
Noes (0) Abstain (0) Non Vote (0)

Principal's Report – Cumberland Campus

RDS Roof Project Update

AUDIENCE PARTICIPATION II – Comments by Carmen Porter regarding the change in health benefits

Audience Participation

RECESS INTO EXECUTIVE SESSION

Executive Session

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:
SCVTS Grievance

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:
Adult Ed Program and Special Education Enrollment

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 not return to open session to conduct business at the conclusion of the executive session.

EXECUTIVE SESSION

Executive Session

Mr. Swain gave an update on the SCVTS Union grievance and the difference between the actual language and the spirit of the language, the result is going to arbitration. Mr. Halter indicated that in New Jersey there is no binding arbitration. Mr. Swain indicated that we have trouble getting substitutes because we only pay \$85 per day. Dr. Bates wanted to know how many Insight substitutes live in Salem County. Mr. Swain noted that he met with Dr. Gorman regarding the Cosmetology Program, and he then discussed the drop in Special Education enrollment from Bridgeton.

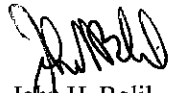
Moved by Mr. Daryl Halter and seconded by Ms. Julie Smith that the Board of Education meeting be adjourned (8:08 p.m.).

Adjournment

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter, Mr. Earl Ransome, Mr. James Davis, Mrs. Julie Smith, Ms. Patty Bomba

Noes (0) Abstain (0) Non Vote (0)

Respectfully Submitted,



John H. Bolil
Business Administrator/Board Secretary