

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES - JULY 10, 2018**

The Reorganization 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 10, 2018 at 11:00 a.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 a.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, and Mrs. Julie Smith

Members Absent: Ms. Margaret Nicolosi

Oath of Office

Others Present: John Bolil, Business Administrator/Board Secretary; Frank Maurer, Director of Special Programs; Coordinator of Shared Services for Business Operations; Todd Slimm, Principal SCSSSD Cumberland Campus; and John Swain, Superintendent, Bonnie Baker, Paula DeRosa.

AUDIENCE PARTICIPATION I / RECOGNITION OF FREEHOLDER LIAISON – Swearing in of Ms. Patty Bomba

The Board Secretary administered the Oath of Office to appoint Ms. Patty Bomba to a 3-year term. Ms. Bonnie Baker welcomed her back from the audience.

The Board Secretary, John Bolil opened the floor to nominations for the Office of President of the Board of Education.

Moved by Mr. Davis and seconded by Mr. Halter that the Board of Education open nominations for the Office of President.

Opened Floor for Office of President

Unanimously Approved

Moved by Mr. Davis and seconded by Mr. Halter to nominate Mr. Earl Ransome to serve as President of the Board of Education. Mr. Ransome declined as he could not give 100% to the job in the tradition of Mr. Moffett. It was moved by Mrs. Smith and seconded by Earl Ransome to nominate Linwood Donelson for the office of President.

Opened Nominations for Office of President

Mr. Donelson Nominated for Office of President

There being no other nominations, it was moved by Mr. Donelson and seconded by Mr. Halter to close nominations for President.

Unanimously Approved

Closed Nominations for President

Moved by Mrs. Smith and seconded by Mr. Halter that the Board of Education elect Mr. Linwood Donelson III as President of the Board of Education for a term of one year, commencing July 1, 2018 and until his successor is elected and shall qualify.

Elected Mr. Donelson as President

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

Roll call vote for President

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

Motion carried.

The Board Secretary then declared Mr. Donelson elected to the Office of President.

Mr. Donelson declared President

The Board Secretary then opened the floor to nominations for the Office of Vice President of the Board of Education.

Moved by Mr. Halter and seconded by Mrs. Smith that the Board of Education open nominations for the office of Vice President.
Unanimously Approved

Open floor for Vice President

Moved by Mr. Halter and seconded by Mrs. Smith to nominate Mr. Earl Ransome to serve as Vice President of the Board of Education.

Open nominations for Vice President

Mr. Ransome nominated for Vice President

There being no other nominations, it was moved by Ms. Bomba and seconded by Mr. Halter to close nominations for Vice President.
Unanimously Approved

Closed nominations for Vice President

Moved by Mr. Halter and seconded by Ms. Bomba that the Board of Education elect Mr. Earl Ransome as Vice President of the Board of Education for a term of one year, commencing July 1, 2017 and until his successor is elected and shall qualify.

Elect Mr. Ransome as Vice President

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

Roll call vote for Vice President

Motion carried

The Board Secretary declared Mr. Ransome elected to the Office of Vice President and yielded the chair to the President.

Mr. Ransome declared Vice President

Moved by Mr. Halter and seconded by Ms. Bomba that the Board of Education approve and accept that the Board function as a Committee of the Whole with Ad-Hoc committee assignments as needed.
Unanimously Approved

AD-HOC Committee approved

Appointment of Committees

It was moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve and accept the Board Committee assignments as follows:

Approved appointments & designations - SCVTS

Personnel and Finance-Mr. Maurer and Mr. Bolil

Board Members: James Davis, Linwood Donelson, Earl Ransome

Program and Curriculum-Dr. Bates

Board Members: Daryl Halter, Linwood Donelson, Julie Smith

Policies and Procedures-Mr. Swain

Board Members: Earl Ransome, Julie Smith, and Patty Bomba

Facilities-Mr. Bolil

Board Members: James Davis, Earl Ransome, Linwood Donelson

Technology-Mr. Enaursi and Mr. Rodriguez

Board Members: Earl Ransome, Daryl Halter, Linwood Donelson

Community Outreach-Ms. Baker

Board Members: Earl Ransome, Linwood Donelson, Patty Bomba

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

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

APPOINTMENTS AND DESIGNATIONS - SCVTS

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the following resolution - Appointment and Designation of Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel, Computer Student Data Software, Policy and Regulation for the 2018-19 School Year.

a. Insurance Broker of Record

- i. Gloucester, Cumberland, Salem School District Joint Insurance Fund
- b. Business Administrator**
 - i. Mr. John H. Bolil
- c. Qualified Purchasing Agent**
 - i. Mr. John H. Bolil
- d. Architect**
 - i. Garrison Architects
- e. Regulatory Services**
 - i. PARS Environmental Services
- f. Computer Financial Software License**
 - i. Edumet Interactive Systems
- g. Board Solicitor**
 - i. Mark Toscano of Comegno Law Group, P.C.
- h. School Physician**
 - i. Christiana are Health Services
- i. Board Secretary**
 - i. Mr. John H. Bolil
- j. Special Counsel**
 - i. McManimon, Scotland, & Bauman, L.L.C.
 - ii. McCrosson & Stanton, L.L.C.
- k. Computer Student Data Software**
 - i. PowerSchool
- l. Policy and Regulation**
 - i. Strauss Esmay
- m. Auditors**
 - i. Nightlinger, Colavita & Volpa

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

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

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

Depository of School Funds & Account Signatories

“Fulton Bank of New Jersey”

Account	Fund	Title
#02240262	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#02240181	Agency Account	Board President, Board Secretary (One of two signatures required)
#02237326	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#02240254	Food Service	Board President, Board Secretary (One of two signatures required)
#02240246	Special Activities	Superintendent, Board Secretary

Depository of School Funds & Account Signatories

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

		Alternate for Board Secretary: Board President (Two of three signatures required)
#1100718668	Salem County Vo-Tech Account (Health-Aflac)	Aflac Representatives (Two of two signatures required)

Secondary Investments

Secondary Investments

- a. TD Bank, Haddon Heights
- b. Franklin Savings Bank, Salem
- c. Susquehanna Bank, Mullica Hill
- d. First National Bank of Elmer, Elmer
- e. Pennsville National Bank, Pennsville

District Assignments of Staff

District Assignments of Staff

Title	Personnel
Affirmative Action Officer	Frank H. Maurer, III and E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Kevin Shipman
Right-to-Know Compliance Officer	Kevin Shipman
Public Agency Compliance Officer	John H. Bolil
Custodian of Records (except student records)	John H. Bolil
Custodian of School Records	Jason Helder
Section 504 Compliance Officer	Dr. Todd Slimm
Title IX Coordinator	Frank H. Maurer, III
ADA Coordinator	Frank H. Maurer, III
Chemical Hygiene Officer	Rebecca Dorrell
Emergency Management Officer	Kevin Shipman
Integrated Pest Management Coordinator	Kevin Shipman
Anti-Bullying Coordinator	Frank H. Maurer, III and E. Jane Whittinghill
Cooperative Education Instructor/Coordinator	E. Helen Hoffman
Homeless Child Liaison	Jason Helder
Child Abuse Liaison	Melanie Jones
Drug Free School Zone Liaison	Assistant Principal
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Assistant Principal
Gifted and Talented Liaison	Jason Helder

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

Special Education Coordinator	Dr. Todd Slimm
Technology Director/ LEA PARCC IT Contact	Julius Enarusai
State Testing Coordinator	Dr. Jennifer Bates
District Education Stability Liaison	Jason Helder
Bilingual/ESL Point of Contact	Dr. Todd Slimm
NCLB Coordinator	Dr. Jennifer Bates
School Nurse	Rebecca Dorrell
Food Service Director	Roland Carter
District Organizational Chart	Attachment
Anti-Bullying Specialist	Lacey DeBellis
School Safety Specialist	Frank Maurer, Dr. Marjorie Wentzell

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

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

It was moved by Mr. Earl Ransome and seconded by Mrs. Julie Smith that the Board of Education the following items

Petty Cash

Petty Cash

Campus	Amount
District Office	\$500.00
Adult Community Education	\$200.00

Official Newspaper for 2018/2019 school year- South Jersey Times

Approved Regular Meeting Dates

Regular Meeting Dates

July 24, 2018	January 22, 2019
August 28, 2018	February 26, 2019
September 25, 2018	March 26, 2019
October 16, 2018**	April 16, 2019**
November 20, 2018**	May 7, 2019***
December 18, 2018**	June 4, 2019*
	July 2, 2019 (Reorg)

Meeting Dates

a. 7:00 p.m. in the Conference Room at the Vocational Technical School located at 880 Route 45, Woodstown, NJ.

b. * First Tuesday

- c. ** Second Tuesday
- d. *** Third Tuesday

Policy Statements

Pelley
Statements

Accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, salary guides (1,2,3,4,5), and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with Robert's Rules of Order. Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

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

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

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

Board of School Estimate

Approve Board
of School
Estimate
Delegate and
Alternate

The appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

(Mr. Linwood Donelson, Mr. Earl Ransome; Alternate: Mrs. Julie Smith)

NJSBA Legislative Delegate

Approve NJSBA
Delegates and
Alternate

Appointment of Mr. James Davis and Mr. Linwood Donelson as the NJSBA Legislative Delegates, and approval of Ms. Patty Bomba as Alternate to the same.

SCSBA Executive Committee

Approve SCSBA
Delegates and
Alternate

Appointment of Mr. James Davis and Mr. Linwood Donelson as the SCSBA Executive Committee Representative Delegates and approval of the appointment of Daryl Halter as Alternate to the same.

New Jersey Council of County Vocational Schools Representative

Approve
NJCCVS
Representatives
and Alternate

Appointment of Ms. Patty Bomba and Mr. Linwood Donelson as the NJCCVS Representatives and approval of the appointment of Ms. Julie Smith as an Alternate to the same.

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

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

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

Authorization for the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2018-19 school year for the Salem County Vocational Technical School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

Approved
Warrants
between Board
of Education
Meeting

Approval for the Business Administrator to pay the SCVTS website provider, WEB.com, by ACH payment.

Approval of
WEB.com

Approval to appoint School Professional Services, LLC, Frank Badessa, as Treasurer of School Monies for SCSSSD and SCVTS for the 2018-2019 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS\$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

Approval of
Treasurer

Approval for the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2018-19 School Year.

Approval of Job
Posting Sites

- a. Indeed.com cost is free.
- b. NJ School Jobs.com \$1000 for both districts.

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

Approval of Comegno Law Group for legal services for the 2018-19 school year. The rates would be \$175 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.

Approval of Legal Services

Approval of Garrison Architects as the Architect of Record for the 2018-2019 School Year. Fee Schedule Attached.

Approval of Architect

Approval of E-Rate Services for the 2018-2019 School Year to perform certain services related to the Universal Service Administrative Company E-rate Funding Program application process designed for eligible education entities to receive discounts and/or reimbursements for eligible telecommunication for services and internet access. (contract attached)

Approval of e-Rate

Approval of PARS Environmental, Inc. to provide Professional Services to include New Jersey Right to Know, Public Employees Occupational Safety and Health Hazard Communication Standard and the Asbestos Hazard Emergency Response Act for the 2018-2019 School Year. (contract attached)

Approval of PARS

Approval of Delta Dental of New Jersey as Dental Carrier and AmeriHealth of New Jersey as Medical/Prescription carrier for the 2018-2019 school year.

Approval of Delta Dental

Approval for 2 Ricoh replacement copiers for the Career Center for the 2018-2019 school year at a cost of \$844.47 per month with a 48 month lease. See attachments.

Approval of replacement copiers from Ricoh

Approval of school breakfast and lunch pricing for the 2018-2019 school year.
Breakfast \$2.25/Lunch \$3.50

Approval of school breakfast and lunch pricing

Approval to void of the following checks:

Check #33508 in the amount of \$100.00 for Inspira Health Network. A new check will not be issued.

Approval to void checks

Check #34218 in the amount of \$30,400.00 to County of Salem. Purchase order and check will be reissued to County of Salem EMS Academy.

Approval of the donation of a motor vehicle by Ms. Cindia Gredesky with a valuation of \$500. The vehicle will be used for training purposes and parts. This vehicle will not be registered or used on the road.

Approval of vehicle donation

Approval of Information Technology License Agreements with the attached vendors for the amounts noted.

Approval of Information Technology Agreements

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

Noes (0)

Abstain (1)-Ms. Patty Bomba, Legal Services

Non Vote (0)

Superintendent's Report – Vocational Technical 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 personnel items

Approval of contract from the Executive County Superintendent for 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.

Approval of Patricia Conroy - Confidential Business Office Assistant - District Office at the salary of \$34,000, effective August 1, 2018.

Approval of Justin Glenn as an additional academic instructor 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

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

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.

Approval for cell phone allowances of \$900 each for Julius Ensaurai and William Tomer for the 2018-19 school year.

Approval for the SCVTS certificated staff to provide homebound instruction for the 2018-2019 school year at a rate of \$30.00 per hour, on an as needed basis as determined and scheduled by the CTHS principal. Timesheets are required. No other reimbursement shall be paid for homebound instruction other than the hourly rate approved by the Board for the actual hours of instruction.

Approval for the FMLA leave for Kacey Weber Instructor - Career and Technical High School beginning on or about June 29, 2018 until approximately September 7, 2018.

Approval, with regret, to accept the resignation of Wayne Data, Full Time Custodian, effective June 13, 2018.

Approval of the voluntary transfer of Marjorie Wentzell-CTHS Asst. Principal to the Special Services School District, effective July 1, 2018.

Approval of Lawrence Crawford and Alvin Bass as head custodians (non-supervisory) for the 2018-2019 school year; one position for the a.m. shift and one position for the p.m. shift, with a stipend of \$1,500.00 each.

Approval for the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

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

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

Approval of Personnel

PROGRAMS:

Programs

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

Approval of the 2018-2019 Nursing Services Plan. The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, Karen Ingemi, and Rebecca Dorrell). Once reviewed the document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. David Bauman approved the document on June 14, 2018. The doctors commented that the plan was great and asked where the nurses get their resources to stay up to date.

Approval of the annual job descriptions for the 2018-2019 school year.

Acceptance of the funds for the ESEA, Title IA, Title IIA and Title IV grant for the 2018-2019 School Year for the amounts as follows:

Title IA: \$187,401
Title IIA: \$ 30,276
Title IV: \$ 11,284

Approval for the Salem County Vocational Technical School District to apply for the FY2019 Individual Disabilities Education Act - Part B (IDEA - B) grant funds in the amount of \$112,338 for the budget period July 1, 2018 to June 30, 2019.

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

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

Approval of Programs

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

APPOINTMENTS AND DESIGNATIONS - SCSSSD

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approve the following resolution - Appointment and Designation of Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel, Computer Student Data Software, Policy and Regulation for the 2017-18 School Year.

1. **Insurance Broker of Record**
Gloucester, Cumberland, Salem School District Joint Insurance Fund
2. **Business Administrator**
Mr. John H. Bolil
3. **Qualified Purchasing Agent**
Mr. John H. Bolil
4. **Architect**
Garrison Architects
5. **Regulatory Services**
PARS Environmental Services
6. **Health Benefits of Records**
Brown & Brown
7. **Computer Financial Software License**
Edumet Interactive Systems
8. **Board Solicitor**
Mark Toscano of Comegno Law Group, P.C.
9. **School Physician**
Christiana Health Care Services
10. **Board Secretary**
Mr. John H. Bolil
11. **Special Counsel**
McManimon, Scotland, & Bauman, L.L.C.
McCrosson & Stanton, L.L.C.
12. **Computer Student Data Software**
RealTime
13. **Policy and Regulation**
Strauss Esmay
14. **Auditor**
Nightingler, Colavita & Volpa

*Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter,
Mr. James Davis, Mr. Earl Ransome, Mrs. Julie Smith, Ms. Patty Bomba
Noes (0) Abstain (1)-Ms. Patty Bomba, Item (8) Non Vote (0)*

Depository of School Funds & Account Signatories

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the Depository of School Funds & Account Signatories for the 2017-18 School Year.

Depository of
School Funds &
Account
Signatories

“Fulton Bank of New Jersey”

Account	Fund	Title
#0006001777	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#0006001785	Agency Account	Board President, Board Secretary (One of two signatures required)
#0006001769	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President*

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

		(Two of three signatures required)
#0006014089	Salem County Special Services Account (Health-Aflac)	Aflac Representatives (Two of three signatures required)
#0006011543	Student Activity Account	Board Secretary, Superintendent (Two of two signatures required)
#0006009344	Gifts and Donations Account	Board President, Board Secretary (Two of two signatures required)

Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter,
Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes (0) Abstain (0) Non Vote (0)

District Assignments of Staff

Moved by Mr. Halter and seconded by Ms. Bomba that the Board of Education approve the following items:

District
Assignments of
Staff

Title	Personnel
Affirmative Action Officer	Frank H. Maurer, III and E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	John Carbonetta
Right-to-Know Compliance Officer	John Carbonetta
Public Agency Compliance Officer	John H. Bolil
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Marjorie Wentzell
Section 504 Compliance Officer	Dr. Todd Slimm
Title IX Coordinator	Frank H. Maurer, III
ADA Coordinator	Frank H. Maurer, III
Chemical Hygiene Officer	Linda Shute, Jane Smith, Anne Callens, Karen Ingemi
Emergency Management Officer	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Marjorie Wentzell
Integrated Pest Management Coordinator	John Carbonetta
Anti-Bullying Coordinator	Frank H. Maurer, III and E. Jane Whittinghill
Cooperative Education Instructor/Coordinator	Oliver Avis, Michael Pavesi
Homeless Children Officer	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Marjorie Wentzell
Child Abuse Liaison	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Marjorie Wentzell

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

Drug Free School Zone Liaison	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Marjorie Wentzell
Issuance Officer for Working Papers	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Marjorie Wentzell
Gifted and Talented Liaison	Dr. E. Jane Whittinghill
Special Education Coordinator	Dr. Todd Slimm
Technology Supervisor/ LEA PARCC IT Contact	Harry Rodriguez
State Testing Coordinator	Dr. Jennifer Bates
District Education Stability Liaison	Dr. Todd Slimm
Bilingual/ESL Point of Contact	Christian Miguel/Sol Flores
School Nurse	Linda Shute, Jane Smith, Anne Callens, Karen Ingemi
Food Service Director	Roland Carter
District Organizational Chart	Attachment
Anti-Bullying Specialist	John Bilinski, Maureen Lewis, Dr. Karen Stallings, Stacy Lockwood, Christopher Jones
School Safety Specialist	Frank Maurer, Dr. Marjorie Wentzell

Petty Cash

Campus	Amount
Daretown	\$200.00
Cumberland	\$200.00
Related Services	\$200.00
Early Intervention Program	\$200.00 (\$100.00 postage/\$100.00 Petty Cash)
Regional Day School/Salem	\$200.00

Approved Petty Cash

Official Newspaper for the 2018/2019 school year – South Jersey Times

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

Approved Official Newspaper

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

Job Posting Sites

Approval for the use of Indeed.com and NJ SchoolJobs.com as official job posting sites for the 2018/2019 school year.

- a. Indeed.com is free
- b. NJ School Jobs.com \$1000 for both districts

Job Posting Sites

Regular Meeting Dates

Meeting Dates

August 1, 2017*	January 23, 2018
August 22, 2017	February 27, 2018
September 26, 2017	March 27, 2018
October 17, 2017***	April 24, 2018
November 21, 2017***	May 8, 2018**
December 19, 2017***	June 4, 2018*
	July 2, 2018 (Reorg)*

- a. 7:00 p.m. in the Conference Room at the Vocational Technical School located at 880 Route 45, Woodstown, NJ.
- b. * First Tuesday
- c. ** Second Tuesday
- d. *** Third Tuesday

Policy Statements

Accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, salary guides and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

Approved Policy Statements

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with Robert's Rules of Order. Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

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

Moved by Ms. Bomba and seconded by Mr. Halter that the Board of Education approve the following items:

Board of School Estimate

The appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.
(Mr. Linwood Donelson, Mr. Earl Ransome; Alternate: Mrs. Julie Smith)

Approved Board of School Estimate & Alternate

NJSBA Legislative Delegate

Appointment of Mr. James Davis and Mr. Linwood Donelson as the NJSBA Legislative Delegates, and approval of Ms. Patty Bomba as Alternate to the same.

Approved NJSBA Legislative Delegate & Alternate

SCSBA Executive Committee

Appointment of Mr. James Davis and Mr. Linwood Donelson as the SCSBA Executive Committee Representative Delegates and approval of the appointment of Daryl Halter as Alternate to the same.

Approved SCSBA Executive Committee & Alternate

New Jersey Council of County Special Services Schools Representative

Appointment of Ms. Patty Bomba and Mr. Linwood Donelson as the NJCCVS Representatives and approval of the appointment of Ms. Julie Smith as an Alternate to the same.

Approved NJCCVS Representative & Alternate

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

Moved by Mr. Halter and seconded by Mrs. Smith that the Board of Education approve the following items:

Authorization for the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2018-2019 school year for the Salem County Special Services School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

Approval of warrants and transfers between meetings

Appointment of School Professional Services, LLC, Frank Badessa, as Treasurer of School Monies for SCSSSD and SCVTS for the 2018-2019 School Year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

Approve Treasurer

Approval of the GCSSD Transportation Contracts provided for transportation services for the Extended School year and the 2018-2019 school year.

Approve Transportation Contracts

Approval Comegno Law Group for legal services for the 2018-19 school year. The rates would be \$175 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.

Approval Legal Services

Approval of PARS Environmental, Inc. to provide Professional Services to include New Jersey Right to Know, Public Employees Occupational Safety and Health Hazard Communication Standard and the Asbestos Hazard Emergency Response Act for the 2018-2019 School Year. (contract attached)

Approve Environmental Services

Approval of Garrison Architects as the Architect of Record for the 2018-2019 School Year. Fee schedule attached.

Approve Architect

Approval for E-Rate Services for the 2019-2020 School Year to perform certain services related to the Universal Service Administrative Company E-rate Funding Program application process designed for eligible education entities to receive discounts and/or reimbursements for eligible telecommunication for services and internet access. (see attached)

Approve e-Rate

*Ayes (6) Mr. Linwood Donelson, Mr. Daryl Halter,
Mr. James Davis, Mr. Earl Ransome, Mrs. Julie Smith, Ms. Patty Bomba
Noes (0) Abstain (1)-Ms. Patty Bomba, Legal Services Non Vote (0)*

Superintendent's Report -- Special Services School District

Personnel:

Personnel

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

Approval of the employment, from voluntary transfer of the Vocational District, Marjorie Wentzell as principal of the Cumberland Campus, effective July 1, 2018 at the salary of \$95,000.

Approval of the 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, 2018 through June 30, 2019.

Approval of the voluntary transfer of John Bilinski from Cumberland Campus - Health/PE Instructor to Salem Campus - Health/PE Instructor, effective September 1, 2018.

Approval of the voluntary transfer of Michael Costello from Salem Campus - Health/PE Instructor to Cumberland Campus - Health/PE Instructor, effective September 1, 2018.

Approval of the voluntary transfer of Carrie Bermudez from Cumberland Campus - Instructor to Upper Pittsgrove Campus - Instructor, effective September 1, 2018.

Approval of the voluntary transfer of Carrie Bermudez from Cumberland Campus - Instructor to Salem Campus - Instructor for the ESY Program, effective July 9, 2018.

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

Approval of the resignation of Dr. Todd Hackett-Slimm, Cumberland Principal, effective June 30, 2018.

Approval of part time employment, 50%, of Dr. Todd Hackett-Slimm, Child Study Team Director, effective August 1, 2018, at the rate of \$61,200.

Approval of the employment of Leah Davino Paraprofessional - Cumberland Campus at the salary of \$18,234 IA-4, effective September 1, 2018.

Approval of the employment of April Shimp Paraprofessional - Cumberland Campus at the salary of \$18,034 IA-2, effective September 1, 2018.

Approval of the employment of Erin Sharp Paraprofessional - Cumberland Campus at the salary of \$18,234 IA-4, effective September 1, 2018.

Approval of the resignation of Chelsea Fagely, Salem Campus-Instructor, effective June 30, 2018.

Approval of the termination of Veronica Weber, Cumberland Campus-Paraprofessional, effective June 30, 2018.

Approval for the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

Approval of the employment of the staff required for the 2018 Extended School Year Program at the Cumberland and Salem Campuses.

Name	Position	Salary
Erin Sharp	Cumberland Paraprofessional	\$150/diem
Jonathan Zoccola	Maintenance	\$8.60/hour
Cheito Cartagena	Maintenance	\$8.60/hour
Abigail Friant	Cumberland Paraprofessional	\$150/diem
Leah Davino	Cumberland Paraprofessional	\$150/diem
April Shimp	Cumberland Paraprofessional	\$150/diem
Allison Thum	Salem Paraprofessional	\$150/diem

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

Approve
Personnel

PROGRAMS

Moved by Mr. Ransome and seconded by Ms. Bomba that the Board of Education approve the following program items:

Programs

Approval the 2018-2019 Nursing Services Plan. The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, Karen Ingemi, and Rebecca Dorrell). Once reviewed the

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. David Bauman approved the document on June 14, 2018. The doctors commented that the plan was great and asked where the nurses get their resources to stay up to date.

Approval for the professional development for Lucia Ingraldi for Inclusion through Yoga & Strategies for Self Regulation. This was an online webinar at the cost of \$159.99.

Approval for cell phone allowance of \$900 for Harry Rodriguez for the 2018-19 school year.

Approval of the annual job descriptions for the 2018-2019 school year.

Approval of the following field trips for the 2018 ESY Program.

Site	Date of trip	Destination of trip	Cost of trip	Bus Cost	Contracted Cost
Daretown	7/11/18	Daretown Lake	\$0	\$40	\$207
Cumberland	7/12/18	Salem Community College	\$91	\$55	
Salem	7/12/18	Franklin Institute	\$2,347	\$420	\$1,110
Cumberland	7/17/18	Regal Movies, Vineland	\$51	\$300	\$472
Cumberland	7/18/18	Dream Park	\$0	\$45	
Cumberland	7/18/18	Bridgeton Splash Park	\$125	\$300	\$325
Daretown	7/18/18	AMC Deptford/Chick Fil A	\$176	\$163	\$325
Cumberland	7/19/18	Fortesque Beach/Wendy's	\$0	\$55	
Salem	7/19/18	AMC Deptford/Wendys	\$772	\$420	\$1,110
Cumberland	7/24/18	Funny Farm	\$0	\$55	
Cumberland	7/24/18	A. Aquarium	\$400	\$300	\$3,894
Daretown	7/25/18	Wilmington Blue Rocks	\$330	\$163	\$325
Cumberland	7/26/18	B.Zoo, Wendy's	\$0	\$55	
Salem	7/26/18	Sahara Sams	\$2,295	\$420	\$1,110
Cumberland	7/30/18	O.C. boardwalk	\$0	\$50	
Cumberland	7/31/18	Regal Movies, Vineland	\$10	\$45	
Cumberland	7/31/18	Fasola Park, Deptford	\$0	\$300	\$325
Cumberland	8/1/18	Bridgeton Splash Pad	\$125	\$300	\$266
Daretown	8/1/18	Woodlanes/Wendys	\$108	\$113	\$266
Cumberland	8/2/18	Soupy Island	\$0	\$65	
Salem	8/2/18	Woodlanes/McDonalds	\$350	\$420	\$1,110

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

Approve
Programs

AUDIENCE PARTICIPATION II / RECOGNITION OF FREEHOLDER LIAISON – None

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:

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:

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 10, 2018

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.

EXECUTIVE SESSION I - None

Executive
Session

AUDIENCE PARTICIPATION II - None


Audience
Participation

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education meeting be adjourned (11:30 a.m.).

Adjournment

Unanimously Approved

Respectfully Submitted,



John H. Bolil
Business Administrator/Board Secretary