

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &  
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM  
BOARD OF EDUCATION MINUTES – JULY 1, 2019**

The Regular meeting of the Special Services School District and Vocational Technical School District of the County of Salem Board of Education was held at the Salem County Vocational Technical School, Board Conference Room, Woodstown, NJ, County of Salem, on Tuesday, July 1, 2019 at 12:00 p.m.

Frank Maurer, the Board Secretary, led the group in the Pledge of Allegiance to the Flag.

The Board Secretary called the meeting to order at 12:00 p.m. at which time the following statement was read: “The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School Districts Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times and at the entrances of 404 Daretown Road, Elmer, 13 Ramah Road, Bridgeton, 45 Cheney Road, Woodstown, 360 Hollywood Avenue, Carneys Point; and 880 Route 45, Woodstown.

**Called to Order**

Swearing in of Board of Education Members – The Board Secretary administered the Oath of Office to appoint Mr. Donelson and Mr. Ransome to two- year terms.

**Roll Call**

1. Linwood Donelson III
2. Earl Ransome

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

**Members Absent:** Ms. Margaret Nicolosi

**Others Present:** Mr. John Swain, Superintendent, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary SCVTS, Mr. Frank Maurer, Assistant Superintendent/B.A./Board Secretary SCSSSD, Dr. Jane Whittinghill, Director of Related Services and Principal of Upper Pittsgrove Campus, Mr. Jason Helder, Principal, SCVTS, Mr. Shawn Rebman, Principal of Alternative School and Director of Early Intervention Program, Mrs. Colleen Lewis

**AUDIENCE PARTICIPATION I** – Colleen Lewis, Pennsville resident, commented on how her son developed by attending the CTHS his first year as a shared-time student. He did not talk to others in school prior to attending here. He has been accepted as a full-time student and constantly interacts with staff and students.

**Audience Participation**

**REORGANIZATION OF THE BOARD OF EDUCATION**

**Reorganization**

**Election of Officers** – The Board Secretary opened the floor for nominations. Mr. Davis made a motion for current officers to remain in place. The motion was seconded by Mrs. Bomba. Mr. Linwood Donelson III was elected as President of the Board of Education for a term of one year commencing July 1, 2019 and until his successor is elected and shall qualify. Mr. Earl Ransome was elected to serve as Vice President of the Board of Education for a term of one year commencing July 1, 2019 and until his successor is elected and shall qualify.

**Election of Officers**

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

*Noes (0) Abstain (0) Non-Vote (0)*

**Appointment of Committees** – It was moved by Mr. Halter and seconded by Mr. Davis that the Board of Education table the Appointment of Committees until the July 23, 2019 meeting of the Board of Education.

**Appointment of Committees**

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

*Noes (0) Abstain (0) Non-Vote (0)*

It was moved by Mr. Halter and seconded by Mr. Davis that the Board of Education accept the SCSSSD Addendum.

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

*Noes (0) Abstain (0) Non-Vote (0)*

**BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT-SCVTS**

**Board Secretary's Report – SCVTS**

**APPOINTMENTS AND DESIGNATIONS – SCVTS**

**Appointments and Designations SCVTS**

*It was moved by Mr. Davis and seconded by Mr. Halter that the Board of Education approve the following Appointments and Designations:*

**It is Recommended 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 for the 2019-20 School Year.**

1. Resolution authorizing the appointments for “professional services” for a one-year term commencing July 1, 2019 through June 30, 2020.
  - a. **Insurance Broker of Record**  
Gloucester, Cumberland, Salem School District Joint Insurance Fund
  - b. **Business Administrator**  
Dr. Jennifer Bates
  - c. **Qualified Purchasing Agent**  
Dr. Jennifer Bates
  - d. **Architect**  
Garrison Architects
  - e. **Regulatory Services**  
PARS Environmental Services
  - f. **Computer Financial Software License**  
EDUMET Interactive Systems
  - g. **Board Solicitor**  
Mark Toscano of Comegno Law Group, P.C.
  - h. **School Physician**  
Christiana Care Health Services
  - i. **Board Secretary**  
Dr. Jennifer Bates
  - j. **Special Counsel**  
McManimon, Scotland, & Bauman, L.L.C.  
McCrosson & Stanton, L.L.C.
  - k. **Computer Student Data Software**  
PowerSchool
  - l. **Policy and Regulation**  
Strauss Esmay
  - m. **Auditors**  
Nightlinger, Colavita & Volpa

**It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2019-20 School Year.**

“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* ( <b>Two of three</b> signatures required)
#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* ( <b>Two of three</b> signatures required)
#02240254	Food Service	Board President, Board Secretary ( <b>One of two</b> signatures required)
#02240246	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board President ( <b>Two of three</b> signatures required)
#1100718668	Salem County Vo-Tech Account (Health-Aflac)	Aflac Representatives ( <b>Two of two</b> signatures required)

**It is Recommended that the Board of Education Approve the Secondary Investments Firms for the 2019-2020 School Year.**

- C. TD Bank, Haddon Heights
- D. Franklin Savings Bank, Salem
- E. Susquehanna Bank, Mullica Hill
- F. First National Bank of Elmer, Elmer
- G. Pennsville National Bank, Pennsville

**It is Recommended that the Board of Education Approve the following District Assignments of Staff for the 2019-2020 School Year.** It is recommended that the Board of Education approve the following appointment of district assignments:

**District  
Assignments of  
Staff**

<b>Title</b>	<b>Personnel</b>
Affirmative Action Officer	Shachara Adams 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	Dr. Jennifer Bates
Custodian of Records (except student records)	Dr. Jennifer Bates
Custodian of School Records	Jason Helder
Section 504 Compliance Officer	Dr. Todd Slimm
Title IX Coordinator	Shachara Adams
ADA Coordinator	Shachara Adams
Chemical Hygiene Officer	School Nurse
Emergency Management Officer	Kevin Shipman
Integrated Pest Management Coordinator	Kevin Shipman
Anti-Bullying Coordinator	Shachara Adams and Dr. 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	Patrick Cruet
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Patrick Cruet
Gifted and Talented Liaison	Jason Helder
Special Education Coordinator	Dr. Todd Slimm
Technology Director/ LEA PARCC IT Contact	Michael Allen
State Testing Coordinator	To be determined
District Education Stability Liaison	Lisa McClintock
Bilingual/ESL Point of Contact	Dr. Todd Slimm
ESEA Coordinator	Lisa McClintock
School Nurse	Rebecca Dorrell
Food Service Director	Roland Carter
District Organizational Chart	<b>Attachment</b>
Anti-Bullying Specialist	Lacey DeBellis
School Safety Specialist	Frank H. Maurer, III
Transportation Coordinator	Frank.H. Maurer, III

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

*Noes (0) Abstain (0) Non-Vote (0)*

*Note: Mrs. Patty Bomba voted "no" to item "g", Board Solicitor*

*It was moved by Mr. Halter and seconded by Mr. Davis that the Board of Education approve the following Business Office Items:*

**It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2019-2020 School Year.** It is recommended that the Board of Education approve the Petty Cash funds for the 2019-2020 school year as follows:

**Petty Cash**

<b>Campus</b>	<b>Amount</b>
District Office	\$500.00
Adult Community Education	\$200.00

**It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2019-2020 School Year.**  
South Jersey Times

**It is Recommended that the Board of Education Approve the following Regular Meeting Dates of the Board of Education for the 2019-2020 School Year.**

**BOE Meeting Dates  
2019/2020**

July 23, 2019	January 28, 2020
August 27, 2019	February 25, 2020
September 24, 2019	March 24, 2020
October 29, 2019*	April 28, 2020
November 26, 2019	May 5, 2020***
December 16, 2019**	June 23, 2020
	July 1, 2020 (Reorg)

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

**Policy Statements**

**It is Recommended that the Board of Education Approve the Following Policy Statements for the 2019-2020 School Year.**

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, job descriptions, 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.

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

**Board of School  
Estimates  
Appointments**

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. Linwood Donelson III
- 2. Earl Ransome
- A. Julie Smith

**NJSBA Delegates**

**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. James Davis
- 2. Linwood Donelson III
- A. Patty Bomba

**SCSBA Executive  
Committee**

**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. James Davis
- 2. Linwood Donelson III
- A. Daryl Halter

**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.**

**NJ Council of 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. Patty Bomba
2. Linwood Donelson
- A. James Davis

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

*Noes (0) Abstain (0) Non-Vote (0)*

*It was moved by Mr. Davis and seconded by Mr. Ransome that the Board of Education approve the following Business Office items:*

**It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2019-2020 School Year.**

**Approval of Warrants between BOE Meetings**

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2019-2020 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.

**Request and Recommendation by the Business Administrator that the Board of Education Approve Paying WEB.com by ACH Payment**

**Approval to Pay WEB.com by ACH Payment**

It is requested by the Business Administrator that the Board of Education approve paying the SCVTS website provider, WEB.com, by ACH payment.

**Request and Recommendation by the Superintendent That the Board of Education Approve the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2019-20 School Year.**

**Approval of Indeed.com and NJ SchoolJobs.com as Official Job Posting Sites**

1. Indeed.com cost is free.
2. NJ School Jobs.com \$1000 for both districts.

**Request and Recommendation by the Business Administrator That the Board of Education Approve Comegno Law Group for Legal Services for the 2019-2020 School Year**

**Approval of Comegno Law for Legal Services**

It is requested by the Business Administrator that the Board of Education approve Comegno Law Group for legal services for the 2019-20 school year. The rates would be \$175 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.

**Request and Recommendation by the Business Administrator That the Board of Education Approve Garrison Architects as the Architects of Record for the 2019-2020 school year.**

**Approval of Garrison Architects**

It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2019-2020 School Year. Fee Schedule Attached.

**Request and Recommendation by the Business Administrator That the Board of Education Approve E-Rate Services Agreement for the 2019-2020 School Year.**

**Approval of E-Rate**

It is requested by the Business Administrator that the Board of Education approve 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. (contract attached)

**Request and Recommendation by the Business Administrator That the Board of Education Approve PARS Environmental, Inc. to Complete Right to Know Survey and AHERA for the 2019-2020 School Year.**

**Approval of PARS Environmental for RTK and AHERA**

It is requested by the Business Administrator that the Board of Education approve 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 2019-2020 School Year. (contract attached)

**Request and Recommendation by the Business Administrator That the Board of Education Approve Delta Dental of New Jersey as Dental Carrier and AmeriHealth of New Jersey as Medical/ Prescription Carrier for the 2019-2020 School Year.**

**Approval of Delta Dental and AmeriHealth**

It is requested by the Business Administrator that the Board of Education Approve Delta Dental of New Jersey as Dental Carrier and AmeriHealth of New Jersey as Medical/Prescription carrier for the 2019-2020 school year.

**Request and Recommendation by the Business Administrator That the Board of Education Approve School Breakfast and Lunch Pricing for the 2019-2020 School Year.**

**Approval of School Breakfast and Lunch Pricing**

It is requested by the Business Administrator that the Board of Education approve school breakfast and lunch pricing for the 2019-2020 school year. Breakfast \$2.25/Lunch \$3.50

**Request and Recommendation by the Business Administrator for Board of Education Approval of the attached Substitute Placement Agreement with Insight Workforce Solutions for the 2019-2020 School Year.**

**Approval of Insight Workforce Solutions**

It is recommended that the Board of Education approve the attached Substitute Placement Agreement with Insight Workforce Solutions LLC and Frontline to provide substitute staff during the 2019-2020 school year effective July 1, 2019.

**Request and Recommendation by the Business Administrator to go out to Bid for a Third Party Evaluator for Recycling and Waste Management Services.**

**Approval to Bid for Recycling and Waste Management Services**

It is recommended by the Business Administrator that the Board of Education approve the Business Administrator to go out to bid for recycling and waste management for the 2019-2020 school year. A proposal is attached.

There was discussion regarding Insight. Mr. Halter questioned if there were significant “no shows” with Insight – there is not. Mr. Davis asked the name of the competitor to Insight – Source for Teachers. Mr. Ransome questioned if there were issues with staff and AmeriHealth – minimal.

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

*Noes (0) Abstain (0) Non-Vote (0)*

*Note: Mrs. Bomba voted “no” to the use of Comegno Law Group for Legal Services.*

**SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT  
New Business:**

**Superintendent’s Report SCVTS**

**PERSONNEL:**

**Personnel**

*It was moved by Mr. Halter and seconded by Mrs. Bomba that the Board of Education approve the following Personnel Items:*

**Request and Recommendation of the Superintendent for Board of Education Approval of the Assistant Superintendent and Business Administrator Contract for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2019.** It is recommended by the Superintendent that the Board of Education approve the approved contract from the Executive County Superintendent for Jennifer Bates as Assistant Superintendent and Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2019 through June 30, 2020.

**Request and Recommendation of the Superintendent for Board of Education Approval to Employ Gwen Herman as the Director/Title I Instructional Coach for the Salem County Vocational Technical Schools.** It is requested by the Superintendent that the Board of Education approve the employment of Gwen Herman as the Director/Title I Instructional Coach, \$84,000, effective July 1, 2019.

Mrs. Herman's salary will be prorated to reflect her start date, which is pending due to her release from her current employer.

**Request and Recommendation of the Superintendent for Board of Education Approval to Employ Scott Marakovits as the Supervisor of Community Learning Centers for the Salem County Vocational Technical Schools.** It is requested by the Superintendent that the Board of Education approve the employment of Scott Marakovits as the Supervisor of Community Learning Centers, \$75,000, effective July 1, 2019. Mr. Marakovits will be using 16.25 uncompensated days due to vacations arranged prior to his employment with the district.

**Request and Recommendation of the Superintendent for Board of Education Approval for Tyrone Preyer to be Compensated for Instructional Training at the Global Logistics & Supply Chain Management Summer Teacher Training Institute from July 22 through August 2, 2019.**

It is requested by the Superintendent that the Board of Education approve Tyrone Preyer, Global Logistics & Supply Chain Management Instructor to be compensated for hours worked from July 22, 2019 to August 2, 2019 while attending a mandatory Supply Chain Management Teachers Summer Program at the Rutgers School of Business in Piscataway, NJ. Mr. Preyer will be paid \$30 per hour, timesheets required.

**Request and Recommendation of the Superintendent for Board of Education Approval of the Cell Phone Allowance for District Staff for the 2019-2020 School Year.** It is recommended by the Superintendent that the following individuals be approved for cell phone allowances for the 2019-20 school year.

Michael Allen - \$900  
Jarod Kershaw - \$900  
Lawrence Crawford - \$600

**Request and Recommendation by the Superintendent for Board of Education Approval of Employment of certificated staff for the Salem Achievers 21st CCLC Summer Program.**

It is recommended by the Superintendent that the Board of Education approve the employment of certificated staff for the Salem Achievers 21st CCLC Summer Program to be held at the Career and Technical High School.

- a. Kim Kraky
- b. Elizabeth Doyle

**Request and Recommendation for Board of Education Approval of SCVTS Certificated Staff to Provide Homebound Instruction for the 2019-2020 School Year at a Rate of \$30.00 per Hour.**

It is recommended by the Superintendent that the Board of Education approve the SCVTS certificated staff to provide homebound instruction for the 2019-2020 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.

**It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2019-2020 School Year.**

It is recommended that the Board of Education grant approval to 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) Mrs. Patty Bomba, Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. Earl Ransome, Mrs. Julie Smith*

*Noes (0) Abstain (0) Non-Vote (0)*

**PROFESSIONAL DEVELOPMENT:**

**Professional Development**

It was moved by Mr. Halter and seconded by Mrs. Smith that the Board of Education approve the following Professional Development items:

**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.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Danielson Framework for New Administrators Stockton University, Galloway, NJ August 8, 2019	Lisa McClintock Scott Marakovitz Qwen Herman	\$178.00 registration \$22 mileage	<b>\$600</b> <b>Title ii</b> <b>Funds</b> <b>(Once approved)</b>

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

**PROGRAMS:**

**Programs**

It was moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the following Program Items:

**Request and Recommendation for Board of Education Approval for the Salem County Vocational Technical School Adult Education Program to Run a ServSafe Certification Program on July 9-10, 2019.** It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School Adult Education Program to run a ServSafe Certification program on July 9-10, 2019. The cost of the course is \$150 per student. SCVTS employee Roland Carter will provide the instruction and testing for the ServSafe program at the flat rate of \$550, outside of contracted hours.

**Request and Recommendation for Board of Education Approval to Accept the FY20 Carl D. Perkins Grant Funds.** It is recommended by the Superintendent that the Board of Education accept the FY2020 Perkins Secondary grant funds in the total amount of \$137,245 and FY2020 Perkins Post Secondary grant funds in the total amount of \$88,644 for the budget period July 1, 2019 to June 30, 2020.

**Request and Recommendation for Board of Education Approval to Apply for the Elementary and Secondary Education Act (ESEA), Title IA, Title IIA, and Title IV funding for the 2019-20 school year.** It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School District to apply for the ESEA, Title IA, Title IIA and Title IV grant for the 2019-2020 School Year for the amounts as follows:

Title IA: \$175,193  
Title IIA: \$ 26,698  
Title IV: \$ 10,938

**Request and Recommendation for Board of Education Approval to Apply for the FY2020 Individual Disabilities Education Act - Part B (IDEA-B) Grant in the amount of \$100,250.** It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School District to apply for the FY2020 Individual Disabilities Education Act - Part B (IDEA - B) grant funds in the amount of \$100,250 for the budget period July 1, 2019 to June 30, 2020.

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

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

**Board Secretary - SCSSSD**

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

**It is Recommended that the Board of Education Approve the Following Resolution - Appointments and Designation for Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2019-2020 School Year.**

**Approval of  
Appointments and  
Designations**

Resolution authorizing the appointments for “professional services” for a one-year term commencing July 1, 2019 through June 30, 2020.

- 1. Insurance Broker of Record**  
Gloucester, Cumberland, Salem School District Joint Insurance Fund (General)  
Conner Strong Buckelew (Student Accident)
- 2. Business Administrator**  
Mr. Frank H. Maurer, III
- 3. Qualified Purchasing Agent**  
Mr. Frank H. Maurer, III
- 4. Architect**  
Garrison Architects
- 5. Regulatory Services**  
PARS Environmental Services
- 6. Health Benefits of Records**  
Brown & Brown
- 7. Computer Financial Software License**  
Edumet Interactive System
- 8. Board Solicitor**  
Mark Toscano of Comegno Law Group, P.C.
- 9. School Physician**  
Christiana Care Health Services
- 10. Board Secretary**  
Mr. Frank H. Maurer, III
- 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**  
Nightlinger, Colavita & Volpa

**It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2019-2020 School Year.**

“Fulton Bank of New Jersey”

<b>Account</b>	<b>Fund</b>	<b>Title</b>
#0093577702	Salary/Payroll Account	Board President, Board Secretary ( <b>One of two</b> signatures required)
#0093577711	Agency Account	Board President, Board Secretary ( <b>One of two</b> signatures required)
#0093577690	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* ( <b>Two of three</b> signatures required)
#0006014089	Salem County Special Services Account (Health-Aflac)	Aflac Representatives ( <b>Two of three</b> 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)

**It is Recommended that the Board of Education Approve the following District Assignments of Staff for the 2019-2020 School Year.** It is recommended that the Board of Education approve the following appointment of district assignments:

Title	Personnel
Affirmative Action Officer	Shachara Adams and Dr. E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	John Carbonetta
Right-to-Know Compliance Officer	John Carbonetta
Public Agency Compliance Officer	Frank H. Maurer, III
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	Stacy Lockwood, James Helder, Shawn Rebman, Dr. E. Jane Whittinghill, Dr. Marjorie Wentzell
Section 504 Compliance Officer	Dr. Todd Slimm
Title IX Coordinator	Shachara Adams and Dr. E. Jane Whittinghill
ADA Coordinator	Shachara Adams and Dr. E. Jane Whittinghill
Chemical Hygiene Officer	Linda Shute, Jane Smith, Anne Callens, Karen Ingemi
Emergency Management Officer	Stacy Lockwood, James Helder, Shawn Rebman, Dr. E. Jane Whittinghill, Dr. Marjorie Wentzell
Integrated Pest Management Coordinator	John Carbonetta
Anti-Bullying Coordinator	Shachara Adams and Dr. E. Jane Whittinghill
Structured Learning Environment	Oliver Avis
Homeless Children Officer	Stacy Lockwood, James Helder, Shawn Rebman, Dr. E. Jane Whittinghill, Dr. Marjorie Wentzell
Child Abuse Liaison	Stacy Lockwood, James Helder, Shawn Rebman, Dr. E. Jane Whittinghill, Dr. Marjorie Wentzell
Drug Free School Zone Liaison	Stacy Lockwood, James Helder, Shawn Rebman, Dr. E. Jane Whittinghill, Dr. Marjorie Wentzell
Issuance Officer for Working Papers	Stacy Lockwood, James Helder, Shawn Rebman, Dr. 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	Lisa McClintock
District Education Stability Liaison	Dr. Todd Slimm
Bilingual/ESL Point of Contact	Frances Acevedo/Sol Flores
School Nurse	Linda Shute, Jane Smith, Anne Callens, Karen Ingemi
Food Service Director	Roland Carter
District Organizational Chart	<b>Attachment</b>
Anti-Bullying Specialist	Gwendolyn Scott, Maureen Lewis, Dr. Karen Stallings, Stacy Lockwood, Christopher Jones
School Safety Specialist	Frank H. Maurer, III
Transportation Coordinator	Frank.H. Maurer, III

**It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2019-2020 School Year.** It is recommended that the Board of Education approve the Petty Cash funds for the 2019-2020 school year as follows:

**Petty Cash**

<b>Campus</b>	<b>Amount</b>
Daretown	\$200.00
Cumberland	\$200.00
Related Services	\$200.00
Regional Day School/Salem	\$200.00

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

*Noes (0) Abstain (0) Non-Vote (0)*

*Note: Mrs. Bomba voted "no" to item 8 Board Solicitor*

*It was moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approve the following Business Office items:*

**It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2019-2020 School Year.**

South Jersey Times

**Approval of South Jersey Times**

**It is Recommended that the Board of Education Approve the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2019-20 School Year.**

Indeed.com cost is free, and NJ School Jobs.com is \$1000 for both districts.

**Approval of Indeed.com and NJ SchoolJobs.com**

**It is Recommended that the Board of Education Approve the following Regular Meeting Dates of the Board of Education for the 2019-2020 School Year.**

Approval of Policy Statements

July 23, 2019	January 28, 2020
August 27, 2019	February 25, 2020
September 24, 2019	March 24, 2020
October 29, 2019*	April 28, 2020
November 26, 2019	May 5, 2020***
December 16, 2019**	June 23, 2020
	July 1, 2020 (Reorg)

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

Approval of Policy Statements

**It is Recommended that the Board of Education Approve the Following Policy Statements for the 2019-2020 School Year.** It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, job descriptions, 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) Mrs. Patty Bomba, Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. Earl Ransome, Mrs. Julie Smith*

*Noes (0) Abstain (0) Non-Vote (0)*

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

**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.

Board of School Estimate Appointments

- 1. Linwood Donelson III
- 2. Earl Ransome
- A. Julie Smith

NJSBA Delegate Appointments

**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. James Davis
- 2. Linwood Donelson III
- A. Patty Bomba

**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.

SCSBA Executive Committee Appointments

1. James Davis
2. Linwood Donelson III
- A. Daryl Halter

**It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Special Services Schools Representatives.** It is recommended that the Board of Education approve the appointment of a Board member as the NJCCSSS Representative and approval of the appointment of an Alternate to the same.

**NJ Council of  
County Special  
Services School  
Representatives**

1. Patty Bomba
2. Linwood Donelson
- A. Julie Smith

**It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2019-2020 School Year.** It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2019-2020 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 between  
BOE Meetings**

**Request and Recommendation by the Business Administrator for Board of Education Approval of the GCSSSD Transportation Contracts** It is recommended that the Board of Education approve the GCSSSD Transportation Contracts provided for transportation services for the Extended School year and the 2019-2020 school year.

**Approval of  
GCSSSD  
Transportation  
Contracts**

**Request and Recommendation by the Business Administrator That the Board of Education Approve Comegno Law Group for Legal Services for the 2019-2020 School Year** It is requested by the Business Administrator that the Board of Education approve Comegno Law Group for legal services for the 2019-20 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  
Comegno Law  
Group**

**Request and Recommendation by the Business Administrator That the Board of Education Approve PARS Environmental, Inc. to Complete Right to Know Survey and AHERA for the 2019-2020 School Year.** It is requested by the Business Administrator that the Board of Education approve 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 2019-2020 School Year. (contract attached)

**Approval of PARS  
Environmental for  
RTK and AHERA**

**Request and Recommendation by the Business Administrator That the Board of Education Approve Garrison Architects as the Architects of Record for the 2019-2020 school year.** It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2019-2020 School Year. Fee schedule attached.

**Approval of  
Garrison Architects**

**Request and Recommendation by the Business Administrator That the Board of Education Approve Conner Strong and Buckelew 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 Conner Strong and Buckelew as the providers of Student Accident Insurance for the 2019-2020 School Year.

**Approval of Conner  
Strong and  
Buckelew for  
Student Insurance**

**Request and Recommendation by the Business Administrator That the Board of Education Approve E-Rate Services Agreement for the 2019-2020 School Year.** It is requested by the Business Administrator that the Board of Education approve 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)

**Approval of E-Rate**

**Request and Recommendation by the Business Administrator for Board of Education Approval of the 2019-2020 Enterprise Fund Budget for Salem County Special Services School District.** It is recommended by the Business Administrator that the Board of Education approve the 2019-1920 Enterprise Fund budget for Salem County Special Services School District.

**Approval of 2019/20  
Enterprise Fund  
Budget**

**Request and Recommendation by the Business Administrator to go out to Bid for a Third Party Evaluator for Recycling and Waste Management Services.** It is recommended by the Business Administrator that the Board of Education approve the Business Administrator to go out to bid for recycling and waste management for the 2019-2020 school year. A proposal is attached.

**Approval to go to Bid for Recycling and Waste Management Services**

**Request and Recommendation by the Business Administrator for the Board of Education to Approve the Write Off of Old Outstanding Checks.** It is recommended by the Business Administrator that the Board of Education approve the write off of the attached list of old outstanding checks from 2016 to 2018 in the total amount of \$1,518.84. Old outstanding items were documented on June 30, 2018 Audit Report and never cleared.

**Approval to Write Off Outstanding Checks**

Check Number	Outstanding (Old)
1047	\$315.00
37701	\$15.50
38062	\$525.00
38548	\$65.50
38841	\$30.44
38979	\$23.06
39854	\$74.40
39930	\$46.63
40381	\$23.31
40533	\$400.00
	\$1,518.84

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

*Noes (0) Abstain (0) Non-Vote (0)*

*Note: Mrs. Bomba voted "no" to Comegno Law Group for Legal Services*

**SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT**

**Superintendent’s Report – SCSSSD**

**New Business:  
PERSONNEL:**

**Personnel**

*It was moved by Mr. Davis and seconded by Mrs. Bomba that the Board of Education approve the following Personnel items:*

**Request and Recommendation of the Superintendent for Board of Education Approval of the Assistant Superintendent Contract for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2019.** It is recommended by the Superintendent that the Board of Education approve the approved contract from the Executive County Superintendent for Frank H. Maurer, III as Assistant Superintendent and Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2019 through June 30, 2020.

**Certificated Staff to Provide Homebound Instruction for the 2019-2020 School Year at a Rate of \$50.00 per Hour.** It is recommended by the Superintendent that the Board of Education approve the SCSSSD certificated staff to provide homebound instruction for the 2019-2020 school year at a rate of \$50.00 per hour, on an as needed basis as determined and scheduled by the 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.

**Request and Recommendation by the Superintendent for Board of Education to Approve Extended School Year Staff.** It is requested by the Superintendent that the Board of Education approve the employment of:

1. John Cuzzupe - ESY Maintenance
2. Jacob Kirkendoll - ESY Maintenance
3. Christian Lein - ESY Maintenance

4. Cody Wright - ESY Maintenance

At the rate of \$10/hour beginning June 10, 2019.

**It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2019-2020 School Year.**

It is recommended that the Board of Education grant approval to 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) Mrs. Patty Bomba, Mr. James Davis, Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. Earl Ransome, Mrs. Julie Smith*

*Noes (0) Abstain (0) Non-Vote (0)*

**PROGRAMS**

**Programs**

*It was moved by Mr. Halter and seconded by Mrs. Bomba that the Board of Education approve the following Program item:*

- 1. Request and Recommendation of the Superintendent for Board of Education Approval of the Cell Phone Allowance for District Staff for the 2019-2020 School Year.** It is recommended by the Superintendent that the following individuals be approved for cell phone allowances for the 2019-20 school year.  
Harry Rodriguez - \$900

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

*Noes (0) Abstain (0) Non-Vote (0)*

**AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION**

**Audience Participation II**

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.

**RECESS INTO EXECUTIVE SESSION - None**

**Executive Session**

**ADJOURNMENT – 12:41 p.m.**

**Adjournment**

It was moved by Mr. Halter and seconded by Mrs. Smith that the Board of Education Meeting be adjourned at 12:41 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Jennifer Bates  
Assistant Superintendent  
Business Administrator/Board Secretary SCVTS

\_\_\_\_\_  
Frank Maurer  
Assistant Superintendent  
Business Administrator/Board Secretary SCSSSD