

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM**

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, July 23, 2019 at 7:00 p.m.

AGENDA

I. PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

II. CALL TO ORDER

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 District's 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.

III. ROLL CALL

Mr. James Davis	_____	Mr. Earl Ransome	_____
Mr. Linwood Donelson III	_____	Ms. Patty Bomba	_____
Mr. Daryl Halter	_____	Ms. Margaret Nicolosi	_____
Mrs. Julie Smith	_____		

IV. MINUTES

It is recommended that the Board of Education approve the June 4th Minutes and Executive Minutes, and July 1st Reorganization Minutes

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

B. Acceptance of Agenda Addenda Items SCSSSD

VI. AUDIENCE PARTICIPATION I

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion of the meeting to comment on any agenda or agenda addendum items. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.

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5. Limit your comments to the specific resolution.

VII. BOARD OF EDUCATION BUSINESS

A. Old Business-

Board Goals for 2019-2020

Facilities Concerns

B. New Business-

Discuss the Code of School Ethics for School Board Members

Board of Education discussion of 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.

**C. Correspondence - Student Thank You Note to Dominick DiPietro
Student Thank you Notes to Mr. Swain**

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of May 2019. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

_____ July 24, 2018
Business Administrator/Board Secretary Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2019. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of May 2019.

C. Board Secretary Certification

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

D. Board of Education Certification

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

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E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending June 1, 2019 to June 30, 2019.

F. Warrants

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

- Bills paid June 2019 totaling \$496,006.12
- Payroll for June 14, 2019 in the amount of \$154,208.46
- Payroll for June 28, 2019 in the amount of \$258,238.32

G. Board Secretary/Business Administrator New Business:

1. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

- 1.
- 2.
- A.

2. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.

It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate and approval of the appointment of an Alternate to the same.

- 1.
- A.

3. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.

It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate and approval of the appointment of an Alternate to the same.

- 1.
- 2.
- A.

4. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Vocational Schools Representatives.

It is recommended that the Board of Education approve the appointment of a Board member as the NJCCVS Representative and approval of the appointment of an Alternate to the same.

- 1.

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2.

5. Request and Recommendation by the Business Administrator for the Board of Education To Approve the modified SCVTS Budget for the 2019-2020 school year. (SCVTS Budget 2019-20)

6. Request and Recommendation by the Business Administrator for the Board of Education To Approve A Donation of an EKG Machine Valued at approximately \$500

It is recommended by the Business Administrator to approve a donation of an EKG machine valued at approximately \$500 by Dr. Roberts and Beth Timberman from Christiana Care - Woodstown Office to the Adult Medical/CTHS Allied Health Program for students to have as a hands-on experience.

7. Request and Recommendation by the Business Administrator for Board Approval to Wipe Out Balances for Food Services.

It is recommended by the Business Administrator for Board of Education approval to wipe out the Food Services balances totaling \$550.35 from the 2018-2019 school year, per the attached list

8. Request and Recommendation by the Business Administrator for Board Approval to Refund Food Service Account Balances for Graduated Seniors.

It is recommended by the Business Administrator for Board of Education approval to refund account balances to seniors that graduated in June 2019 in the total amount of \$199.85, per the attached list.

9. Request and Recommendation by the Business Administrator for Board Approval to Cancel and Reissue Checks.

It is requested by the Business Administrator that the Board of Education approve the cancellation of check #35611 in the amount of \$463.75 to Nicole Pham, and #35616 for \$1325.00 to Shanell Baynard- Hawkins. Both checks were lost in the mail. We will reissue new checks.

10. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Write-offs from the Adult Education Program.

It is requested by the Business Administrator that the Board of Education approve the write off of \$1,624.00 in outstanding invoices from past years of the Adult Education Program, as indicated on the attached list.

11. Request and Recommendation by the School Business Administrator for Board of Education Approval of Refunds to Adult Program Students.

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the total amount of \$ to Adult Program Students. The students and their amounts are listed below.

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Student	Amount	Reason for Refund
AD	\$50	Overpaid tuition
ME	\$50	Dropped class prior to start date
TG	\$20	Overpaid tuition

12. 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 \$3,615 for the 2019-20 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 \$3,615 for the 2019-2020 school year. This will provide website access. The cost will be shared with SCSSSD.

13. Request and Recommendation for Board of Education Approval to Award a Contract for Culinary Arts and Food Service Paper Supplies for 2019-20 School Year to Camden Bag in the amount of \$2,542.00, Penn Jersey Products in the amount of \$3,171.00, South Jersey Paper Products in the amount of \$1,966.00, and U.S. Foods in the amount of \$6,496.30.

It is recommended that the Board of Education grant approval to award a contract for Culinary Arts and Food Service Paper Supplies for the 2019-20 School Year. Quotes were received from four vendors (Camden Bag & Paper, Penn Jersey Products, South Jersey Paper Products and U.S. Foods) for Culinary Arts and Food Service Paper Supplies for the 2019-20 school year. The contracts will be awarded to Camden Bag & Paper in the amount of \$2,542.00, Penn Jersey Products in the amount of \$3,171.00, South Jersey Paper Products in the amount of \$1,966.00 and U.S. Foods in the amount of \$6,496.30 based on quantities offered.

14. Request and Recommendation for Board of Education Approval to Accept the Bids and Award the Contract for Waste Management Services.

It is recommended by the Business Administrator to accept the following bids received on July 15, 2019 at 10:00 a.m. for recycling and waste management services for both Salem County Special Services and Salem County Vocational Technical School.

C&H Disposal Service, Inc.	\$25,500
Waste Management of New Jersey, Inc.	\$24,937

and be it further resolved that the bid be awarded to Waste Management of New Jersey at an annual rate of \$24,937.

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15. Request and Recommendation for Board of Education Approval to Approve the contract with Deglerwhiting for Bleachers.

It is recommended by the Business Administrator to approve the contract with Deglerwhiting for Maintenance and Safety Inspection of the Bleachers and Backstops in the gym at a cost of \$1, 850 for the 2019-2020 School Year..

16. Request and Recommendation for Board of Education Approval to Accept the Quotation from SAIMA of North America.

It is recommended by the Business Administrator to accept the quote from SAIMA of North America, Inc. for inspection of the paint booth in the Auto Body Shop at a cost of \$1,300.00 for 2019-2020 School Year.

17. Request and Recommendation for Board of Education Approval to contract with Joseph F. Racite Fire Extinguishers and Equipment.

It is recommended by the Business Administrator to contact with Joseph F. Racite Fire Extinguishers & Equipment for inspection, service and maintenance of the Fire and Safety Equipment for the 2019/20 School Year. Anticipated cost is \$6,670.00 for the year, with additional cost for service calls after the initial service, if needed, as detailed in the attached contract.

18. Request and Recommendation for Board of Education Approval to Accept Agreement with ProAsys Water Treatment.

It is recommended by the Business Administrator to approve the Agreement with ProAsys Water Treatment for Service on the Boilers at a cost of \$2,550.00 for the 2019-2020 School Year.

19. Request and Recommendation for Board of Education Approval to Accept the Proposal from PARS Environmental for Consultation Services.

It is recommended by the Business Administrator to approve the proposal from PARS Environmental for Right to Know (RTK) and Public Employees Occupational Safety and Health (PEOSH) Hazard Communication Standard compliance at a cost of \$5,100.00 for the 2019-2020 School Year.

20. Request and Recommendation for Board of Education Approval to Accept the Proposal from West Penn Associates.

It is recommended by the Business Administrator to accept the quotation from West Penn Associates (dba Effective Controls East) for Preventative Maintenance and Evaluation for ambient Air Filtration and Central Dust Collection Equipment at a cost of \$624.00.

21. Request and Recommendation for Board of Education Approval to Accept the Ricoh Copier Lease.

It is recommended by the Business Administrator to accept the Ricoh copier 48 month lease (via state contract) for the Business Office copier.

22. Request and Recommendation by the Business Administrator to Approve the Acceptance of the Bonding for Jennifer Bates.

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It is recommended by the Business Administrator to approve the bonding of Jennifer Bates by Selective Insurance Company of America for the amount of \$434.00.

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA, NJFLA and Leave of Absence of Katherine Polillo

It is requested by the Superintendent that the Board of Education approve the FMLA of Katherine Polillo, Career Orientation-CTHS, beginning on or about September 3, 2019 until on or about October 29, 2019. Additionally, it is requested to utilize NJFLA beginning on or about October 30, 2019 until on or about January 22, 2020. Finally, leave of absence beginning on or about January 13, 2020 until on or about February 3, 2020.

2. Request and Recommendation for Board of Education Approval of Retirement Resignation of Rebecca Dorrell

It is recommended by the Superintendent that the Board of Education approve with regret the retirement resignation of Rebecca Dorrell as a School Nurse at the Career and Technical High School, effective August 30, 2019.

3. Request and Recommendation by the Superintendent for Board of Education Approval of the Payment of Unused Sick Days to Rebecca Dorrell.

It is recommended by the Superintendent that the Board of Education approve the payment of unused sick days to Rebecca Dorrell in accordance with the negotiated contract at \$75 for 100 sick days, the maximum amount allowed by negotiated contract, totaling \$7,500 to be paid August 30, 2019.

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the following stipend positions.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend positions at the negotiated listed in the union contract.

NAME	POSITION
Nicole Cerqueira	Academic League - JV
Dawn Patrick	Academic League - Varsity
Garry Dolbow	AM Cafeteria Monitor
Al Roeske	AM Detention Monitor
Rachael Lester-Battiata	Attendance Recovery Monitor
Kimberly Kraky	Attendance Recovery Monitor

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Elizabeth Bernat-Duaine	Attendance Recovery Monitor
Bruce Connell	Attendance Recovery Monitor
Bruce Connell	Banquet Chef
Kimberly Kraky	FEA Advisor
Keely DiTizio	FFA Advisor
Rachael Lester-Battiata	Fitness Center/Open Gym Moderator
Kimberly Kraky	Fitness Center/Open Gym Moderator
Jami Munyan	Fitness Center/Open Gym Moderator
Lindsey Doran	Fitness Center/Open Gym Moderator
Carly Chaapel	Garden Club Advisor
Rachael Lester-Battiata	Junior Class Advisor
Nicole Pham	National Technical Honor Society Advisor
Elizabeth Bernat-Duaine	PM Detention Monitor
Eric Walter	Senior Class Advisor
Eric Walter	Senior Trip Advisor
Mark Kasubinski	Skills USA Advisor
Kristen Redkoles Polk	Sophomore Class Advisor
Elizabeth Bernat-Duaine	Student Government Advisor
Tracy Foster	TLC Advisor/Coordinator

Name	Position
Lindsey Doran	Volleyball Head Coach (Girls)
Cody Doran	Volleyball Asst Coach (Girls)
James Helder	Athletic Director
Kimberly Kraky	Cross Country Head Coach (Girls)
Matthew DiTizio	Cross Country Head Coach (Boys)

PROFESSIONAL DEVELOPMENT:

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.

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Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
New Jersey School Age Care Coalition, Programming for Afterschool Penns Grove High School August 8, 2019	21st CCLC Staff	\$420.00	\$420.00 21st CCLC Funds
AMTNJ's Annual Conference The Crowne Plaza Princeton – Conference Center Plainsboro, NJ 08536 October 25, 2019	Eric Lockwood	\$124.95 registration \$33.98 mileage \$12.00 meals	\$170.93 Acct# 11-140-100-580- 0-52-002 Registration and mileage paid from Title IIA funds \$115.00 Substitute
AMTNJ's Annual Conference The Crowne Plaza Princeton – Conference Center Plainsboro, NJ 08536 October 25, 2019	Eric Walter	\$124.95 registration \$29.94 mileage \$12.00 meals	\$166.89 Acct# 11-140-100-580- 0-52-002 Registration and mileage paid from Title IIA funds \$115.00 Substitute

PROGRAMS:

- 1. Request and Recommendation by the Superintendent for Board of Education Approval to Accept Updated NJDOE CTE Program Approvals for the 2019-2020 School Year.**

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It is recommended by the Superintendent that the Board of Education approve the updated NJDOE CTE Program Approvals for the 2019-2020 School Year. A list of CTE programs and their approved CIP Codes are attached.

2. Request and Recommendation for Board of Education Approval of the 2019-2020 Budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center.

It is recommended that the Board of Education approve the below listed 2019-2020 budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center. **All course schedules are subject to required minimal enrollment.**

**Salem County Vocational Technical School
Adult Post-Secondary Programs and
Salem County Educational Technology Training Center (63)
Proposed Budget 2019-2020**

Anticipated Revenue

Tuition Revenue:	\$272,500
ETTC Revenue:	\$2,500
Total Anticipated Revenue:	\$275,000

Expenditures*

Salaries Staff:	\$195,500
Fringe:	\$41,660
Rental Agreement SCC:	\$26,000
Supplies:	\$4,000
Textbooks:	\$2,240
Purchased Services:	\$5,000
Travel:	\$600
Total Anticipated Expenditures:	\$275,000

* Expenditures include services that may be provided to grant programs through the Department of Labor and the Department of Education. Until all grants are finally approved and all post-secondary state aid allocations are revealed (occurs hopefully in August), to ensure funds are available, we ask that fund balanced be used. Should there be any changes, the Board will be notified.

3. Request and Recommendation for Board of Education Approval of the 2019-2020 Nursing Services Plan For the Special Services School District.

It is requested and recommended that the Board of Education approved the 2019-2020 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. Amanda Deal approved the document on July 3, 2019.

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- 4. Request and Recommendation for Board of Education Approval of the Memorandum of Understanding between the State Department of Education and the Salem County Vocational Technical School to Administer the Adult Education Tests for the Calendar Years 2020 through 2023.**

It is recommended by the Superintendent that the Board of Education approve the Memorandum of Understanding between the State Department of Education and the Salem County Vocational Technical Schools to administer the Adult Education/High School Equivalency Tests for the calendar years 2020 through 2023.

- 5. Request and Recommendation for Board of Education Approval of the Workforce Innovation and Opportunity Act Provider Agreement between the County of Camden and the Salem County Vocational Technical Schools from July 1, 2019 to June 30, 2020.**

It is requested that the Board of Education approve the Workforce Innovation and Opportunity Act Provider Agreement between the County of Camden and the Salem County Vocational Technical Schools from July 1, 2019 to June 30, 2020. This agreement allows SCVTS to be a NJ State Training Provider for residents of Camden County.

- 6. 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 July 1, 2019 to June 30, 2021.**

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 July 1, 2019 to June 30, 2021. This agreement allows SCVTS to be a NJ State Training Provider for residents of Gloucester County.

- 7. Request and Recommendation for Board of Education Approval of Affiliation Agreements for the 2019-2020 School Year to Provide Clinical Facilities for Students in the Adult Post Secondary Programs Hosted at Salem Community College.**

It is recommended by the Superintendent that the Board of Education approve the following affiliation agreements between the Board of Education of the Special Services School District and the Vocational School District of the County of Salem for the 2019-2020 school year to provide clinical facilities for students to complete appropriate clinical hours and experiences preparing students to earn certification in the Allied Health Profession.

Dr. Lisa A. Rink, D.O.
Salem County Hospital

- 8. Request and Recommendation for Board of Education Approval of the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Partner Agreements or the 2019-2020 school year.**

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It is recommended by the Superintendent that the Board of Education approve the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Partner Agreements listed below for the 2019-2020 school year.

Center for Human Services
Cumberland County College
Cumberland County Correctional Facility
Millville Public Library
Pathstone
Salem Community College

9. Request and Recommendation for Board of Education Approval to Continue with the One Year Subscription for Taskstream for the 2019-2020 School Year.

It is recommended by the Superintendent that the Board of Education approve the continuation of the one year subscription for Taskstream Learning Achievement Tools by Watermark for the 2019-2020 school year in the amount of \$3,000.00. Taskstream is the online lesson plan subscription used by the Career and Technical High School/SCSSSD Salem Campus teaching staff which provides staff with access to the current core curriculum content standards for the State of New Jersey.

10. Request and Recommendation for Board of Education Approval of PSISJS, of Stratford, NJ, to Provide the Off-Site Maintenance and Storage of PowerSchool for the 2019-2020 School Year in the Amount of \$7,500.

It is recommended by the Superintendent that the Board of Education approve PSISJS, of Stratford, NJ, to provide the off-site maintenance and storage of PowerSchool from July 1, 2019 to June 30, 2020 for the amount of \$7,500.

11. Request and Recommendation for Board of Education Approval to Apply for the FFA Living to Serve Grant in the amount of \$3,000.

It is recommended by the Superintendent that the Board of Education approve the CTHS FFA Chapter to apply for a Living to Serve, Local Engagement grant in the amount of \$3,000 to support yearlong service-learning projects that address community needs in one of four focus areas: Community Safety; Hunger, Health and Nutrition; Environmental Responsibility and Community Engagement.

12. Request and Recommendation for Board of Education Approval to accept the following FY2020 Grants.

- Individual Disabilities Education Act - Part B (IDEA-B) in the amount of \$100,250 for the budget period July 1, 2019 to June 30, 2020.
- Elementary and Secondary Education Act (ESEA) in the total amount of \$212,829 for the budget period July 1, 2019 to June 30, 2020
 - Title IA: \$175,193
 - Title IIA: \$ 26,698
 - Title IV: \$ 10,938
- 21st Century Community Learning Centers (21st CCLC) in the amount of \$500,000 for the budget period September 1, 2019 to August 30, 2020.

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13. 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 2019-2020 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 2019-2020 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.

14. Request and Recommendation for Board of Education Approval of Additional Novels for Use by the SCVTS English and History Departments.

It is recommended by the Superintendent that the board of Education approve additional novels for the English and History Departments of SCVTS. The novels are listed below.

- All Quiet on the Western Front
- Brave New World
- I am Legend
- Long Way Gone, A
- Metamorphosis, The
- The Shining
- The Silence of the Lambs
- Ties That Bind, Ties That Break

15. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2019-2020 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.	Salem County Fair Bounce House - \$3.00 (Rental of bounce house \$1,000-\$1,200) Face Painting - \$5.00 Corn Hole Set Sale/Raffle - cost to be determined	August 5 - 9, 2019 4:00 PM to 9:00 PM

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B. Old Business:

POLICY - None

INFORMATIONAL ITEMS

CTHS Student/Parent Handbook - 2019-2020 school year
CTHS and Academy Program Seniors Awarded a High School Diploma - 2018-2019
CTHS Skill Profile Certificates Awarded to Seniors - 2018-2019
CTHS Principal's Report
CTHS Discipline Report
SCVTS Program Enrollment Report

1. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCVTS (May Be Appropriate for Closed Session) (Handout)

It is recommended that the Board of Education accept and approve the HIB report as presented.

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of May 2019. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Business Administrator/Board Secretary

July 24, 2018
Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2019. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of April 2018.

C. Board Secretary Certification

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

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial

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

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the June 1, 2019 through June 30, 2019.

F. Warrants

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

- Payroll for June 14, 2019 in the amount of \$315,791.80
- Payroll for June 28, 2019 in the amount of \$362,114.85
- Bills paid from June 1, 2019 through June 30, 2019 in the amount of \$705,808.96

G. Board Secretary/Business Administrator New Business:

- 23. Request and Recommendation of the Business Administrator for Board of Education Approval to accept Check from NJ Child Protection and Permanency.** It is recommended that the Board of Education approve a check from NJ Child Protection and Permanency for on-line summer courses for Alternative School student in the amount of \$750.00 to be deposited in the Alternative School budget.
- 24. Request and Recommendation of the Business Administrator for Board of Education Approval of the Letter of Transmittal from Dandrea Construction Co, Inc.** It is recommended that the Board of Education approve the letter of transmittal from Dandrea Construction Inc, signed maintenance bond, for the complete installation of the security window at the Cumberland Campus.
- 25. Request and Recommendation by the Business Administrator for the Board of Education Approval to Write Off \$787.50 for Cumberland for 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 \$867.85.
- 26. Request and Recommendation by the Business Administrator for Board of Education Approval to Write off \$4,440 to both Deerfield and PG-CP School Districts.** It is recommended by the Business Administrator that the Board of Education approve the write-off of \$4,400 each to Deerfield and PG-CP School Districts. It was discovered that in 2016/17 they were each billed for one student too many during the ESY Program.

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- 27. Request and Recommendation by the Business Administrator for the Board of Education Approval of Reimbursement of Overpayment \$315.44 for Cumberland.** It is recommended by the Business Administrator that the Board of Education approve the reimbursement of overpayment to parents for the 2018-19 school year. The amount to reimbursement is \$324.34.
- 28. Request and Recommendation by the Business Administrator for the Board of Education Approval to Void and Replace Checks.** It is recommended by the Business Administrator that the Board of Education approve the voiding of check numbers 41296 in the amount of \$85.50 dated July 9, 2019 and 40952 in the amount of \$49.95 dated September 26, 2018 for Amanda Stopper and Linda Shute, respectively. The checks were never cashed, and replacement checks will be issued.
- 29. Request and Recommendation of the Business Administrator for the Board of Education to Approve the Field Experience Agreement with New York University - Steinhardt** It is recommended by the Business Administrator that the Board of Education approve a Field Experience Agreement with New York University - Steinhardt for the Master in Speech program. This is a continuation of a previous agreement that expires June 4, 2019. This agreement will expire 60 days after mutual agreement.
- 30. Request and Recommendation of the Business Administrator for the Board of Education to Accept the Waiver Letter from the State of NJ** It is recommended by the Business Administrator that the Board of Education accept the waiver letter from the Bureau of Safe Drinking Water for a 9 year compliance cycle (2020-2028) waiver of asbestos monitoring. This waiver has been granted on previous determination that the water supply is not vulnerable to asbestos contamination either by its source water or by its distribution system components.
- 31. 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 \$3,615 for the 2019-20 School Year** It is requested by the Business Administrator 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 \$3,615 for the 2019-20 school year. This will provide website access.
- 32. Request and Recommendation by the Business Administrator That The Board of Education Approve the Payment to Conner Strong and Bucklew as the providers of Student Accident Insurance for the 2019-2020 school year.** It is requested by the Business Administrator that the Board of Education approve the payment to Conner Strong and

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Buckelew as the providers of Student Accident Insurance for the 2019-2020 School Year at the cost of \$6,168.00.

- 33. Request and Recommendation of the Business Administrator for Board of Education Approval for the Purchase of GradPoint from Pearson in the amount of \$6,289.50 from July 1, 2019 through June 30, 2020.** It is requested by the Business Administrator 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 \$6,289.50. This contract will pay for the period of July 1, 2019 through June 30, 2020.
- 34. Request and Recommendation of the Business Administrator for the Board of Education to Approve Penn Jersey Paper to Provide Food Service Equipment at the Alternative School.** It is requested by the Business Administrator that the Board of Education approve Penn Jersey Paper to provide the food service equipment for the Alternative Program to provide lunches in house through a shared agreement with Salem County Vocational Technical School District Food Service Program.

Company	Quoted Amount
Penn Jersey Paper	\$8,949.32
South Jersey Paper Products	\$9,417.63
US Foods Culinary Equipment	\$9,574.29

- 35. Request and Recommendation of the Business Administrator for the Board of Education to Approve RGC Service, Inc. to Repair the Roof at the Cumberland Campus.** It is requested by the Business Administrator that the Board of Education approve RGC Services, Inc. to repair the roof at the Cumberland Campus.

Company	Quoted Amount
Patriot Roofing, Inc.	\$8,440.00
RGC Service, Inc.	\$8,350.00
The Garland Company, Inc.	

- 36. Request and Recommendation of the Business Administrator for the Board of Education to Approve Johnson Controls to Replace the Dialer and Antenna at the RDS Salem Campus.** It is requested by the Business Administrator that the Board of Education approve Johnson

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Controls to replace the dialer and antenna at the RDS-Salem Campus in the amount of \$4,963.03.

37. **Request and Recommendation of the Business Administrator for the Board of Education to Approve Johnson Controls to Relocate Heat Detectors at the RDS Salem Campus.** It is requested by the Business Administrator that the Board of Education approve Johnson Controls to relocate heat detector at the RDS-Salem Campus in the amount of \$4,280.00. The heat detectors are located next to HVAC vents and causing false readings.
38. **Request and Recommendation of the Business Administrator for the Board of Education to Approve Proasys Water Treatment for Chemical Water Treatment at Daretown and Cumberland Campuses.** It is requested by the Business Administrator that the Board of Education approve Proasys Water Treatment to provide chemical water treatment at the Daretown School and Cumberland Campus in the amount of \$1,600.
39. **Request and Recommendation of the Business Administrator for the Board of Education to Approve Breaker Group to Install 14 Classroom Phones at Daretown.** It is requested by the Business Administrator that the Board of Education approve Breaker Group to install 14 classroom phones at the Daretown Campus for the amount of \$1,988.00.
40. **Request and Recommendation of the Business Administrator for the Board of Education to Approve an Agreement for Child Study Team Services with Woodbine Borough Board of Education.** It is requested by the Business Administrator that the Board of Education approve an agreement for Child Study Team services with Woodbine Borough Board of Education in the amount of \$104,940 to begin September 1, 2019.
41. **Request and Recommendation by the Business Administrator for Board of Education Approval of the 2019-2020 Budget for Salem County Special Services School District.** It is recommended by the Business Administrator that the Board of Education approve the 2019-1920 budget for Salem County Special Services School District.
42. **Request and Recommendation by the Business Administrator for the Board of Education Approval of the GCSSSD Transportation Contracts** It is recommended by the Business Administrator that the Board of Education approve the following transportation contracts for Nonpublic/Special Education/Homeless/Vocational Students.

2019-2020 Bid Summary/Recommendations
Approval for 2019-2020 ESY School Year Jointures
Approval for 2018-19 Transportation Contract Addenda
Approval for Contract Renewals for the 2019-2020 School Year
Approvals for Contacts Renewals for the 2019-2020 ESY

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- 43. Request and Recommendation by the Business Administrator to Accept the Bids and Award the Contract for Waste Management Services.** It is recommended by the Business Administrator to accept the following bids received on July 15, 2019 at 10:00 a.m. for recycling and waste management services for both Salem County Special Services and Salem County Vocational Technical School.

C&H Disposal Service, Inc.	\$25,500
Waste Management of New Jersey, Inc.	\$24,937

and be it further resolved that the bid be awarded to Waste Management of New Jersey at an annual rate of \$24,937.

- 44. Request and Recommendation by the Business Administrator to Accept the Proposal from PARS Environmental for Consultation Services.** It is recommended by the Business Administrator to approve the proposal from PARS Environmental for Right to Know (RTK) and Public Employees Occupational Safety and Health (PEOSH) Hazard Communication Standard compliance at a cost of \$3,900.00 for the 2019/20 School Year.
- 45. Request and Recommendation by the Business Administrator to Accept the Proposal from Tri-County Termite and Pest Control, Inc.** It is recommended by the Business Administrator to approve the proposal from Tri-County Termite and Pest Control, Inc. to provide Integrated Pest Management Services for Daretown, Cumberland, and RDS Campus locations at a monthly cost of \$36.75 for each of the three locations for the 2019/20 School Year.
- 46. Request and Recommendation by the Business Administrator to Accept the Proposal from Reliable Power Plus.** It is recommended by the Business Administrator to approve the proposal from Reliable Power Plus for maintenance on the generator at RDS at a cost of \$400.00 for the 2019/20 School Year.
- 47. Request and Recommendation by the Business Administrator to Approve the Subscription Renewal for MobyMax.** It is recommended by the Business Administrator to approve the subscription renewal from MobyMax for use at the Salem/RDS/Upper Pittsgrove/Daretown/Cumberland Campuses for the annual rate of \$2,495.00 plus \$995 for the professional development (School Success) totalling \$3490.
- 48. Request and Recommendation by the Business Administrator to Approve the Acceptance of the Bonding for Frank H. Maurer, III.** It is recommended by the Business Administrator to approve the bonding of Frank H. Maurer, III by Selective Insurance Company of America for the amount of \$434.00.

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XI. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation by the Superintendent for Board of Education Approval of the Resignation of Carolyn Newdeck

It is recommended by the Superintendent that the Board of Education to approve the resignation of Carolyn Newdeck, Early Intervention - Teacher EIP, effective July 15, 2019.

2. Request and Recommendation For the Board of Education To Approve School Personnel To Drive the School Buses and Vans During the 2019-20 School Year

It is recommended that the Board of Education approve the following school personnel to drive the school buses and vans during the 2019-20 school year:

Laura R. Romano
David Ewart
Judy Locke
Joyce Malara-Kates
Michael Pavesi
William J. Pennock, Jr.
Angela Rodriguez
Janene Garrison-Morrison
Melissa Weber
Veronica Weber

3. Request and Recommendation of the Superintendent for Board of Education Approval of the Voluntary Transfer of Michael Pavesi to the Daretown Campus.

It is requested by the Superintendent that the Board of Education approve the voluntary transfer of Michael Pavesi from Instructor-Salem Campus to Instructor-Daretown Campus beginning September 1, 2019.

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Tony Thomas as an IT Assistant.

It is requested by the Superintendent that the Board of Education approve the Tony Thomas an IT Assistant for Special Services School District at the daily rate of \$70.65. Mr. Thomas has been approved by the vocational district last year and has worked on the special services side. This will permit payroll to processed separately.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Practicum Hours for Fall Clinical Students

It is requested by the Superintendent that the Board of Education approve the following students for clinical practicum hours.

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Name	University	Type of Practicum	SCSSSD Supervisor
Jessica Creary	NYU	Speech/Language	Stephanie Weiser
Taylor Morgan	Jefferson	COTA Level II	Lisa Loomis
Timothy Rudderow	Rutgers	COTA Level II	Shannon Leady
Alexis Giova	Harcum	COTA Level II	Lucia Ingraldi-Marino

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Observation Hours for Graduate Students

It is requested by the Superintendent that the Board of Education approve the Occupational Therapy hours for McKenzie Champion and Rylee Ballard. The graduate students are required to complete 20-40 hours of observation of Occupational Therapist prior to applying to the graduate program. These students will be supervised by SCSSSD Occupational Therapist at the Cumberland and RDS/Salem Campuses.

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the following stipend positions.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend positions at the negotiated listed in the union contract.

Name	Position
Shirley Villalongo	Cumberland Food Service
Frances Acevedo	Cumberland Translator
Brenda Russell	Cumberland Lead Teacher *
Kirsten Maltman	Cumberland Transition Coordinator
Chris sipple	Daretown Computer Lab/Life Skills Trainer 1/2
Magic Mears	Daretown Computer Lab/Life Skills Trainer 1/2
Betsy Osterman	Daretown Food Service 1/2
Lisa DeMers	Daretown Food Service 1/2
Michael Pavesi	Daretown Lead Teacher *
Michael Pavesi	Daretown SLE Coordinator (Must have SLE Certificate)
Magic Mears	Daretown Translator
Anne Callens	District Non-Public Nurse
Bridgit Vit	District Special Olympics Coordinator 1/2
John Bilinski	District Special Olympics Coordinator 1/2
Jammie Johnson	Food Service Aide
Anne Callens	Public Nursing Coordinator

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Jammie Johnson	Salem Food Service
Sol Flores	Salem Translator
Michelle Brown	Salem Lead Teacher *
Oliver Avis	Salem SLE Coordinator (Must have SLE Certificate)
Maureen Lewis	Salem Transition Coordinator
Kendel Watson	Food Service Aide
Jane Smith	Salem Nursing Coordinator
Lisa Davis	Upper Pittsgrove Activities Coordinator

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the Request for Concurrent Placement for Shannon Jones.

It is recommended by the Superintendent that the Board of Education approve the request for concurrent placement for Shannon Jones for the fall semester 2019. This is a 60 hour Practicum II experience with Cumberland Campus. Mrs. Amanda Joyce, teacher at the Cumberland Campus, will mentor Ms. Jones.

2. Request and Recommendation of the Superintendent for Board of Education Approval of the 2019-2020 Nursing Services Plan For the Special Services School District.

It is requested and recommended that the Board of Education approved the 2019-2020 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. Amanda Deal approved the document on July 3, 2019.

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 2019-2020 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 2019-2020 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.

PROFESSIONAL DEVELOPMENT:

1. Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Special Services School District Personnel.

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It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Special Services School District personnel.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
<i>School Safety Specialist Training - Comprehensive Active Shooter Incident Management (CASIM) for Schools 7/30/19</i> 1001 Fire Academy Dr, Sayreville, NJ 08872	Frank Maurer	\$0	\$0
<i>Danielson Framework for New Administrators</i> Sponsored by: ETTC Galloway, NJ August 8, 2019	Stacy Lockwood	Reg. - \$178 Mileage - \$27.28	\$205.28-Total

B. Old Business:

POLICY

INFORMATIONAL ITEMS

1. **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.
2. **Request and Recommendation for Board of Education to Accept the Staff Tuition Reimbursement Report for 2018/19.** It is recommended that the Board of Education accept the Tuition Reimbursement Report listing the staff who availed themselves of the tuition reimbursement program for the 2018/19 school year.
3. **Request and Recommendation for Board of Education Review of the Staff Handbook for the 2019-2020 school year.**
It is recommended by the Superintendent that the Board of Education review the Staff Handbook for the Cumberland Campus the 2019-2020 school year:

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- 4. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)** It is recommended that the Board of Education accept and approve the HIB report as presented.

5. Principal's Report

Daretown
Cumberland
Upper Pittsgrove

XII. AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

XIII. RECESS INTO 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 Special Services School District and Vocational Technical School District of the County of Salem, 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:

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

- 4. Matters concerning negotiations, and specifically:
Administrators Contracts
12 Months Non-Union Employee Contracts
- 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:

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.

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XV. ADJOURNMENT

Action: Approved____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Ms. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____

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Mrs. Smith _____

Abstain: _____ Opposed: _____