

**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  
Monday, December 16, 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	_____	Mrs. Patricia Bomba	_____
Mr. Daryl Halter	_____	Ms. Margaret Nicolosi	_____
		Mrs. Julie Smith	_____

**IV. MINUTES**

It is recommended that the Board of Education approve the Minutes and Executive Minutes of the November 26, 2019 Board of Education Meeting.

**V. ADDENDA**

**A. Acceptance of Agenda Addenda Items SCVTS**

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
Mrs. Smith \_\_\_\_\_  
Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**B. Acceptance of Agenda Addenda Items SCSSSD**

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
Mrs. Smith \_\_\_\_\_  
Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**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.
5. Limit your comments to the specific resolution.

**VII. BOARD OF EDUCATION BUSINESS**

**A. Old Business**

1. School Facilities Project

**B. New Business**

**C. Correspondence-**

1. Thank You Note - Stephanie Hassler

**D. Presentations**

1. Ray Colavita and Tom Dark - Audit Report
2. Jessica Bagley Adkins - Walking Track at Cumberland
3. SCVTS Student Government
4. Brian Quinn/Culinary Students - School Safety Project
5. Bryan Ruiz-Perez - November Student of the Month for Upper Pittsgrove

**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 month of November 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

December 16, 2019  
Date

**B. Treasurer's Report**

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2019. The Treasurer's Report and Board Secretary's Report are in agreement for the month of November 2019.

Treasurer's Reports for reconciliation of the Payroll Account for the months of July 2019, August 2019, September 2019 and October 2019

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 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.

**E.** It is recommended that the Board of Education approve the transfer of funds for July 2019 through December 2019. All transfers that occurred during this school year are included in order to present them in their new format.

**F. Warrants**

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

- SCVTS Payroll for November 15, 2019 in the amount of \$177,758.21
- SCVTS Payroll for November 27, 2019 in the amount of \$163,623.70
- SCVTS Bill List for November 20, 2019 through December 12, 2019 in the amount of \$594,005.73

Action:           Approved \_\_\_\_ Disapproved \_\_\_\_ Held for Study \_\_\_\_  
 Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

- 1. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Renewing the E-Mail Archiving Appliance through K12 USA.com From February 23, 2020 to February 22, 2021 for \$1,050.00**

It is recommended by the School Business Administrator for the Board of Education to approve renewing the email archiving appliance through K12USA.com from February 23, 2020 to February 22, 2021 for \$1,050.00. This provides MessageGuard for the email system.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**2. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Cancelling Check #36046 to NAAE INC.**

It is requested by the Business Administrator that the Board of Education approve to cancel check #36046 for \$385.00. This check was made out incorrectly to the NAAE INC per the teacher's request. The replacement check for the same amount will reimburse the teacher who will pay the correct vendor ACTE directly.

**3. Request and Recommendation by the School Business Administrator for the Board of Education to Approve the Acceptance of \$3,000 from the GCSSD JIF.**

It is requested by the Business Administrator that the Board of Education approve the acceptance of \$3,000 from the GCSSD JIF for meeting annual benchmarks:

- a. Average days to report claims are within 24 hours,
- b. Maintaining a loss ratio below 50% for 2018-19, and
- c. Maintaining a loss ratio below 50% for 5 years.

**4. Request and Recommendation by the School Business Administrator for the Board of Education to Approve the CAFR for the Fiscal Year Ended June 30, 2019, the Synopsis of Audit for the Fiscal Year Ended June 30, 2019, and the Corrective Action Plan Submitted for the Salem County Vocational Technical School District.**

It is recommended that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2019, the synopsis of audit for the fiscal year ended June 30, 2019, and the Corrective Action Plan submitted by the School Business Administrator for the Salem County Vocational Technical School District.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Vocational Technical School District were read and discussed:

<b>REC. #</b>	<b>SUBHEADING</b>	<b>AUDIT FINDING</b>	<b>CORRECTIVE ACTION APPROVED BY THE BOARD</b>
1	Enterprise	The Learning Center and BCCEC/ETTC enterprise accounts we found to have deficit operating results as of June 30, 2019.	An Analysis will be conducted of operating expenses and revenues to determine viability of programs. A presentation will be given to the Board of Education in February 2020.
2	Payroll/Agency	Bank reconciliations of the Payroll, Payroll	Procedures and resources need to be reviewed and



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**A. New Business:**

**Personnel:**

**1. Request and Recommendation for Board of Education Approval of the Salary Guide.**

It is requested and recommended by the Superintendent that the Board of Education approve the salary guide. This guide is reflective of the position of Buildings and Grounds Supervisor as well as a Maintenance Mechanic.

**2. Request and Recommendation for Board of Education Approval of a Volunteer for the 21st CCLC AfterSchool Program.**

It is requested and recommended by the Superintendent that the Board of Education approve Mrs. Suzanne Duffy as a volunteer for the 21st CCLC program hosted at the Penns Grove-Carneys Point Regional School District. Mrs. Duffy is a professional artist, who works as an approved member of the Penns Grove High School plays every year and has provided her services to the Penns Grove Middle School by doing a paint night for students and parents. Mrs. Duffy will do a Paint Day for the 21st CCLC after school program students after the winter break.

**New Hires:**

**3. Request and Recommendation of the Superintendent for Board of Education Approval of Dominick DiPietro, CTHS Construction Technology Instructor as the Part-Time Construction Technology Instructor for the Adult Education Evening Program.**

It is the request of the Superintendent that the Board of Education approve the employment of Dominick DiPietro, CTHS Construction Technology Instructor as the part-time Construction Technology Instructor for the Adult Education evening program beginning February 18, 2020 to June 30, 2020 at the rate of \$31.00 per hour, as needed. Course offerings pending minimum enrollment. Timesheets are required.

**4. Request and Recommendation of the Superintendent for Board of Education Approval of James Porter as the Part-Time Automotive Instructor for the Adult Education Evening Program.**

It is the request of the Superintendent that the Board of Education approve the employment of James Porter as the part-time Automotive Instructor for the Adult Education evening program from February 11, 2020 to June 30, 2020 at the rate of \$31.00 per hour, as needed. Course offerings pending minimum enrollment. Timesheets are required.

**5. Request and Recommendation of the Superintendent for Board of Education Approval of Ivan Porter as Part-Time Automotive Substitute Instructor for the Adult Education Evening Program.**

It is the request of the Superintendent that the Board of Education approve the employment of Ivan Porter as the part-time Automotive Substitute Instructor for the Adult Education evening program from February 11, 2020 to June 30, 2020 at the

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

rate of \$31.00 per hour, as needed. Course offerings pending minimum enrollment. Timesheets are required.

**6. Request and Recommendation of the Superintendent for Board of Education Approval of Alfred Roeske as Part-Time Automotive Substitute Instructor for the Adult Education Evening Program.**

It is the request of the Superintendent that the Board of Education approve the employment of Alfred Roeske as the part-time Automotive Substitute Instructor for the Adult Education evening program from February 11, 2020 to June 30, 2020 at the rate of \$31.00 per hour, as needed. Course offerings pending minimum enrollment. Timesheets are required.

**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 rates listed.

<b>Position</b>	<b>Name</b>	<b>Stipend Amount</b>
Girls Basketball Coach	Bridgit Vit	\$4,500
Boys Basketball Coach	Patrick Fisher	\$4,500

**8. Request and Recommendation of the Superintendent for Board of Education Approval of Kimberly Connell-Miller as a Substitute Athletic Trainer.**

It is requested by the Superintendent for Board of Education approval of Kimberly Connell-Miller to serve as a substitute in the absence of the Athletic Trainer for all sporting events. Mrs. Connell-Miller will be paid at the rate of \$30.00 per hour. Time sheets will be turned in for payment.

**9. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of AfterSchool Title I Tutors.**

It is requested by the Superintendent that the Board of Education approve the following Career and Technical High School staff as Title I tutors for ELA and Mathematics at the rate of \$30.00 per hour. Tutors are on an as needed basis. Timesheets are required.

Jessica Crim  
Tara Cunningham  
Cindia Gredesky  
Leo Maisey

**Transfers**

**10. Request and Recommendation of the Superintendent for Board of Education of the Transfer of Kevin Shipman**

It is requested and recommended by the Superintendent for Board of Education approval to transfer Kevin Shipman, Operations Supervisor at \$74,990 to Maintenance Mechanic \$52,400 (prorated) due to decreased and change in responsibilities, effective January 1, 2020. Salary will change effective February 1, 2020 to meet contract language.





**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

Monroe, NJ 08831 January 10, 2020			
Unpacking and Taking Action with Your School's Performance FEA Conference Center Monroe Twp, NJ January 22, 2020	Gwen Herman	\$100 registration \$59.22 mileage	\$159.22 ESEA IIA
Techspo 2020 Harrah's Resort, Atlantic City, NJ January 30-31, 2020	Gwen Herman	\$475 registration \$45.50 mileage \$10.00 Parking \$10.00 Tolls (est) \$125.00 Hotel (est)	<b>\$665.50</b> <b>ESEA IIA</b>
Cherry Hill West High School, Cherry Hill, NJ 08002 (Mock Air Force Junior Reserve Officer Training Corps (AFJROTC - Unit Evaluation) February 6, 2020	Joseph Rojas	No Cost	\$119 substitute
Be Ready, Set, and All in to Engage Every Student in the New Generation of Science Teaching and Learning SCVTS Campus March 13, 2020	Science Instructors	\$600	\$600 ESEA IIA 20-270-200-300
34 <sup>th</sup> Annual Precalculus Conference: Good Ideas in Teaching Precalculus and ... Rutgers University New Brunswick, NJ 08901 March 20, 2020	Jess Crim	\$175 registration \$54.25 mileage ESEA IIA \$7.20 tolls Acct#11-140-100 -580-0-52-002	\$236.45  \$119 substitute
2020 ChefConnect - A Seat at the Table, Sheraton Music City, Nashville, TN March 21 - 24, 2020	Bruce Connell Brian Quinn	\$700 registration \$1,000 hotel \$450 airfare \$275 meals/incidental per gsa guidelines	\$4,850 Perkins Secondary

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

Teaching Algebra, Precalculus and Calculus with GeoGebra, Grades 9-12 Rutgers University, New Brunswick, NJ 08901 April 27, 2020	Jess Crim	\$205 registration \$54.25 mileage ESEA IIA \$7.20 tolls Acct#11-140-100 -580-0-52-002	\$266.45  \$119 substitute
Physics for Math Teachers, Grades 9 -12 Rutgers University New Brunswick, NJ 08901 May 15, 2020	Jess Crim	\$205 registration \$54.25 mileage ESEA IIA \$7.20 tolls Acct#11-140-100 -580-0-52-002	\$266.45  \$119 substitute

Action:      Approved\_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study\_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_

Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_

Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_

\_\_\_\_\_ Mrs. Smith \_\_\_\_\_

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**PROGRAMS:**

**1. Request and Recommendation for Board of Education Approval of a FY20 NJ Apprenticeship Network Contract and Standard Assurances.**

It is recommended by the Superintendent that the Board of Education approve the FY20 NJ Apprenticeship Network Contract and Standard Assurances with the New Jersey Department of Labor and Workforce Development. At the September 24, 2019 board meeting, the Board approved the Salem County Vocational-Technical School to enter into a 2019-2020 shared County Apprenticeship Coordinator Consortium with Gloucester and Cumberland Counties as part of the County Apprenticeship Coordinator Program. The Board of Education of the Special Services School District and the Vocational School District of the County of Gloucester will act as the lead for the three county consortia and will employ an apprenticeship coordinator to provide apprenticeship services for the three counties.

**2. Request and Recommendation for Board of Education Approval of the Training Agreement with Inspired Instruction, LLC for Professional Development Services through Consultants for the 2019-2020 School Year in the Amount of \$27,900.**

It is recommended by the Superintendent that the Board of Education approve a training agreement with Inspired Instruction, LLC to provide fourteen (14) professional development sessions totally \$27,900. Sessions to include

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

improving instructional practice and implementation of best practices, project based learning, and instructional strategies for math and ELA. ESEA Title IA funds will be used.

**3. Request and Recommendation for Board of Education Approval of an Articulation Agreement Between the Salem County Vocational Technical Schools and University of Northwestern Ohio.**

It is recommended by the Superintendent that the Board of Education approve an articulation agreement between the Salem County Vocational Technical School and the University of Northwestern Ohio. Upon successful completion of 2 years of high school in an automotive or diesel training program students may receive credit through University of Northwestern Ohio. Students must earn a letter grade of “B” or higher, submit an official transcript, and the school must have NATEF, AST or higher accreditation.

**4. Request and Recommendation for Board of Education Approval of the Eighteenth Annual Air Force Junior ROTC Military Ball on Friday, January 31, 2020.**

One hundred and twenty (120) students and eight (8) chaperones to participate in the Nineteenth Annual Air Force Junior ROTC Ball on Friday, January 31, 2020 from 6:00pm to 10:00pm at the Riverview Inn in Pennsville, NJ.

Cost to Student:

140 x \$40.00 per student      \$5600.00 (Acct # ROTC Student Activity)  
Entertainment (DJ)              \$ 550.00 (Acct # ROTC Student Activity)

Cost to District:

8 x \$40.00 per chaperone      \$320.00 (Acct #11-401-100-610-0-29-002)

**5. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2019-2020 school year.**

<b>Community Service Project</b>	<b>Date</b>	<b>District Cost</b>
NTHS - Coat Drive	December 18, 2019 thru January 17, 2020	\$0
FFA members to work with biologist and other volunteers to clean out Wood Duck boxes at Supawna Meadows National Wildlife Refuge	January 18, 2020. (Rain Date: 2/1/20)	\$0
Girls Volleyball teammates and coach to volunteer their time to make breakfast for guests staying at the Ronald McDonald House of SJN. Students will	February 20 <sup>th</sup> and March 12, 2020 6:30 a.m. to 12:00 p.m.	Student Activity - Girls Volleyball funds will be used for cost of food and transportation.



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**B. Old Business:**

1.

Action:      Approved\_\_\_\_ Disapproved \_\_\_\_ Held for Study\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis	_____	Mr. Ransome	_____
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Mr. Donelson	_____	Mrs. Bomba	_____
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Mr. Halter	_____	Ms. Nicolosi	_____
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		Mrs. Smith	_____
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Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**INFORMATIONAL ITEMS**

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.

Action:      Approved\_\_\_\_ Disapproved \_\_\_\_ Held for Study\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis	_____	Mr. Ransome	_____
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Mr. Donelson	_____	Mrs. Bomba	_____
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Mr. Halter	_____	Ms. Nicolosi	_____
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		Mrs. Smith	_____
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Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**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 month of November 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.

\_\_\_\_\_ December 16, 2019  
Business Administrator/Board Secretary Date

**B. Treasurer’s Report**

Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2019. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of November 2019.

Treasurer’s Reports for reconciliation of the Payroll Account for the months of July 2019, August 2019, September 2019 and October 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.

**E. Transfer of Funds**

It is recommended that the Board of Education approve the transfer of funds for July 2019 through December 2019. All transfers that occurred during this school year are included in order to present them in their new format.

**F. Warrants**

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

- SCSSSD Payroll for November 15, 2019 in the amount of \$320,505.89
- SCSSSD Payroll for November 27, 2019 in the amount of \$320,650.31
- SCSSSD Bill List for November 19, 2019 through December 12, 2019 in the amount of \$635,424.15.

Action:           Approved\_\_\_\_ Disapproved \_\_\_\_ Held for Study\_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  
 Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
 Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
 Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
 Mrs. Smith \_\_\_\_\_  
 Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

1. **Request and Recommendation by the School Business Administrator to renew the Annual Service Contract with South Jersey Water Conditioning Service, Inc.** It is recommended by the School Business Administrator that the Board renew the annual service contract with South Jersey Water Conditioning Service, Inc. to provide water conditioning services at Cumberland Campus at a rate of \$1550 for the year. The new contract is scheduled to begin 1/1/20 and remain in force until 12/31/21.
  
2. **Request and Recommendation by the School Business Administrator for the Board of Education to Approve the Acceptance of \$1,000 from the GCSSD JIF.** It is requested by the Business Administrator that the Board of Education approve the acceptance of \$1,000 from the GCSSD JIF for meeting annual benchmarks:
  - a. Average days to report claims within 24 hours.
  
3. **Request and Recommendation for Board of Education Approval of various donations totaling \$2,029.44 towards the development of a walking track at the Cumberland Campus.**  
 Jessica Bagley -- \$1,329.44  
 Nicholas and Lydia Loew -- \$200.00  
 David and Stacy Bachinski -- \$100.00  
 Donald and Nancy Johnson -- \$50.00  
 Zirkle's Nursery -- \$100.00  
 Aldrich's Nursery -- \$250.00
  
4. **Request and Recommendation by the Business Administrator to Accept the Tuition Payment from Sending Districts.**  
 It is recommended by the Business Administrator to accept the tuition payment from:

District	Service	Cost
Cumberland County Tech	Related Services Contract	\$5,346.50
	Related Services Contract	\$7,648.00
Buena Regional School District	Tuition Contract	\$34,877.94

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**5. Request and Recommendation by the School Business Administrator for the Board of Education to Approve the CAFR for the Fiscal Year Ended June 30, 2019, the Synopsis of Audit for the Fiscal Year Ended June 30, 2019, and the Corrective Action Plan Submitted for the Salem County Special Services School District**

It is recommended that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2019, the synopsis of audit for the fiscal year ended June 30, 2019, and the Corrective Action Plan submitted by the School Business Administrator for the Salem County Special Services School District.

As required by NJSA 18:23-5, the attached recommendations of the auditor related to the Salem County Special Services School District were read and discussed.

**6. Request and Recommendation by the School Business Administrator to Update the 403(b) Plan Contract with US OMNI** It is recommended by the School Business Administrator that the Board update the US OMNI contract due to updated IRS guidance. The changes to the contract are as follows:

**Part-Time Employee Eligibility**

The IRS has provided guidance that makes clear that once a part time employee is eligible to participate in the plan, he/she cannot be excluded in any later year. The IRS has also required that this “once in always in” condition be explicitly stated in the plan document.

**Hardship Distribution Amendments**

Effective 1/1/20:

- a. There is no longer the 6 months suspension of elective deferrals if you receive a hardship;
- b. There is no longer a requirement that a participant take a loan prior to receiving a hardship;
- c. There is a new safe harbor expense which allows a participant to take a hardship for expenses relating to a FEMA disaster;
- d. In addition to elective contributions, non-elective contributions and matching contributions will be included as sources from which a participant can take a hardship withdrawal. However, this is only applicable to funds held in a non-custodial account; and
- e. The criteria needed to demonstrate an immediate and heavy financial need will be revised to make it easier to obtain a hardship distribution.

**7. Request and Recommendation by the School Business Administrator that the Board of Education Approve GCSSSD Transportation Contracts.** It is recommended by the School Business Administrator that the Board of Education approve the attached GCSSSD Transportation contracts.

Action:           Approved \_\_\_\_ Disapproved \_\_\_\_ Held for Study \_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

**A. New Business:  
PERSONNEL:**

1. **Request and Recommendation for Board of Education Approval of the Salary Guide** It is requested and recommended by the Superintendent that the Board of Education approve the salary guide. This guide is reflective of the position of Buildings and Grounds Supervisor as well as a Maintenance Mechanic.

**New Hires**

2. **Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Randy Wentzell**  
It is requested and recommended by the Superintendent for the Board of Education approve the employment of Randy Wentzell as the Buildings and Grounds Supervisor at the prorated salary of \$75,000 (prorated), beginning January 1, 2020.
3. **Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Karen Stallings.**  
It is requested and recommended by the Superintendent for the Board of Education approve the employment of Karen Stallings as Early Intervention Social Worker at the salary of \$48.00/hour, beginning December 16, 2019.
4. **Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of SaraAnn Whitzell.**  
It is requested and recommended by the Superintendent for the Board of Education approve the employment of SaraAnn Whitzell as Early Intervention Teacher at the salary of \$48.00/hour, beginning December 16, 2019.
5. **Request and Recommendation of the Superintendent for Board of Education Approval of Occupational Therapy Student, Brenna Samuels.**  
It is requested and recommended by the Superintendent to approve Brenna Samuels, current undergraduate at Stockton University, to do at least 40 hours of observation of our Occupational Therapists at the Cumberland and Salem Campuses. She will start her observation at the end of the 2019-2020 school year and continue into the ESY Program, supervised by our staff Occupational Therapists.
6. **Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Rula Lorenz.**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

It is requested and recommended by the Superintendent for the Board of Education approve the employment of Rula Lorenz as Speech Therapist at the salary of MA +30, Step 6 \$60,547 (prorated), beginning January 2, 2020.

**7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Kaitlyn Powell.**

It is requested and recommended by the Superintendent for the Board of Education approve the employment of Kaitlyn Powell as Early Intervention Occupational Therapist at the salary of \$70.00/hour, beginning January 2, 2020.

**Transfers**

**8. Request and Recommendation of the Superintendent for Board of Education of the Transfer of Frank DiAntonio**

It is requested and recommended by the Superintendent for the Board of Education approve the transfer of Frank DiAntonio, Maintenance Mechanic at \$36,790 to Maintenance Mechanic \$50,000 (prorated) due to increased responsibilities, effective January 1, 2020.

**FMLA/NJFLA**

**9. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Stacy Willingmyre.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Stacy Willingmyre, MD Teacher at Cumberland Campus, beginning on or about November 6, 2019 until on or about January 3, 2020.

**Retirement**

**10. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Payment of Unused Vacation and Sick Days for John Carbonetta.**

It is requested that the Board of Education pay John Carbonetta his unused sick, vacation, and compensation days at \$75/day (125.75 sick days) total \$9,431.25 (\$7,500) Max. Vacation days and Additional compensation days at \$272.80/day (33.05 vacation and compensated days) total \$9,016.04. Total compensation equals \$16,549.09.

**11. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Payment of Unused Vacation and Sick Days for Todd Hackett-Slimm.** Sick Days at \$131.52/day, which is 50% of his daily rate of \$263.04 (83 days) total \$10,916.16 (\$10,000) Max.

Vacation days at \$263.04 (3) total \$789.12. Total compensation equals \$10,789.12.

**Resignation**

**12. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Janine Champion.**

It is requested by the Superintendent that the Board of Education approve the resignation of Janine Champion, School Social Worker- EIP, effective November 26, 2019.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**Practicum Experiences**

**13. Request and Recommendation of the Superintendent for Board of Education approval of Spring Clinical Practicum Students.**

It is requested that the Board of Education approve Spring Clinical Practicum for the following students beginning in January 2020.

Name	University	Type of Practicum	SCSSSD Supervisor	Placement
Jessica Creary <i>Spring Semester</i>	NYU	Speech/Language	Ashley Krykewycz	RDS
Kayla Oliva <i>Spring Semester</i>	NYU	Speech/Language	Stephanie Weiser	Cumberland Campus
Erica Bruno <i>10 Wednesdays starting in January</i>	Stockton	Occupational Therapy	Sharon Manupello Lisa Loomis	Cumberland Campus
Faith Madden <i>10 Wednesdays starting in January</i>	Stockton	Occupational Therapy		Oldmans

Action:           Approved \_\_\_ Disapproved \_\_\_ Held for Study \_\_\_  
 Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  
 Mr. Davis                       \_\_\_\_\_                       Mr. Ransome                       \_\_\_\_\_  
 Mr. Donelson                 \_\_\_\_\_                       Mrs. Bomba                       \_\_\_\_\_  
 Mr. Halter                       \_\_\_\_\_                       Ms. Nicolosi                       \_\_\_\_\_  
    Mrs. Smith                       \_\_\_\_\_  
 Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**PROGRAMS:**

**1. Request and Recommendation for Board of Education Approval of the following Field Trip Requests for the 2019-2020 school year.**

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

Action:           Approved \_\_\_ Disapproved \_\_\_ Held for Study \_\_\_  
 Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  
 Mr. Davis                       \_\_\_\_\_                       Mr. Ransome                       \_\_\_\_\_  
 Mr. Donelson                 \_\_\_\_\_                       Mrs. Bomba                       \_\_\_\_\_  
 Mr. Halter                       \_\_\_\_\_                       Ms. Nicolosi                       \_\_\_\_\_  
    Mrs. Smith                       \_\_\_\_\_  
 Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**B. Old Business:**

1.

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
Mrs. Smith \_\_\_\_\_

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**INFORMATIONAL ITEMS**

**1. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of November.**

It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of November.

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
Mrs. Smith \_\_\_\_\_

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**2. 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.

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
Mrs. Smith \_\_\_\_\_

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**3. Principal's/Administrator's Reports**

Cumberland/Calendar  
Daretown  
Salem Campus  
Upper Pittsgrove  
SCSSSSD ASD Satellite Programs

**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:

\_\_\_\_\_

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

\_\_\_\_\_

4. Matters concerning negotiations, and specifically:

\_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

- 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:  
FMLA Request  
\_\_\_\_\_
- 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.

Action:      Approved\_\_\_\_ Disapproved \_\_\_\_ Held for Study\_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – DECEMBER 16, 2019**

**XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

Action:           Approved\_\_\_ Disapproved \_\_\_ Held for Study\_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**XV. ADJOURNMENT**

Action:           Approved\_\_\_ Disapproved \_\_\_ Held for Study\_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_