

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &  
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM  
BOARD OF EDUCATION MINUTES – DECEMBER 16, 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, December 16, 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, Mrs. Julie Smith, Mr. James Davis.

**Roll Call**

**Members Absent:** Ms. Margaret Nicolosi

**Others Present:** Mr. John Swain, Superintendent, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary SCVTS, Mr. Frank Maurer, Assistant Superintendent/B.A./Board Secretary SCSSSD, 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, Shawn Rebman, Director CST and EIP, Gwen Herman, Director, Title I, Michelle Ridgway, Rich Ridgway, Randy Wentzell, R.J. Wentzell, Darrian Banks, Elizabeth Duaime, Morgan Crispin Palgerosa

**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 November 26, 2019.

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

**ADDENDA**

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

**Acceptance of Addenda Items**

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

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

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

**AUDIENCE PARTICIPATION I - None**

**Audience Participation I**

**BOARD OF EDUCATION BUSINESS**

**BOE Business**

At Mr. Swain’s request, a moment of silence was held in remembrance of Henry Jones, a student from our Alternative School that was shot and killed recently.

- A.** Old Business- School Facilities Project
- B.** New Business - None
- C.** Correspondence- Thank You Note - Stephanie Hassler
- D.** Presentations
  - 1. Tom Dark - Audit Reports
  - 2. Brian Quinn/Culinary Students - School Safety Project
  - 3. Bryan Ruiz-Perez - November Student of the Month for Upper Pittsgrove
  - 4. Jefferson Garcia-Valazquez - December Student of the Month for Cumberland Campus
  - 5. Charles Brown, Jr. - December Student of the Month for Cumberland Campus
  - 6. SCVTS Student Government

**Old Business**

**New Business**

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

**Board Sec’y/  
Business Adm’n.  
Report SCVTS**

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

**A. Board Secretary Report**

**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**

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 Sec’y  
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**

**BOE 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**

It is recommended that the Board of Education approve the transfer of funds for July 2019 through December 2019.

**F. Warrants**

**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

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

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

Business Admin  
New Business  
SCVTS

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

**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**

Approval of e-mail  
archiving appliance  
through K12USA

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.

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

Approval to cancel  
check 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.**

Approval to accept  
\$3,000 from  
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:

1. Average days to report claims are within 24 hours,
2. Maintaining a loss ratio below 50% for 2018-19, and
3. 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.**

Approval of CAFR  
and Synopsis of  
Audit FY ending  
June 30, 2019

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:

<u>REC. #</u>	<u>SUBHEADING</u>	<u>AUDIT FINDING</u>	<u>CORRECTIVE ACTION APPROVED BY THE BOARD</u>
1	Financial Planning, Accounting & Reporting	The required certification (E-CERT) of compliance with requirements for income tax on compensation of administrators was not filed in accordance with NJSA 18A:17-14.4	Procedures to prepare and submit the E-CERT should be reviewed and revised, in order to ensure the certification is filed
2	Payroll/Agency	Bank reconciliations of the Payroll, Payroll Agency, and student activity Bank Accounts were not prepared in a timely manner throughout the school year.	Procedures and resources need to be reviewed and revised, in order to assure that bank reconciliations are available to support the amount of cash reflected in the records and financial statements. The bank reconciliations must also be completed and submitted in a timely manner.

3	TPAF Reimbursement	Numerous adjustments to the District General Ledger were presented as part of the audit, including the June 30, 2019 accrual of the TPAF Reimbursement.	TPAF will be accrued prior to June 30, 2019.
4	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.
5	Student Activities	Funds received for student activities were not deposited in a consistent and timely manner.	New procedures have been implemented to deposit received monies bi-weekly.

**5. Request and Recommendation for Board of Education Approval of the Facility Use Request from Salem County Health and Human Services.**

It is recommended by the Business Administrator for Board of Education approval of Salem County Health and Human Services to use the SCVTS facility for a community presentation on January 16, 2020.

**Approval of Facility Use Request from Salem County HHS**

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

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

**Superintendent’s Report SCVTS**

**NEW BUSINESS:**

**New Business**

**PERSONNEL**

**Personnel**

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

- 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 After School 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 through 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 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.

Position	Name	Stipend Amount
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.

- 11. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Andrew DeDomenico.** It is requested by the Superintendent that the Board of Education approve the transfer of Andrew DeDomenico, Part-Time Custodian-District to Substitute Custodian, effective December 16, 2019

**FMLA**

- 12. Request and Recommendation of the Superintendent for Board of Education Approval of Frank Maurer Assuming Business Administrator Responsibilities**  
It is requested by the Superintendent that the Board of Education approve Business Administrator responsibilities beginning on or about December 13, 2019 until on or about March 6, 2020 on an as needed basis.

*Ayes (6) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba, Mrs. Smith 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.

<b>Description of Professional Development for School Improvement Activity or Workshop</b>	<b>Participant(s)</b>	<b>Cost Per Participant</b>	<b>Total cost</b>
NJPSA/FEA Assistant Principal/Vice Principal 2020 Expo at NJ Principals & Supervisors Association 12 Centre Drive Monroe, NJ 08831 January 10, 2020	Pat Cruet	No Cost	No Cost to District
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)	\$665.50 ESEA IIA
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*  *Dr. Bates indicated Mr. Quinn is no longer anticipated to attend at this time.	\$700 registration \$1,000 hotel \$450 airfare \$275 meals/incidental per gsa guidelines	\$4,850 Perkins Secondary
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

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

**PROGRAMS:**

**Programs**

It was moved by Mr. Davis and seconded by Mrs. Bomba that the Board of Education approve the following Program Items:

**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 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.**

Community Service Project	Date	District Cost
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 plan, purchase and prepare the meal for those in need.	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.

**6. 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.



**7. 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.

	<b>ORGANIZATION</b>	<b>ACTIVITY</b>	<b>DATE OR WEEK OF THE ACTIVITY</b>
A.	FFA	Clothing Drive (Organization will be paid price per lb. of clothing)	January 1, 2020 thru March 31, 2020
B.	Girls Basketball	Pancake Breakfast – Applebees, Pennsville, NJ – Ticket Cost: \$11 - \$15	January or February 2020 – Date TBD
C.	Girls Basketball	Coupon Books – (Organization will receive portion of the profits)	January or February 2020 – Date TBD

**8. Request and Recommendation for Board of Education Approval of an Internship Grant Program for High School Student #101934 with Wysocki Electric, Inc.** It is recommended by the Superintendent that the Board of Education approve an Internship Grant Program application for student #101934 with Wysocki Electric, Inc. for the 2019-2020 school year as part of a Structured Learning Experience.

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

**POLICY - None**

**Policy**

**OLD BUSINESS: None**

**Old Business**

**INFORMATIONAL ITEMS**

**Informational Items**

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

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

**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)**

**HIB**

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

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

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

**Board Sec’y/  
Business Admin.  
Report SCSSSD**

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

**A. Board Secretary Report** **Board Sec'y 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**  
 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 Sec'y 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** **BOE 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**  
 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** **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.

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

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

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

- 1. Request and Recommendation by the School Business Administrator to renew the Annual Service Contract with South Jersey Water Conditioning Service, Inc.** **Approval of contract renewal with South Jersey Water Conditioning** 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:

**Approval of acceptance of \$1,000 from GCSSD JIF**

**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.**

**Approval to accept donations**

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.**

**Approval to accept tuition payments from sending districts**

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

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

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.

**Approval of CAFR and Synopses of Audit FY ending June 30, 2019**

6. **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.**

**Recommendations of the Auditor**

7. **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:

**Approval to Update 403(b) plan contract with US OMNI**

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.

- 8. **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.

**Approval of GCSSSD Transportation Contracts**

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

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

**Superintendent's Report - SCSSSD**

**NEW BUSINESS:**

**New Business**

**PERSONNEL:**

**Personnel**

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

- 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.** 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.

#### **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	Cumberland Campus
Faith Madden <i>10 Wednesdays starting in January</i>	Stockton	Occupational Therapy	Lisa Loomis	Oldmans

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

**PROGRAMS:**

**Programs**

It was moved by Mr. Ransome and seconded by Mr. Halter 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.

*Ayes (6) Mr. Donelson, Mr. Ransome, Mr. Halter, Mrs. Bomba, Mrs. Smith 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 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 for School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
<i>Reducing Recurring Classroom Behavior Problems</i> Sponsored by: BER Mt. Laurel, NJ January 28, 2020	Amanda Hollenweger	\$279 Reg. Fee \$37.66 Mileage \$10 Misc. \$85 Substitute	<b>\$411.66</b>
<i>ATIA 2020 (Assistive Technology Industry Association)</i> Orlando, FL January 29-31, 2020	Stephanie Weiser	\$570 Reg. Fee \$20 Admission Fee	<b>\$590</b>
<i>Best Practices for Paraprofessionals</i> Sponsored by: PreK-1 Ed. Svcs.@CCC Blackwood, NJ January 24, 2019	Erin Sharp	\$149 Reg 22.89 Mileage \$10 Misc. \$85 Sub	<b>\$266.89</b>
	Janene Garrison-Morrison	\$149 Reg \$22.89 Mileage \$10 Misc. \$85 Sub	<b>\$266.89</b>
		<b>Total</b>	<b>\$533.78</b>

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

**POLICY** - None

Policy

**OLD BUSINESS:** None

Old Business

**INFORMATIONAL ITEMS**

Informational Items

It was moved by Mrs. Smith and seconded by Mr. Halter that the Board of Education approve the following 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.
- 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.

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

- 3. Principal's/Administrator's Reports**  
Cumberland/Calendar  
Daretown  
SCSSSD ASD Satellite Programs

**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 II

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. Cummings reported that he has been working with the curriculum team. They had a student pass and students would like to acknowledge that at graduation. Outside counseling helped staff and students today.

Ms. McClintock discussed identifying in-school youth for programs and developing offerings for county-wide PD day.

Ms. Lockwood discussed two new students being accepted to the Daretown Program, with another on the way. Total is up to 35 students at present. Staff ID badges, visitor and vendor passes were all created.

Ms. Alleva discussed the continued interest in Adult Ed programs. 9 out of 10 spots are filled for out-of-school youth.

Dr. Whittinghill reported on numerous activities scheduled for this week.

Ms. Herman reported that after school tutoring is going well, and PD days are being planned.

Mr. Helder discussed the NTHS induction. He reported that Mr. DiTizio was given an award and took part in a program. Welding students attended a Divers Academy. The Academy Showcase is scheduled for Wednesday at 9:30.

Dr. Wentzell reported that two families toured the program and have been tentatively accepted. The school has been working with Hope Loft collecting gently used coats, and new hats, mittens and gloves. Jill Reistle's high school class won First Place and Best in Show at Greenwich's Christmas Festival for their Gingerbread House. Ms. Bagley-Adkins competed in an ultra-marathon for 154 miles, with pledged donations coming back to Cumberland Campus to be put toward their walking track.

Mr. Marakovits reported that the Parent Showcase for 21<sup>st</sup> Century went well.

Mr. Rebman reported that his transition into the CST went well. He has visited each school that we provide services to twice thus far. Early Intervention has lost some staff, but is gaining new staff as well.

Mr. Kershaw reported that Technology is going well, and NJSLA testing went well.

## **BOARD COMMENTS**

## **Board Comments**

Mrs. Bomba asked that the Board be better notified of upcoming events, as opposed to phone calls or emails the day they are happening. She would like to have attended NTHS.

Mr. Davis said that each Building should submit a "Student of the Month". This is now a requirement, not an option.



**RECESS INTO EXECUTIVE SESSION – 8:27 p.m.**

**Recess to  
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: \_\_\_\_\_
6. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: \_\_\_\_\_
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: FMLA Request, Superintendent Contract
8. 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 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 8:27 p.m.

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

**RESUMPTION OF PUBLIC PORTION OF THE MEETING – 8:37**

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

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

**Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Dr. Jennifer Bates** It is requested by the Superintendent that the Board of Education approve the FMLA of Dr. Jennifer Bates beginning on or about December 13, 2019 until on or about March 6, 2020.

**Approval of FMLA  
for J.B.**

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

**ADJOURNMENT – 8:39 p.m.**

**Adjournment**

It was moved by Mr. Davis and seconded by Mrs. Bomba that the Board of Education adjourn at 8:39 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