

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES – NOVEMBER 26, 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, November 26, 2019 at 7:00 p.m.

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

The Board President called the meeting to order at 7:00 p.m. at which time the following statement was read: “The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School Districts Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times and at the entrances of 404 Daretown Road, Elmer, 13 Ramah Road, Bridgeton, 45 Cheney Road, Woodstown, 360 Hollywood Avenue, Carneys Point; and 880 Route 45, Woodstown.

Called to Order

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

Roll Call

Members Absent: Mrs. Julie Smith, 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, Lisa McClintock, Supervisor of Instruction, Mr. Jason Helder, Principal, SCVTS, Mr. Scott Marakovits, Supervisor of Community Learning Centers, Dr. Meggin Wentzell, Principal, Cumberland Campus. Jarrod Kershaw, IT Technician, Mr. Brian Cummings, Principal, Alternative High School/Middle School, Dr. Jane Whittinghill, Director of Related Services and Principal of SCSSSD Upper Pittsgrove Campus, Ms. Staci Lockwood, Principal, Daretown. Mr. James Helder, Principal, SCSSSD RDS, Mr. Christopher Jones, Behavior Modification Specialist, Daretown

Acceptance of the Minutes

MINUTES

It was moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the Minutes and Executive Minutes of the Board of Education Meeting held on October 29, 2019.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

ADDENDA

It was moved by Mr. Davis and seconded by Mr. Halter that the Board of Education accept the Addenda Items for SCVTS.

Acceptance of Addenda Items

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

It was moved by Mr. Ransome and seconded by Mrs. Bomba that the Board of Education accept the Addenda Items for SCSSSD.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

AUDIENCE PARTICIPATION I - None

Audience Participation I

BOARD OF EDUCATION BUSINESS

BOE Business

A. Old Business-

Old Business

1. St. James progress
2. SCVTS projects related to bond.
 - a. Cooling tower will be first

- | | | |
|----|---|----------------|
| B. | New Business- | New Business |
| | 1. Vo-Tech Admissions Process Board Committee | |
| | Mr. Donelson remarked that the Freeholders have a perception of the admission process and he would like to clarify for them what is and is not occurring. Mr. Davis commented that if the freeholder liaison came to meetings this would not be an issue. BOE members that are interested in being on the committee include Mr. Donelson, Mr. Davis, Mr. Ransome, and Mrs. Smith. | |
| C. | Correspondence | Correspondence |
| | 1. Environmental Letter from the State Oct. 29, 2019 | |
| | 2. NJSIAA Site Monitor Report /Compliance Documentation | |
| | 3. Letter from Freeholders to Dominick DiPietro | |
| | 4. Note from Grant Leady | |
| D. | Presentations | Presentations |
| | 1. Mr. Jones and Daretown Mentoring Initiative | |
| | 2. Isabella Merced & Nicholas Suttle - November Students of the Month for Cumberland Campus | |
| | 3. Emily Calvert - September Student of the Month for Upper Pittsgrove | |
| | 4. Kaleb Moore - October Student of the Month for Upper Pittsgrove | |

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

**Board Secretary/
Business
Administrator’s
Report – SCVTS**

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

- | | | |
|----|--|---|
| A. | Board Secretary Report | Board Secretary’s Report |
| | Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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. | |
| | <p>_____</p> <p>Business Administrator/Board Secretary</p> | <p><u>November 26, 2019</u></p> <p>Date</p> |
| B. | Reconciliation of Cash for School Funds Report | Treasurer’s Report |
| | Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2019 . The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of October 2019. | |
| C. | Board Secretary Certification | Certifications |
| | 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 | Transfers |
| | There are no transfers to report | |
| F. | Warrants | Warrants |
| | It is recommended that the Board of Education approve the following warrants: | |
| | <ul style="list-style-type: none"> • SCVTS Payroll Period Ending October 15, 2019 in the amount of \$168,573.62 • SCVTS Payroll Period Ending October 30, 2019 in the amount of \$171,486.52 | |

- Payments for the period of October 24, 2019 through November 19, 2019 in the amount of \$609,289.49

Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)

G. Board Secretary/Business Administrator New Business:

New Business

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

1. Request and Recommendation for Board of Education Approval of a Refund to an Adult Program Student in the amount of \$1242.

Approval of Refund for Adult Ed

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the amount of \$1,242 to Adult Medical Assistant DM. The Medical Assistant Class scheduled to begin on November 18, 2019 has been cancelled due to low enrollment.

2. Request and Recommendation for Board of Education Approval of the Annual Maintenance Budget Amount Worksheet.

Approval of Annual Maintenance Budget Amount w/s

It is recommended by the Business Administrator for Board of Education approval of the 2019 NJ DOE School Facilities Annual Maintenance Budget Amount Worksheet required per N.J.A.C. 6A:26A attached, showing no Maintenance Reserve.

3. Request and Recommendation for Board of Education Approval of the Donation of a Chevrolet K1500 Truck.

Approval of Donation of Truck

It is recommended by the Business Administrator for Board of Education approval of the donation of a Chevrolet K1500 Pick Up valued at \$2900. The vehicle was donated by Robert and Patricia Hill on October 30, 2019.

4. Request and Recommendation for Board of Education Approval of the Donation of Paint Respirators to the Auto Collision Repair Technology Program.

Approval of Donation of Paint Respirators

It is recommended by the Business Administrator for Board of Education approval of the donation of twenty-two (22) paint respirators valued at \$880. The paint respirators donation was coordinated by John Truman.

5. Request and Recommendation for Board of Education Approval of the Facility Use Request from Dakota Power Partners/Performance Marking NJ, Inc.

Approval of Facility Use by Dakota Power Partners

It is recommended by the Business Administrator for Board of Education approval of Dakota Power Partners to use the SCVTS facility for a community presentation on November 19, 2019. A facility use fee of \$200 is being charged to Dakota Power Partners.

6. Request and Recommendation for Board of Education Approval of the Cancellation of POTS lines with Windstream.

Approval to Cancel POTS lines with Windstream

It is recommended by the Business Administrator for Board of Education approval of the cancellation of the contract with Windstream for POTS lines effective December 31, 2019.

7. Request and Recommendation for Board of Education Approval of the Addition of POTS lines with Xtel.

Approval for additional POTS lines with Xtel

It is recommended by the Business Administrator for Board of Education approval of the contract with Xtel for POTS lines effective January 1, 2020 at an anticipated savings of approximately \$400/month.

8. Request and Recommendation for Board of Education Approval of the Revised Delta Dental Contract with Brown and Brown Advisors.

Approval of Revised Delta Dental Contract

It is recommended by the Business Administrator for Board of Education approval of the revised contract with Brown and Brown Advisors on behalf of Delta Dental. The contract increases the coverage of dental to \$1500 annual maximum as agreed to in the 2019-2023 teacher's contract.

9. **Request and Recommendation by the Business Administrator for Board of Education Approval of the Cancellation of Check #36049 to NJ School-Age Care Coalition** It is requested by the Business Administrator that the Board of Education approve the cancellation of check #36049 in the amount of \$865.00 to NJ School-Age Care Coalition. One conference registrant will not attend. We will reissue another check in the amount of \$692.00.
10. **Request and Recommendation by the Business Administrator for the Board of Education to Approve the Cancellation of Check #35993 in the Amount of \$3,073.68 to Anaheim Marriott Suites.** It is requested by the Business Administrator that the Board of Education approve the cancellation of check #35993 to Anaheim Marriott Suites. We will reissue a check for the same amount to Anaheim Marriott.
11. **Request and Recommendation by the Business Administrator for the Board of Education to Approve the Stewart Contract for Printer Maintenance and Ink Cartridges.** It is requested by the Business Administrator that the Board of Education approve the 11/15/19 to 11/14/22 contract with Stewart for printer repair and ink cartridges. The cost is \$16/month for (66) black and white printers and \$50/month for (18) color printers. Totaling \$1,956 monthly.
12. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the Use of District Vehicles.** It is recommended by the School Business Administrator that the Board of Education approve the use of district vehicles as needed for school events outside of normal school hours and for potential overnight usage for snow removal, as recommended by the Business Administrator.

Approval of Cancellation of check to NJ School Age Care Coalition

Approval of Cancellation of Check to Anaheim Marriott Suites

Approval of Stewart Contract for Printer Maintenance and Ink

Approval for Use of District Vehicles

Discussion: Mr. Davis asked if the Dakota presentation was after the fact, and Mr. Swain replied that it was.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

Superintendent’s Report – SCVTS

A. New Business:

New Business

PERSONNEL:

Personnel

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

1. **Request and Recommendation of the Superintendent for Board of Education for the Employment of Troy Bass.**
It is requested by the Superintendent that the Board of Education approve the employment of Troy Bass as a Part Time Custodian for the District at the rate of \$10 per hour be changed to a rate of \$11.79 per hour effective September 1, 2019.
2. **Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Gregory Harper.**
It is requested by the Superintendent that the Board of Education approve the FMLA of Gregory Harper, Full Time Custodian, beginning on or about November 13, 2019 until on or about February 19, 2020.
3. **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.

Position	Name	Stipend Amount
Boys Basketball Assistant Coach	Brian Reilly	\$2,250

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Robert Sample.

It is requested by the Superintendent that the Board of Education approve with regret the resignation of Robert Sample, Full Time Custodian- CTHS, effective October 31, 2019. Additionally, it is requested that Mr. Sample be paid out his earned and unused vacation time of 5 days at \$112.03/day = \$560.13.

5. Request and Recommendation by the Superintendent for Board of Education Approval of the Increase in the Minimum Wage.

It is requested by the Superintendent that the Board of Education approve the 2020 minimum wage of \$11.00. The 2018 minimum wage was \$10.00.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

PROFESSIONAL DEVELOPMENT:

**Professional
Development**

It was moved by Mr. Halter and seconded by Mr. Ransome that the board of Education approve the following Professional Development items:

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
2019 AMTNJ 11 TH Annual Special Education and Mathematics Conference Forsgate Country Club 375 Forsgate Drive Monroe Twp., NJ 08831 December 4, 2019	Jennifer Roberts	\$179 registration \$46.50 mileage (Title IIA) \$20 parking \$20 meals Acct#11-140-100-580-0-52-002	\$265.50 \$119 Substitute
Special Educators Conference; Mental Health Issues and Managing Difficult Students Workshops Camden County College December 6, 2019	Tracy Foster	\$149 registration \$18.20 mileage Acct#11-310-100-580-0-04-002	\$167.20 – \$119 Substitute
Mathematical Modeling in Three Acts (Grades 6-12) Rowan University Glassboro, NJ January 24, 2020	Tara Cunningham	\$149 registration \$9.98 mileage (Title IIA) \$20 meals Acct#11-140-100-580-0-52-002	\$178.98 \$119 Substitute

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Reinventing and Reimagining the High School Mathematics Classroom Rowan University Glassboro, NJ January 31, 2020	Tara Cunningham	\$149 registration \$9.98 mileage (Title IIA) \$20 meals Acct#11-140-100-580-0-52-002	\$178.98 \$119 Substitute
2020 COABE Conference, Baltimore, MD April 5 -8, 2020	Maria Alleva Robin Braxton-Bell Angel Brown Wandra Wells	\$499 registration \$800 hotel \$70 mileage \$20 tolls \$56 meals per gsa/per day	\$5,868 Perkins Secondary/ WIOA Title II
2020 COABE Conference, Baltimore, MD April 5 -8, 2020	Patricia Gilmore Sonya Saul	\$499 registration	\$898 WIOA Title II
Correctional Education Association Region 1 Conference Cape May, NJ May 26-29, 2020	Angel Brown Roxanne Ross	\$220 registration \$399 Hotel \$50 Mileage \$10 Tolls \$66/day meals per gsa guidelines	\$1,886 WIOA Title II
Andrew McPeak March 13, 2020 Generation Z Unfiltered: Understanding how to best connect with today's struggling learners and the challenges they face	SCVTS	Cost to potentially be split with PCGC and/or Pittsgrove School Districts	\$3250 plus travel up to \$2000. (Title I)
Sophie Reigal March 12, and March 13 "Don't Tell me to Relax" Mental Health and Mental Illness presentations for students, parents, and staff. <i>Sophie offers practical advice to teens, parents, and professionals on how to talk about anxiety, how NOT to talk about anxiety, when to ask for help, and so much more.</i>	SCVTS Two full days and one evening of presentations.	Cost to potentially be split with PCGC and/or Pittsgrove School District	\$6900 plus travel up to \$2000 (Title IIA)

Discussion: Mr. Ransome asked if there was a cost increase for substitutes, and Mr. Swain answered that there is.

Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)

PROGRAMS:

Programs

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

- 1. Request and Recommendation for Board of Education Approval to Approve the 2019-2020 Adult Vocational Program Class Schedule and Fees.** It is requested that

the Board of Education approve the 2019-2020 Adult Vocational Program class schedule as follows:

Program Name	Start Date	End Date	Total Cost*	Tuition**	Reg. Fees	Books/ Materials	Supplies/ Tools	Other	Hours
Basic Welding Level 1	3/3/2020	4/22/2020	\$1300 B	\$750	\$50	\$0	\$0	\$500	75
			\$1300 L	\$750	\$50	\$0	\$0	75	
75 Hour Real Estate License Course	Ongoing	Ongoing	\$400	\$375	\$25	\$0	\$0	\$0	75

2. **Request and Recommendation for Board of Education Approval of a High School Plus Agreement with Camden County College.**
It is recommended by the Superintendent that the Board of Education approve a High School Plus Program agreement between Camden County College and SCVTS for the Child Care and Early Childhood Education program. This agreement allows eligible high school students to take degree credit courses at a reduced tuition rate. The agreement expires June 30, 2020.
3. **Request and Recommendation for Board of Education Approval to Participate in the U Got Brains Champion School Teen Driving Safety Program for the 2019-2020 School Year.** It is recommended by the Superintendent that the Board of Education approve the participation in the U Got Brains Champion School Teen Driving Safety Program for the 2019-20 school year. The driving safety program will be completed by our Health & Physical Education department. The U Got Brains Champion Schools Program is an exciting opportunity for students and staff of New Jersey high schools to develop and execute campaigns to address and promote teen driving safety in their communities. Participating schools receive a cash stipend in the amount of \$750 to be used directly for the student campaign and projects. We will also receive technical support to assist with their campaigns, and advisors receive professional development hours. Funds must be used in accordance with the contract. Costs associated to the District will include entrance fees for the spring showcase at Great Adventure, field trip transportation and substitute costs to be approved at a later date.
4. **Request and Recommendation for Board of Education Approval of Curriculum in Action Experiences for the Salem County Vocational Technical Schools.** It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the chart attached.
5. **Request and Recommendation for Board of Education Approval of the Career and Technical High School Senior Curriculum in Action Experience to Orlando, Florida.** It is recommended by the Superintendent that the Board of Education approve the Career and Technical High School senior students to participate in a senior curriculum in action experience in Orlando, Florida to Disney and Universal Studios. The proposed senior class experience is scheduled from Sunday, April 19, 2020 to Thursday, April 23, 2020. Four (4) chaperones will be needed based on the number of student participants. The students will be responsible for all costs. Travel arrangements have been made through Adventure Student Travel.

Cost to Students: (Based on 4 students per room) Total per student cost: \$1095 with contribution from Class of 2020 fundraising efforts

- Hotel: Disney All Star Resort (4 nights)
- (3) Day Premium Disney Park to Park Ticket
- Universal Studios One Day Pass
- Meal Plan
- Southwest Airfare

Cost to District:

- Airfare/Tour/Accommodations Package – (1) administrator (free)
- Chaperone meal reimbursement at approved GSA guidelines
- (3) substitute teachers for (4) days at \$115.00 per sub per day = \$1380
- *Adventure Student Travel covers Airfare/Tour/Accommodations Package for (4) chaperones
- Account #11-000-240-580-38-001

6. **Request and Recommendation for Board of Education Approval to Establish a Girls Who Code Club.** It is recommended by the Superintendent that the Board of Education approve the establishment and approval of a Girls Who Code club at the Career and Technical High School. Girls Who Code is an international non-profit group working to close the gender gap in technology. Girls Who Code provides the online curriculum, training and \$300.00 per club. The club will meet during lunch periods and after school and will be facilitated by Ms. Nicole Cerqueira. Once established the club will initiate a student activity account to accept the \$300 grant from the national organization.

7. **Request and Recommendation for the Board of Education Approval of the Agreement between Elite Advantage Real Estate Academy and Salem County Vocational and Technical Schools.** It is recommended by the Superintendent that the Board of Education approve the Agreement between Elite Advantage Real Estate Academy and the Sale County Vocational Technical Schools. The agreement between the parties is to provide real estate education for pre-licensure for New Jersey Real Estate Salespersons and Broker licenses in accordance with the requirements and licensing laws of Title 45-15 of the New Jersey Real Estate Commission (NJREC) under the New Jersey Department of Banking and Insurance (NJDOBI) on the Career and Technical High School campus. The agreement is for a three (3) year term and expires on November 25, 2022.

8. **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.	NTHS	Charitable Frog - donations to give to AFJROTC to be used to purchase supplies for our troops	November 27, 2019 thru June 12, 2020
B.	Class of 2023	T-Shirt, Hoodies, Crazy Socks and Stadium Blankets Sales – Cost: \$5.00 - \$45.00 (depending upon brand/design and graphic chosen)	November 27, 2019 thru December 6, 23019
C.	Class of 2023	Cookies & Cocoa Fundraiser – Cookie and Cocoa sales on Fridays during 1 st block in F3 - Cost: \$2.00	December 1, 2019 – December 30, 2019

D.	FFA	Breakfast with Santa \$5 for kids 3-12yrs. And \$10 for adults	December 14, 2019 8 – 11am
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9. **Request and Recommendation by the Superintendent for Board of Education Approval of the Revision of the District Calendar.** It is requested and recommended that the Board of Education approve the revision of the District Calendar to make December 20, 2019 a half-day.

Discussion: Mr. Davis noted that in Item 5, the sub rate is listed incorrectly. This was noted and corrected in the minutes. Mr. Donelson asked if the advisor for the new club listed in Item 6 would receive a stipend, and Mr. Swain responded yes.

Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)

POLICY – No new items

Policy

Old Business: - None

Old Business

INFORMATIONAL ITEMS

Informational Items

- CTHS Principal’s Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report

1. Information regarding CTHS students (ID# 102154, ID#102207, ID#102160) who have requested to independently manage their diabetes in school on a daily basis. (Information available upon request).

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

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

HIB Report

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

Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)

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

Board Secretary/
Business
Administrator’s
Report – SCSSSD

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

- A. **Board Secretary Report**
Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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.

Board Secretary
Report

Business Administrator/Board Secretary

November 26, 2019
Date

B. Reconciliation of Cash for School Funds Report

Treasurer's Report

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

C. Board Secretary Certification

Certifications

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.

Transfers

E. Transfer of Funds

There are no transfers to report.

F. Warrants

Warrants

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

- SCSSSD Payroll Period Ending October 15, 2019 in the amount of \$320,043.16
- SCSSSD Payroll Period Ending October 30, 2019 in the amount of \$313,814.58
- Payments for the period of October 24, 2019 through November 18, 2019 in the amount of \$472,737.99.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

G. Board Secretary/Business Administrator New Business:

New Business

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

1. Request and Recommendation for Board of Education Approval of the Annual Maintenance Budget Amount Worksheet.

Approval of Annual Maintenance Budget W/S

It is recommended by the Business Administrator for Board of Education approval of the 2019 NJ DOE School Facilities Annual Maintenance Budget Amount Worksheet required per N.J.A.C. 6A:26A attached, showing a Maintenance Reserve amount of \$100,000.

2. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Stewart Contract for Printer Maintenance and Ink Cartridges.

Approval of Contract with Stewart for Printer Maintenance and Ink

It is requested by the Business Administrator that the Board of Education approve the 11/15/19 to 11/14/22 contract with Stewart for printer repair and ink cartridges. The cost is \$16/month for (18) black and white printers and \$50/month for (5) color printers. Totaling \$538 monthly.

3. Request and Recommendation by the Business Administrator to Accept the Tuition Payment from Sending Districts.

Approval to Accept Tuition Payments

It is recommended by the Business Administrator to accept the tuition payment from:

District	Service	Cost
Bridgeton School District	Bus Aide <u>Contract</u> (NP & TP)	\$32.25/hour
	Bus Aide <u>Contract</u> (NF & JF)	\$32.25/hour
Delsea Regional School District	Tuition <u>Contract</u>	\$39,632.40
Cumberland Regional	One to One <u>Contract</u>	\$77,000.00
	ESY <u>Contract</u>	\$59,800.00
Commercial Township	CFY <u>Contract</u>	\$5,000
Pittsgrove Township BOE	Tuition <u>Contract</u>	\$290,899
Creative Co-Laboratory Charter	Related Services <u>Contract</u>	\$5,000

4. **Request and Recommendation by the School Business Administrator that the Board of Education Approve GCSSD Transportation Contracts** It is recommended by the school business administrator that the Board of Education approve the attached GCSSD Transportation contracts:

Approval of GCSSD Transportation Contracts

5. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the cancellation of check #41588 in the amount of \$304.16.** It is recommended by the School Business Administrator that the Board of Education approve the cancellation of check #41588 in the amount of \$304.16 payable to Janeth Coll. The check was lost in the mail and will be reissued.

Approval of Cancellation of Check to Janeth Coll

6. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the cancellation of check #41819 in the amount of \$2,300.00.** It is recommended by the School Business Administrator that the Board of Education approve the cancellation of check #41819 in the amount of \$2,300 payable to C&H Disposal Service. The check was the result of a duplicate invoice and was never cashed.

Approval of Cancellation of Check to C&H Disposal Service

7. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the cancellation of check #41930 in the amount of \$299.00.** It is recommended by the School Business Administrator that the Board of Education approve the cancellation of check #41930 in the amount of \$299.00 payable to Lowes. The check will not be reissued.

Approval of Cancellation of Check to Lowes

8. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the cancellation of check #41923 in the amount of \$400.00.** It is recommended by the School Business Administrator that the Board of Education approve the cancellation of check #41923 in the amount of \$400 payable to Garden State Environmental Service. The check was the result of a duplicate invoice and will not be reissued.

Approval of Cancellation of Check to Garden State Environmental

9. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the cancellation of check #41861 in the amount of \$1,515.00.** It is recommended by the School Business Administrator that the Board of Education approve the cancellation of check #41861 in the amount of \$1,515.00 payable to Safetech Professional. The check was never cashed and will not be reissued.

Approval of Cancellation of Check to Safetech

10. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the cancellation of check #41921 in the amount of \$574.60.** It is recommended by the School Business Administrator that the Board of Education approve the cancellation of check #41921 in the amount of \$574.60 payable to YOGIBO. The check was never cashed and will not be reissued.

Approval of Cancellation of Check to YOGIBO

11. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the Purchase of a 2006 GMC 4500 Dump Truck.** It is recommended by the School Business Administrator that the Board of Education approve the purchase of a 2006 GMC 4500 Dump Truck from Hook Equipment Sales for \$16,000.

Approval to Purchase Dump Truck

Dealership	Vehicle	Cost
Hook Equipment Sales	2006 GMC 4500	\$16,000
Coopersburg & Liberty Kenworth	2002 Mack RD688S	\$29,950
Bergey's Truck Center	2011 Isuzu NPR Dump Truck	\$27,950

12. **Request and Recommendation by the School Business Administrator that the Board of Education Approve the Use of District Vehicles.** It is recommended by the School Business Administrator that the Board of Education approve the use of district vehicles as needed for school events outside of normal school hours and for potential overnight usage for snow removal, as recommended by the Business Administrator.

Approval to Use District Vehicles

Discussion: Mr. Ransome asked how far back the cancelled checks go, and Mr. Maurer replied they were from June through September.

Ayes (5) *Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis*
 Noes (0) Abstain (0) Non Vote (0)

SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

Superintendent's Report - SCSSSD

A. New Business:

New Business

PERSONNEL:

Personnel

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

- 1. Request and Recommendation for Board of Education Approval of the Change in Salary Guide for Jady Shetter.** It is requested by the Superintendent that the Board of Education approve the change in salary guide for Jady Shetter, Teacher of Autism at Cumberland Campus from BA Step 2 at the salary of \$53,617 to MA Step 2 at the salary of \$56,837 effective December 1, 2019.
- 2. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA/NJFLA of Brittny Migoley.** It is requested by the Superintendent that the Board of Education approve the FMLA of Brittny Migoley, Paraprofessional, beginning on or about November 27, 2019 until on or about January 27, 2020. Additionally, it is requested to utilize NJFLA beginning on or about January 28, 2020 until on or about April 24, 2020.
- 3. Request and Recommendation for Board of Education Approval for the Employment of Shalana Carter.** It is requested by the Superintendent that the Board of Education approve the employment of Shalana Carter as a Paraprofessional Cumberland Campus at the salary of IA, Step 3 - \$18,441 beginning November 1, 2019.
- 4. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Sandra Krishna**
 It is requested and recommended by the Superintendent for the Board of Education approve the employment of Sandra Krishna as Non-Public Nurse at the salary of \$25.75/hour and District Substitute Nurse at the salary of \$135/day, beginning November 18, 2019.

5. **Request and Recommendation for Board of Education Approval for the Employment of Kathryn Lashbrook** It is requested by the Superintendent that the Board of Education approve the employment of Kathryn Lashbrook as a Substitute Teacher of English for Daretown at the salary of \$85.00 per day for twenty (20) days, after twenty (20) days salary becomes BA, Step 1 - \$53, 317 (prorated) effective September 16, 2019.
6. **Request and Recommendation for Board of Education Approval for the Employment of Melanie Blew** It is requested by the Superintendent that the Board of Education approve the employment of Melanie Blew as a Substitute Teacher of Multiple Disabilities for Cumberland at the salary of \$85.00 per day for twenty (20) days, after twenty (20) days salary becomes BA, Step 1 - \$53,317 (prorated) effective September 16, 2019.
7. **Request and Recommendation by the Superintendent for Board of Education to Approve the Transfer of Kathryn Lashbrook** It is recommended by the Superintendent that the Board of Education approve the transfer of Kathryn Lashbrook from Substitute Teacher of English for Daretown to Paraprofessional - Daretown Campus beginning November 25, 2019.
8. **Request and Recommendation by the Superintendent for Board of Education to Approve the EIP Employment of Jennifer Crowell** It is recommended by the Superintendent that the Board of Education approve the approval of Jennifer Crowell, Child Study Team Social Worker to also provide additional services for Early Intervention beginning December 1, 2019.
9. **Request and Recommendation by the Superintendent for Board of Education Approval of the Increase in the Minimum Wage.** It is requested by the Superintendent that the Board of Education approve the 2020 minimum wage of \$11.00. The 2018 minimum wage was \$10.00.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
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:

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.
2. **Request and Recommendation for Board of Education Approval of a Poinsettia Sale Fundraiser at the Cumberland Campus.** It is recommended by the superintendent that the Board of Education approve a Poinsettia Sale fundraiser for the Cumberland Campus. The poinsettias will be provided by Huffman Farms. The sale will run during November 2019. The funds raised will go towards the wheelchair swing at the Cumberland Campus.
3. **Request and Recommendation for Board of Education Approval of the Following Community Based Instruction Sites:** It is recommended by the Superintendent that the Board of Education approve the attached list of Community Based Instruction Sites.

4. **Request and Recommendation by the Superintendent for Board of Education Approval of the Revision of the District Calendar.** It is requested and recommended that the Board of Education approve the revision of the District Calendar to make December 20, 2019 a half-day.

Ayes (5) *Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis*
 Noes (0) *Abstain (0) Non Vote (0)*

PROFESSIONAL DEVELOPMENT:

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

**Professional
Development**

1. **Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Special Services School District Personnel.** 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>Technology Implementation in CBI</i> Sponsored by: The Boggs Center Mullica Hill, NJ 4/1/20 & 5/12/20	Tyler Day	\$0 Registration \$19.82 Mileage \$170 Substitute	\$199.82
<i>Autism Meltdowns in Children & Adolescents</i> Sponsored by: PESI Cherry Hill, NJ 12/6/19	Carrie Bermudez Lisa Davis	\$219.99 Reg. \$85 Sub \$219.99 Reg. \$85 Sub	\$609.98
<i>Principles of Purchasing 1</i> <i>Tuesdays and Thursdays 1/14-1/23</i> <i>MACS Business Support Centers</i> Williamstown, NJ 08094	Frank Maurer	\$982.00	\$982.00
<i>Principles of Purchasing 2</i> <i>Thursdays 5/7-6/4</i> <i>Ocean County Fires & First Aide Training Ctr,</i> Waretown NJ, 08758	Frank Maurer	\$967	\$967.00
<i>Special Education Conference</i> Sponsored by: CCC Blackwood, NJ 12/6/19	Lindsay Quinn Brenda Russell Kassandra Runkle Michael Costello Jim Helder	\$149 Reg. \$85 Sub \$149 Reg. 22.89 Mileage \$85 Sub \$149 Reg. \$22.89 Mileage \$85 Sub \$149 Reg. \$22.89 Mileage \$149 Reg.	\$1,068.67

Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)

POLICY – No new items

Policy

INFORMATIONAL ITEMS

Informational
Items

1. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of October 2019.

It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of October 2019 This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.

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

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.

HIB Report

Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)

3. Principal's/Administrator's Reports

ASD Satellite Program
Cumberland Campus
Daretown
Salem Campus
Salem County Special Services Safety Committee Minutes from 11-18-19

Principals and
Administrators
Reports

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.

Audience
Participation

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.

Mr. Helder reported that Thanksgiving Feast at RDS went well. One of our TCP students, Dennis Jones will be working at Rowan University. He met with a representative of the Office of the Disabled, who did not know our school existed. Planning to work on a transition program for eligible students.

Ms. McClintock reported that Program re-approvals are going to the State. The Curriculum team has been in each building, and Adult Ed is excited to start the real estate classes.

Mr. Marakovits reported that at level of service is necessary in order to maintain grant status. Students are set for trips based on STEAM, and they are working on a STEM program for Daretown

Dr. Whittinghill reported that one student went back to district, and another new student will start next week. Related Services personnel are working hard.

Mr. Helder reported that there have been 4 colleges on campus. They had a successful financial aid night, and a college checklist night with SCC. Many service projects are on-going. Appel Farms permitted Mr. Kasubinski to recruit, and he invited them to tour and be part of the Academy Showcase. We are going to Gloucester County Policy academy to set up an articulation agreement. National Technical Honor Society and Academy Showcase are coming up.

Mr. Cummings reported that the Positive Behavior System is going well – 3 students qualified for rewards. 1 student is graduating in December and scored 1240 on the SAT. There are 3 intakes scheduled for new students.

Mr. Davis commended administrators and staff for no HIB reports in any buildings.

RECESS INTO EXECUTIVE SESSION – 8:28

**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:

1. Matters in which the release of information would impair the right to receive government funds, and specifically:

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

3. Matters concerning negotiations, and specifically:

4. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

5. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically: Alternative School relocation
6. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: SCSSSD Safety and Security at Community Events
7. 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:

8. Matters involving quasi-judicial deliberations, and specifically:
Building and Grounds Supervisor, Custodial Concerns, staff payment for additional work,
Dance Academy

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 return to open session to conduct business at the conclusion of the executive session.

It was moved by Mr. Halter and seconded by Mrs. Bomba that the Board of Education recess into Executive Session at 9:07 p.m.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 9:14 p.m.

**Resumption of
Public Portion**

It was moved by Mr. Davis and seconded by Mrs. Bomba that the Board of Education resume the public portion of the meeting.

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

ADDENDUM SCVTS/SCSSSD

It was moved by Mr. Davis and seconded by Mrs. Bomba that the Board of Education Approve the Following Recommendation by the Superintendent

It is requested and recommended by the Superintendent that the Board of Education approve payment for the days Dr. Jennifer Bates and Frank Maurer work outside their normal contracted hours and days attending School Business Administrator Academy classes on Saturdays from September 2019 until May 2020. It is recommended that they be compensated \$375/diem for days these classes are in session and attendance is made. Overtime sheets will be submitted for approval by the Superintendent

*Ayes (5) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

XIV. ADJOURNMENT – 9:15

Adjournment

It was moved by Mr. Davis and seconded by Mrs. Bomba that the Board of Education adjourn at 9:15 p.m.

*Ayes (6) Mr. Donelson, Mr. Halter, Mr. Ransome, Mrs. Smith, Mrs. Bomba and Mr. Davis
Noes (0) Abstain (0) Non Vote (0)*

Respectfully Submitted,

Jennifer Bates
Assistant Superintendent
Business Administrator/Board Secretary
SCVTS

Frank Maurer
Assistant Superintendent
Business Administrator/Board Secretary
SCSSSD