

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES – SEPTEMBER 22, 2020

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, September 22, 2020 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. James Davis, Mr. Daryl Halter, Mr. Earl Ransome, Mrs. Patty Bomba.

Roll Call

Members Absent: Mrs. Julie Smith and Ms. Margaret Nicolosi

Others Present: Mr. John Swain, Superintendent, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary SCVTS, Frank Maurer, Assistant Superintendent/B.A./Board Secretary SCSSSD, Mrs. Jane Whittinghill, Director of Related Services and Principal of Upper Pittsgrove Program, Mr. John Seiber, Security Officer SCVTS, Jason Helder, Principal, SCVTS, Jarrod Kershaw, IT Technician, Carmen Porter, Teacher, SCVTS

Minutes

MINUTES

It was moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the Minutes and the Executive Minutes of the August 25, 2020 Board of Education Meeting.

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

AUDIENCE PARTICIPATION I

Audience Participation I

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.
6. Time limited to 3 minutes per speaker.

BOE Business

BOARD OF EDUCATION BUSINESS

Old Business

Old Business- SCVTS & SCSSSD Reopening Plan Phase II

1. Mr. Swain presented the plan to reopen SCSSSD to four days a week where needed to meet IEP needs. (2 Attachments)
2. Mr. Swain presented reopening SCVTS to 50% capacity. Mr. Helder added to the comment of meeting the needs of the students.
 1. Mr. Ransome thought 19 days of school to make the decision to open further was too fast. Need another month.
 2. Mr. Davis believes zero cases and a vaccine are necessary before reopening anymore. I want this to work.

3. Mrs. Bomba is concerned about the health of all and not sure if there is an answer.
4. Halter there is no K-8 closures, only 1 K-12 closure. We are the first line of defense for the emotional and physical welfare of the students and they are not getting that now.
5. Donelson we should follow the state metrics if the county goes red we close.

New Business-None

Correspondence- SCVTS Thank You to Freeholder Board

Presentations -

3. John Sieber Introduction/Security
4. Recognition of Construction Project Companies
 1. Motion - Ransome
 2. Second - Halter
 3. All in favor
5. Curriculum Team "Where are we now?"

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


Board Secretary/
Business
Administrator
Report - SCVTS

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2020 and August 2020. 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

September 22, 2020

Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2020 and August 2020. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of July 2019.

Reconciliation of
Cash

C. Board Secretary Certification

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

Board Secretary
Certification

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.

BOE Certification

E. Transfer of Funds

There are no transfers to report

Transfers

F. Warrants

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

Warrants

- SCVTS Payroll Period Ending August 14, 2020 in the amount of \$60,181.33
- SCVTS Payroll Period Ending August 28, 2020 in the amount of \$72,809.75
- Payments for the period of August 21, 2020 through September 15, 2020 in the amount of \$2,899,849.90

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

Board Secretary/Business Administrator New Business:

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

**Board Secretary/
Business
Administrator New
Business**

1. Request and Recommendation by the School Administrator for Board of Education Approval of a District Purchasing Manual

**Approval of District
Purchasing Manual**

It is recommended by the School Administrator for the Board of Education approve a District Purchasing Manual. The previous manual was approved when using the Edge software. The manual was not revised by the business office when the system switched to EduMet.

2. Request and Recommendation by the Business Administrator for Board Approval of the School Integrated Pest Management Plan. It is recommended by the Business Administrator for Board of Education approval to accept the School Integrated Pest Management Plan for the Salem County Vocational Technical School District for the 2020/2021 School Year.

**Approval of School
Integrated Pest
Management Plan**

3. Request and Recommendation by the Business Administrator to Void Checks #1308 and #1373. It is recommended by the Business Administrator that the Board of Education approve the voiding of Check #1308 dated 3/29/19 payable to Katelyn Hill in the amount of \$94.87, and Check #1373 dated 11/29/19 payable to Sarah Seeman in the amount of \$189.72. These checks were issued but never cashed.

**Approval to Void
Checks**

4. Request and Recommendation by the Business Administrator for Board of Education Approval to Cancel Check #37218.

**Approval to Cancel
Check**

It is recommended by the Business Administrator that the Board of Education approve to cancel check #37218 for \$47.55 to Sonita Johnson for SCVTS-Lunch Refunds. The original check was destroyed in the mail. We will process a replacement check for the same amount.

5. Request and Recommendation by the Business Administrator for Board Approval to Refund Cosmetology Students for a Cancelled Trip to New York.

**Approval of
Refunds to
Cosmetology
Students**

It is recommended by the Business Administrator for Board of Education approval to refund cosmetology students their admission fees in the amount of \$38.00. The trip to the International Beauty Show at the Javitz Center in New York on March 10, 2020 was cancelled due to the Covid-19 pandemic. The list of students receiving refunds is attached.

6. Request and Recommendation by the School Administrator for Board of Education Approval of a Resolution Increasing the Bid Threshold for the Qualified Purchasing Agent

**Approval to
Increase Bid
Threshold**

WHEREAS, Salem County Vocational Technical School District, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid

threshold amount of \$44,000 for the Board of Education, and further authorizes Frank H. Maurer, III SBA/Bd. Secy., the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Approval to Award
Contract for Linen
Service

7. Request and Recommendation of the Board of Education Approval to Award a Contract for Linen Services for the Culinary Arts and Food Services Department for the 2020-21 School Year.

It is recommended that the Board of Education grant approval to award a contract for Linen Services for the Culinary Arts and Food Services Department for the 2020-21 School Year. Quotations were sent to six vendors; one vendor replied, Churchill Linen Services, Inc. (dba/Wildwood Linen Supply, Wildwood, NJ). The prices must remain in effect through June 30, 2021. The following shows the products highlighted in bold print based on quantities offered.

DESCRIPTION	WILDWOOD LINENS (Stokes Laundry)	MONTHLY USAGE
	PRICE EACH	
Kitchen Towels 100% Cotton 14" x 24"	.18	1000
Barber Towels Terry Cloth 15" x 24"	.22	3200
Bib Aprons (55% Cotton/45% Polyester Straight Cut) White 32" x 38"	.49	300
Table Covers White 52" x 52" Special Occasion	.66	N/A
Table Covers White (Inventory 10) 72" x 72"	.88	30
Table Covers White (Inventory 25) 54" x 120"	2.31	30
Table Covers Burgundy 72" x 72" Special Occasion	.83	N/A
Table Covers Navy Blue 72" x 72" Special Occasion	.83	N/A
Napkin Burgundy 20" x 20" Special Occasion	.15	N/A
Napkin White 20" x 20" Special Occasion	.13	N/A
Napkin Burgundy (Inventory 175) 20" x 20"	.15	300
Table Covers White (Inventory 20) 61" x 61"	.69	N/A

8. Request and Recommendation by the Business Administrator to accept the Merchandise and Services from Aramark for the 2020-2021 School Year.

Approval of
Acceptance of
Merchandise and
Services from
Aramark

It is recommended by the Business Administrator for Board of Education approval to accept the following quantities and prices from Aramark for the lease and cleaning custodial items. This has not changed since last year. We are in year 4 of a 5-year contract that expires in August of 2021.

Merchandise	Qty	Cost per Item	Frequency	Minimum Billed %	Replacement Charge
DM1704 BRWN 4x6	18	\$7.75	EOW	50%	\$300.00
DM1704 BRWN 3X10	16	\$9.75	EOW	50%	\$350.00
DP0018 ORNG-60	4	\$2.70	EOW	50%	\$61.88
DP0018 REDD-24	12	\$1.80	EOW	50%	\$34.35
DP0025 GREN LGER	20	\$3.00	EOW	50%	\$41.26
XX0257 BLAK-X	1	0	EOW	100%	25.00
DP0018 YELLOW-48	4	\$2.15	EOW	50%	\$42.00

Approval of Budget Development Calendar

9. **Request and Recommendation by the School Administrator for Board of Education Approval of the 2021-22 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.** It is recommended by the School Administrator that the Board of Education approve the 2021-22 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2021-2022 Budget Development Calendar
SCVTS**

10/16/2020	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
11/16/2020	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
12/4/2020	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
12/22/2020	DISCUSS GUIDELINES WITH BOARD
1/25/2021	BOARD APPROVAL OF TUITION RATES
2/12/2021	SECOND DRAFT
2/23/2021	BOARD APPROVAL OF BUDGET

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

Superintendent's Report - SCVTS

SUPERINTENDENT'S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

New Business:

Personnel

PERSONNEL:

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

- 1. Request and Recommendation for Board of Education Approval of the Change in the Rate for Substitute Nurse During the Pandemic.** It is requested by the Superintendent that the Board of Education approve the change in rate for substitute nurses from \$125 per diem to \$185 per diem to assist during the COVID-19 pandemic. The rate will be further reviewed after the pandemic and the Board will be asked to set a final rate.
- 2. Request and Recommendation for Board of Education Approval of the 21st Century Community Learning Center (21st CCLC) funding for the following staff for the 2020-2021 school year.** It is recommended by the Superintendent that the Board of Education approve staff to be funded through the 21st CCLC grant. The staff and their salary percentages are listed below.

Staff	Funding Source	Salary
Brittany Blue (sub)	21st CCLC Grant	\$30.00 instructor hourly

- 3. Request and Recommendation for Board of Education Approval for the Employment of Melinda Baker beginning on or about October 16, 2020.** It is requested by the Superintendent that the Board of Education approve the employment of Melinda Baker as a Substitute English Teacher (Maternity Leave) for CTHS at the salary of \$85.00 per day for the first twenty (20) days using her substitute certification. After twenty (20) days Ms. Baker will work under her Teacher of English Certification. Her salary from day twenty-one (21) on, will be at BA, Step 1 - \$55,067 (per diem). Ms. Baker is currently anticipated to receive her Teacher of English certification from the NJDOE, which the District will expedite in collaboration with the County Office if necessary. Ms. Baker will not begin her 21st day without proper certification.

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

PROFESSIONAL DEVELOPMENT:

Professional Development

It was moved by Mr. Davis and seconded by Mr. Halter 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
Starting the Year - Being State Compliant (Virtual Workshop) September 16, 2020	Shachara Adams Lisa McClintock	\$200.00 registration \$150.00 registration	\$350.00
FFA - Fall Food, Agriculture and Natural Resources (Virtual Conference)	Keely DiTizio	\$145.00	\$290.00

September 25, 2020	Matthew DiTizio	registration	
Ensuring a Safe and Healthy Environment for CTE Students (Virtual Workshop) November 17, 2020	Scott Marakovitz	\$150.00 registration	\$150.00
Critical Mid-Year HR Challenges (Virtual Workshop) January 26, 2020	Shachara Adams Lisa McClintock	\$200.00 registration \$150.00 registration	\$350.00
End of Year Tasks - End of School Year Human Resources Issues (Virtual Workshop) April 20, 2021	Shachara Adams Lisa McClintock	\$200.00 registration \$150.00 registration	\$350.00

*Ayes (5) Mr. Donelson, Mr. Davis, Mr. Ransome, Mrs. Bomba, and Mr. Halter
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 of the Superintendent for Board of Education Approval of the 2020-2021 Nursing Services Plan for the Vocational School District.** It is requested and recommended that the Board of Education approved the 2020-2021 Nursing Services Plan. The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, Karen Ingemi, and Kimberly Connel-Miller). Once reviewed the document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. Amanda Deal approved the document on August 31, 2020.
- 2. Request and Recommendation for Board of Education Approval of a Professional Membership in the New Jersey Council of Education in the amount of \$160 for the 2020-2021 School Year.** It is recommended by the Superintendent that the Board of Education approve to pay for a professional membership in the New Jersey Council of Education in the amount of \$160 for Jennifer Bates, Assistant Superintendent/Business Administrator for the 2020-2021 school year. By negotiated contract Dr. Bates is entitled up to \$1650 in professional membership fees.
- 3. Request and Recommendation for Board of Education Approval of a Program Agreement with Appel Farm Arts & Music Center and the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 hosted at the Penns Grove Carneys Point Regional School District.** It is recommended by the Superintendent that the Board of Education approve a program agreement with Appel Farm Arts & Music Center and the SCVTS 21st CCLC Salem County Achievers program hosted at the Penns Grove Carneys Point Regional School District. The program will provide students with a general exploration of one of the performing arts, which will allow them to engage in the process of discovery and creation. The program will run for a total of 8 hours, 60 minutes once a week for 8 weeks. The total cost of the program is \$4,000, which is fully funded through the 21st CCLC grant for the 2020-2021 school year.
- 4. Request and Recommendation for Board of Education Approval of a Program Agreement with the Super Soccer Stars and Amazing Athletes (SSS/AA) and the**

Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 Program. It is recommended by the Superintendent that the Board of Education approve a program agreement with the Super Soccer Stars and Amazing Athletes (SSS/AA) and the SCVTS 21st CCLC Salem County Achievers 2023 program. The program will provide youth sports enrichment beginning September 25, 2020 through December 23, 2020. The partnership will collaborate and build after school Multi-Sports programming during the Fall 2020 season (13 weeks), with the goal of providing the participating children with an exceptional experience, with a strong focus on character development and individual growth through the executed SSS/AA curriculum. The cost of the program is \$2,470.

5. **Request and Recommendation for Board of Education Approval of All Existing Articulation Agreements with SCVTS.** It is recommended by the Superintendent that the Board of Education approve all articulation agreements annually unless other approvals are needed per the guidelines of the agreements.

6. **Request and Recommendation for Board of Education Approval of TASC (GED) Testing Dates.**

It is recommended by the Superintendent that the Board of Education approve TASC (GED) testing dates for September 2020 through December 2020. Annually, the Bureau of Adult Education and Family Literacy requests the Salem County Vocational Technical School's Board of Education to serve as the approved test center for Salem County. A list of those dates follow:

2020-2021	Test Dates
September	22nd & 29th
October	6th, 13th & 27th
November	10th, 17th & 24th
December	1st, 9th & 15th

7. **Request and Recommendation for Board of Education Approval to Declare the Week of Respect and School Violence Awareness Week during the Month of October 2020 for the 2020-2021 School Year.** It is recommended by the Superintendent that the Board of Education grant approval to declare the week of October 5 through October 9, 2020 as the "Week of Respect", in accordance with the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and October 19 through October 23, 2020 as "School Violence Awareness Week", in accordance with the requirements of title 18A:36-5.1.

8. **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.

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

POLICY

Policy

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

1. **Request and Recommendation for Board of Education Approval of the second and final reading of the policies listed below.**

It is recommended by the Superintendent that the Board of Education approve the second and final reading of the following district policies and regulations

- P 1648.02 Remote Learning Options for Families**
- P 1648.03 Restart and Recovery Plan-Full Time Remote Instruction**

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

INFORMATIONAL ITEMS

Informational Items

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

- 1. 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

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

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

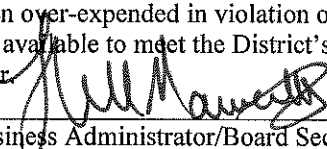
Board Secretary/
Business
Administrator
Report - SCSSSD

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of July 2020 and August 2020. 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

September 22, 2020

 Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of July 2020 and August 2020. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of July 2020.

Reconciliation of Cash

C. Board Secretary Certification

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

Board Secretary Certification

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.

BOE Certification

E. Transfer of Funds

There are no transfers to report.

Transfers

Warrants

F. Warrants

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

- SCSSSD Payroll Period Ending August 14, 2020 in the amount of \$208,490.49
- SCSSSD Payroll Period Ending August 17, 2020 in the amount of \$10,077.41
- SCSSSD Payroll Period Ending August 28, 2020 in the amount of \$211,659.43
- Payments for the period of August 21, 2020 through September 17, 2020 in the amount of \$581,737.17

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

Board Secretary/Business Administrator New Business:

BA New Business –
SCSSSD

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

1. **Request and Recommendation by the Business Administrator for Board Approval of an Educational Contract with the Department of Education.**
 It is recommended by the Business Administrator for Board of Education approval of an educational contract with the Department of Education for a student placement from 9/8/2020 to 6/30/2020. It should be noted that the cover letter from the Department of Finance reads that School Districts should be prepared to only prepare purchase orders to accept 3 months of payments due to funding issues with the state.
2. **Request and Recommendation by the Business Administrator for Board Approval of the School Integrated Pest Management Plans.**
 It is recommended by the Business Administrator for Board of Education approval to accept the School Integrated Pest Management Plans for the Cumberland Campus, Daretown, and Regional Day School for the 2020/2021 School Year.
3. **Request and Recommendation by the School Administrator that the Board of Education Approve GCSSD Transportation Contracts.**
 It is recommended by the school administrator that the Board of Education approve the attached GCSSD Transportation Contracts attached in three parts as Part 1, Part 2 and Part 3.
4. **Request and Recommendation of the Business Administrator for the Board of Education to Approve a Rental Contract with SunBelt Rental.**
 It is requested by the Business Administrator that the Board of Education approve a rental contract with SunBelt Rental for the RDS-Salem Campus HVAC system at a cost of \$14,033.85 for the month of September 2020 at the recommendation of UAS Environmental Management, Eastern Consultants, and Lammey and Giorgio.
5. **Request and Recommendation of the Business Administrator for the Board of Education to Approve an Addendum to the Tozour Trane Service Contract.**
 It is requested by the Business Administrator that the Board of Education approve an addendum Tozour Trane Service contract for the RDS-Salem Campus HVAC system at a cost of \$1,870 for the 2020-2021 school year with quarterly payments.
6. **Request and Recommendation by the School Administrator for Board of Education Accept the Approval Letter of Lead and Copper Sampling Plan for the Cumberland Campus.**
 It is recommended by the School Administrator for the Board of Education to approve Salem County Special Service School District’s Lead and Copper Sampling Plan has been approved by the state of New Jersey. The formal letter outlining the conditions of the approval is at this link.
7. **Request and Recommendation by the School Administrator for Board of**

Approval of
Contract with DOE

Approval of School
Integrated Pest
Management Plans

Approval of
GCSSD
Transportation
Contracts

Approval of Rental
Contract with
SunBelt Rental

Approval of
Addendum to
Tozour Trane
Service Contract

Approval of Lead
and Copper
Sampling Plan

Approval of
Discovery
Education Program

Education to Approve Discovery Education Program for Daretown

It is recommended by the School Administrator for the Board of Education to approve the Discovery Education Program for the Daretown Campus. It is an online Science bundle at a cost of \$4,425.

8. Request and Recommendation by the School Administrator for Board of Education to Approve Newsela for Daretown

It is recommended by the School Administrator for the Board of Education to approve the Newsela for the Daretown Campus. It is an online subscription at a cost of \$750.

Approval of Newsela

9. Request and Recommendation by the School Administrator for Board of Education to Approve the Acceptance of a Cares Act Funding

It is recommended by the School Administrator for the Board of Education to approve acceptance of a Cares Act Funding in the amount of \$20,000 that has been predesignated for PPE and water bottle filling stations.

Approval of the Acceptance of Cares Act Funding

10. Request and Recommendation by the School Administrator for Board of Education to Approve the Acceptance of a PPE Stipend from the Department of Health and Families

It is recommended by the School Administrator for the Board of Education to approve acceptance of a stipend from the Department of Health and Families for PPE to be utilized at the EIP program at the amount of \$750.

Approval to Accept PPE Stipend from DHF

11. Request and Recommendation by the Business Administrator for Board of Education Approval of the Contract with Allied Elevator.

It is recommended by the Business Administrator that the Board of Education approve the contract with Allied Elevator for the NJ Annual Hydraulic Safety Test of the elevator at Cumberland Campus.

Approval of Contract with Allied Elevator

12. Request and Recommendation by the School Administrator for Board of Education Approval of a Resolution Increasing the Bid Threshold for the Qualified Purchasing Agent

WHEREAS, Salem County Special Services School District, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Frank H. Maurer, III SBA/Bd. Secy., the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Approval of Resolution Increasing the Bid Threshold for QPA

13. Request and Recommendation by the School Administrator for Board of Education Approval of a District Purchasing Manual

It is recommended by the School Administrator for the Board of Education to approve a District Purchasing Manual. The previous manual was approved when using the Edge software. The manual was not revised by the business office when the system switched to EduMet.

Approval of Purchasing Manual

14. Education Approval of the 2021-22 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

It is recommended by the School Administrator for the Board of Education to approve the 2021-22 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

Approval of Budget Development Calendar

**2021-2022 Budget Development Calendar
SCSSSD**

10/16/2020	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
11/16/2020	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
12/4/2020	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
12/22/2020	DISCUSS GUIDELINES WITH BOARD
1/25/2021	BOARD APPROVAL OF TUITION RATES
2/12/2021	SECOND DRAFT
2/23/2021	BOARD APPROVAL OF BUDGET

Discussion:

Davis - It was \$14,000 to rent for a month? (Item4)

Maurer - We followed the guidance of the architect, environmentalist, and designer as this is year 3 and there is legal action pending.

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

SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

Superintendent's
Report - SCSSSD

New Business:

PERSONNEL:

Personnel

It was moved by Mr. Davis 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 Change in the Rate for Substitute Nurse During the Pandemic.** It is requested by the Superintendent that the Board of Education approve the change in rate for substitute nurses from \$125 per diem to \$185 per diem to assist during the COVID-19 pandemic. The rate will be further reviewed after the pandemic and the Board will be asked to set a final rate.
- 2. Request and Recommendation for Board of Education Approval of the Statement of Assurance Regarding the use of Paraprofessional Staff for the 2020-2021 School Year.** It is requested by the Superintendent that the Board of Education approve the Statement of Assurance regarding the use of paraprofessional staff for the 2020-2021 school year. This must be submitted biannually to the County Office of Education by September 30, 2020 and January 31, 2021. A list of paraprofessional employees and their titles must be maintained.

New Hire:

- 3. Request and Recommendation for Board of Education Approval for the Employment of Nicole Kelly.**

It is requested by the Superintendent that the Board of Education approve the employment of Nicole Kelly as an EIP Teacher at the salary of \$48 per hour effective September 1, 2020. Nicole Kelly will continue her employment for the Salem County Vocational Technical School District.

Transfer:

4. Request and Recommendation for Board of Education Approval for the Employment of Christopher Sipple

It is requested by the Superintendent that the Board of Education approve the employment of Christopher Sipple as a Substitute History Teacher for Daretown at the additional substitute rate of \$50.00 per day for twenty (20) days, after twenty (20) days salary becomes BA, Step 1 - \$54,767 (prorated) effective September 2, 2020.

5. Request and Recommendation for Board of Education Approval for the Employment of Ian Poinsett

It is requested by the Superintendent that the Board of Education approve the employment of Ian Poinsett as a Substitute Social Worker for Daretown at his current salary of \$59,387 effective September 2, 2020.

Stipend Positions:

6. Request and Recommendation of the Superintendent for Board of Education Approval of the following Staff for Stipend Positions

It is requested by the Superintendent that the Board of Education approve the stipend positions of the following staff:

Brenda Russell	Cumberland Lead Teacher *	\$3500
Betsy Osterman	Daretown Food Service	\$1750
Lisa DeMers	Daretown Food Service	\$1750
Magic Mears	Alternative Interpreter, Alternative Computer Lab/Life Skills Trainer	\$2500
Frances Acevedo	Cumberland Interpreter	\$2500
Jammie Johnson	Salem Food Service	\$3500
Oliver Avis	Salem SLE Coordinator (Must have SLE Certificate)	\$4500
Michael Pavesi	Daretown Lead Teacher *	\$3500
Kirsten Maltman	Cumberland Transition Coordinator	\$4500
Chris Sipple	Daretown Computer Lab/Life Skills Trainer	\$2500
Robyn Veale	Daretown Transition Coordinator	\$4500
Tracy Bayes	Upper Pittsgrove Activities Coordinator	\$3500
Maureen Lewis	Salem Transition Coordinator	\$4500
Magic Mears	Translator	\$2500
Magic Mears	Handle With Care Trainer	\$2500
Julie Yamasaki	Cumberland Food Service	\$3500
Lindsay Quinn	Salem Lead Teacher *	\$1750

Magic Mears	Alternative Food Service	\$3500
Michelle Brown	Salem Lead Teacher *	\$1750
Jesenia Rodriguez	Salem Interpreter	\$2500

FMLA/NJFLA:

7. **Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Robyn Veale.** It is requested by the Superintendent that the Board of Education approve the FMLA of Robyn Veale, Social Worker at Daretown Campus, beginning on or about September 2, 2020 until on or about September 30, 2020.
8. **Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Kendel Ross.** It is requested by the Superintendent that the Board of Education approve the FMLA of Kendel Ross, Secretary at Alternative School, beginning on or about August 24, 2020 until on or about October 5, 2020. Leave will be taken intermittently on an as needed basis.
9. **Request and Recommendation of the Superintendent for Board of Education Approval of the NJFLA of Michael Costello.** It is requested by the Superintendent that the Board of Education approve the NJFLA of Michael Costello, PE/Health Teacher at Salem Campus, beginning on or about September 9, 2020 until on or about October 7, 2020.
10. **Request and Recommendation of the Superintendent for Board of Education Approval of the NJFLA of Caitlin Feldman** It is requested by the Superintendent that the Board of Education approve the NJFLA of Caitlin Feldman, MD Teacher at Salem Campus, beginning on or about November 9, 2020 until on or about February 19, 2021.

Resignation:

11. **Request and Recommendation for Board of Education Approval of Resignation of Kim Kienzle.** It is recommended by the Superintendent that the Board of Education approve with resignation of Kim Kienzle as a Learning Disability Teacher Consultant for Child Study Team, effective June 30, 2020.
12. **Request and Recommendation for Board of Education Approval of Resignation of Taylor Aaron.** It is recommended by the Superintendent that the Board of Education approve with resignation of Taylor Aaron as a Physical Therapist for EIP, effective June 30, 2020.
13. **Request and Recommendation for Board of Education Approval of Resignation of Paula Crispin.** It is recommended by the Superintendent that the Board of Education approve with resignation of Paula Crispin as a Non-Public Nurse for Child Study Team, effective August 31, 2020.
14. **Request and Recommendation for Board of Education Approval of Resignation of Deborah Wagner.** It is recommended by the Superintendent that the Board of Education approve with resignation of Deborah Wagner as a Non-Public Nurse for Child Study Team, effective September 3, 2020.
15. **Request and Recommendation for Board of Education Approval of Resignation of Emily Bayes.** It is recommended by the Superintendent that the Board of Education approve with resignation of Emily Bayes as a Paraprofessional for Upper Pittsgrove, effective September 2, 2020.

- 16. Request and Recommendation for Board of Education Approval of Resignation of Shawn Rolls.** It is recommended by the Superintendent that the Board of Education approve with resignation of Shawn Rolls as a Paraprofessional for Cumberland Campus, effective September 1, 2020.

Clinical Practicum:

- 17. Request and Recommendation by the Superintendent for Board of Education Approval of the following Clinical Practicum Experiences.**
It is recommended by the Superintendent that the Board of Education approve the following Clinical Practicum Experiences for the Fall 2020:

Name	University	Type of Practicum	SCSSSD Supervisor	Placement
Jessica Bagley	Wilmington University	Teacher/Special Ed	Ashley Dunn	Cumberland Campus
Kathryn Lashbrook	Wilmington University	Teacher/Special Ed	Tracy Parente	Daretown
Shannon Jones	Wilmington University	Teacher Special Ed	Amanda Joyce	Cumberland Campus

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

PROFESSIONAL DEVELOPMENT: None.

Professional Development

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 of the Superintendent for Board of Education Approval of the 2020-2021 Nursing Services Plan for the Special Services School District.** It is requested and recommended that the Board of Education approved the 2020-2021 Nursing Services Plan. The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, Karen Ingemi, and Kimberly Connel-Miller). Once reviewed the document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. Amanda Deal approved the document on August 31, 2020.
- 2. Request and Recommendation for Board of Education Approval for Students of The SCSSSD High School ASD Program to Participate in Extra-Curricular Events.** It is recommended by the Superintendent that the Board of Education approve the students of the SCSSSD High School ASD Program to participate in extra-curricular clubs, sports, band, school dances, concerts (band and choir), field trips, and PTO fundraisers during the 2020-21 school year when the events resume. All of these events are Board approved. An SCSSSD staff member will be in attendance with the students at all times during these events.

3. **Request and Recommendation for Board of Education Approval for Upper Pittsgrove Students to Participate in Extra-Curricular Events.** It is recommended by the Superintendent that the Board of Education approve Upper Pittsgrove students to participate in extra-curricular clubs, sports, band, school dances, concerts (band and choir), field trips, and PTO fundraisers during the 2020-2021 school year when the events resume. All of these events are Board approved by Upper Pittsgrove. An SCSSSD staff member will be in attendance with the students at all times during these events.
4. **Request and Recommendation for Board of Education Approval to Declare the Week of Respect and School Violence Awareness Week during the Month of October 2020 for the 2020-2021 School Year.** It is recommended by the Superintendent that the Board of Education grant approval to declare the week of October 5 through October 9, 2020 as the “Week of Respect”, in accordance with the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and October 19 through October 23, 2020 as “School Violence Awareness Week”, in accordance with the requirements of title 18A:36-5.1.
5. **Request and Recommendation for Board of Education Approval of Curriculum in Action Experiences for the Salem County Special Services Schools.** 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.

Policy

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

POLICY

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

1. **Request and Recommendation for Board of Education Approval of the second and final reading of the policies listed below.** It is recommended by the Superintendent that the Board of Education approve the second and final reading of the following district policies and regulations

P 1648.02 Remote Learning Options for Families
P 1648.03 Restart and Recovery Plan-Full Time Remote Instruction

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

Old Business: None

INFORMATIONAL ITEMS

Informational Items

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

1. **Request and Recommendation for Board of Education Review of the following Student/Staff Handbooks for the 2020-2021 school year.**
It is recommended by the Superintendent that the Board of Education review the following student/staff handbooks for the 2020-2021 school year:

Cumberland Campus Student Handbook
Cumberland Campus Staff Handbook
Upper Pittsgrove ASD Program
SCSSSD High School ASD Program

2. Student Enrollment/Student Financial Report - None

- 3. 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

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

Principal's/Administrator's Reports - None

AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION

Audience Participation II

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

Members of the public are encouraged to speak during this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. This opportunity is provided 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. Time will be limited to 3 minutes per speaker. Another speaker may transfer their time to a speaker to increase the total time to 6 minute. However, the person transferring time loses their time to comment.
6. Comments from the public will not have a response from the Board of Education.

Carmen Porter - What is EIP?
 Mr. Swain - Early Intervention Program

Carmen Porter - Like to see the construction and COVID discussion that puts the needs for staff and students first. Many staff are working against doctor's orders and have been denied FMLA. Would like clarification on the reporting and cases in the school. How and when are staff and students notified? If there is a case, we need to know. We are not sure if there are cases. We are hearing rumors. Haven't heard from the administration. We need to know the process. Would like to see the meetings broadcast on zoom again. We want to stay informed. It is a better option to have virtual.

Mr. Donelson - Directed to work with Mr. Swain on items.

RECESS INTO EXECUTIVE SESSION

Executive Session

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: _____
2. Matters in which the release of information would impair the right to receive government funds, and specifically: _____
3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically: _____
4. Matters concerning negotiations, and specifically: _____
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically: _____
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically: _____
7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically _____
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:
Audit Services, Contract, Food Services
9. Matters involving quasi-judicial deliberations, and specifically: _____

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

RECESS INTO EXECUTIVE SESSION – 8:24 p.m.

Recess into Executive Session – 8:24 p.m.

It was moved by Mr. Halter and seconded by Mrs. Bomba that the Board of Education recess into Executive Session at 8:40 p.m.

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

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 8:42 p.m.

Resumption of Public Portion of Meeting – 8:42 pm

It was moved by Mr. Davis and seconded by Mr. Halter that the Board of Education return to open session at 8:42 p.m.

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

ADJOURNMENT – 8:49 p.m.

Adjournment – 8:49 p.m.

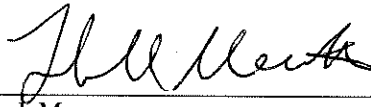
It was moved by Mr. Halter and seconded by Mrs. Bomba that the Board of Education adjourn at 8:49 p.m.

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