

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017**

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 19, 2017 at 7:00 p.m.

The Business Administrator led the group in the Pledge of Allegiance to the Flag.

CALL TO ORDER

The Business Administrator 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.

Members Present: Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome (arrived at 7:15 PM), and Mrs. Julie Smith

Members Absent: Mr. James Davis and Ms. Margaret Nicolosi

Others Present: Mr. Jack Swain, Superintendent; Mrs. Jennifer Bates, Assistant Superintendent; Dr. Jane Whittinghill, Director of Related Services and Autism Programs; Dr. Todd Slimm, Principal of Cumberland Campus; Mr. Jason Helder, Principal of the Career and Technical High School; Mr. John Bolil, Business Administrator; Mr. Bill Tomer, IT Department; Mrs. Maria Alleva, Assistant Principal – Alternative School, Mr. Ray Colavita, Auditor; Mr. Tom Dark, Auditor; Tracy Foster, Teachers; Katherine Polillo, Teacher; Dr. James D’Amato, Principal of Daretown School; Mr. James Helder, Principal of the Regional Day School; and Frank Maurer, Human Resources.

Moved by Mr. Halter and seconded by Mrs. Smith that the Board of Education approve the November 21, 2017 Minutes and Executive Minutes of the Board of Education Meetings.

Ayes (4) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved Minutes
& Executive
Minutes

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the agenda addenda items for SCVTS.

Ayes (4) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved
Addenda Items
for SCVTS

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the agenda addenda items for SCSSSD.

Ayes (4) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved
Addenda Item
for SCSSSD

AUDIENCE PARTICIPATION I / RECOGNITION OF FREEHOLDER LIAISON –
None

Audience
Participation

BOARD OF EDUCATION BUSINESS

Old Business: None

Old Business

New Business: Capital Project Presentation

(Pages 9464-9467)

New Business

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Correspondence

Correspondence: None

Presentations

Presentations:

1. Ray Colavita and Tom Dark - Audit Report
2. Jane Whittinghill - Rainbow Rabbit
3. Pittsgrove Student of the Month - Matthew Folk
4. John Bolil - Training on How To Read the Board Secretary and Treasurer's

Reports

(Pages 9467-9470)

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

Board Secretary
Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. 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 19, 2017

Business Administrator/Board Secretary

Date

(Pages 9471-9476)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

Treasurer's
Report

Addendum – Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. The Treasurer's Report and Board Secretary's Report are in agreement for the month of October 2017.

(Pages 9476-9479)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

Revenue
Amounts &
Revenue
Sources

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.

Secretary's
Monthly
Financial
Reports

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.

Transfer of
Funds

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the transfer of funds from 11/16/17-12/13/17.

(Page 9479)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

Board Payment
Approval List

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the following:

- Board Payment Approval List from November 2017 to December 2017 - \$654,998.00
- Additional Board Payment Approval Lists from October for \$143,865.81.

(Pages 9479-9481)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

Board Secretary/Business Administrator New Business:

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve renewing the email archiving appliance through K12USA.com from February 22, 2018 to February 21, 2019 for \$1,050.00. This provides MessageGuard for the email system.

(Page 9481)

Approved
K12USA for
Email Archiving

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve Kevin Shipman, SCVTS' Operations Manager, to join the Educational Facilities Manager Association of Camden and Gloucester Counties for the 2017-18 school year for a fee of \$175.00.

(Pages 9481)

Approved Mr.
Shipman to
Join EFMA

Move by Mr. Halter and seconded by Mr. Donelson that the Board of Education accept a \$500 donation from DiBella Winery for the Construction Technology Program.

Approved
Accepting
Donation from
DiBella Winery

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the TLC contract with parents beginning January 1, 2018 until December 31, 2018. The revisions to this contract is to make it follow a calendar year, as well as change the cost from \$40 per diem to \$30 per diem to reflect a fair cost that is in line with other child care facilities in the local area. Other changes are payment after service has been provided than prior to service being provided.

(Pages 9482-9483)

Approved
Revisions to
TLC Contract

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve PrimePoint's Enterprise Human Resource Management System (eHR) services to track medical benefits and benefit eligibility to satisfy ACA compliance for the district. The estimated annualized total is \$1,025.00.

(Pages 9483-9484)

Approved
PrimePoint
to Track
Medical
Benefits

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the CHI Environmental School Program Policies, Procedures and Licensing Agreement between the CHI Environmental School Program and the Salem County Vocational Technical Schools Adult Cosmetology Program effective January 1, 2018 to December 31, 2019.

(Pages 9484-9487)

Approved CHI
Agreement

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve a tuition reserve account to be set-up to address the potential 2017-18 certified tuition billing adjustments for those districts who overestimate their enrollments for the 2017-18 school year and hence will be entitled to a refund two years later as part of the 2017-18 certified tuition billing adjustments.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved
Tuition
Reserve
Account to
be Set-Up

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2017, the synopsis of audit for the fiscal year ended June 30, 2017, and the Corrective Action Plan submitted by the School Business Administrator for the Salem County Vocational Technical School District.

Approved
CAFR for the
Fiscal Year
Ending June
30, 2017

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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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>CORRECTIVE ACTION APPROVED BY THE BOARD</u>
None	Administrative Practices and Procedures	
1	Financial Planning, Accounting & Reporting	Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
2	Minutes	Board Secretary Reports and Treasurer's Reports will be approved contemporaneously and payroll tax reporting will be reflected in the month of close.
3	Treasurer's Records	Year end report will be submitted on August 1, 2018 even if the SBA is ill or out of the office.
4	ESEA	As part of the close out Procedures, an additional review of ESEA will be conducted to provide complete and accurate Title I balances for reporting purposes.
5	TPAF Reimbursement to the State for Federal Salary Expenditures	TPAF reimbursement calculations will be reviewed by the SBA and Grants Manager.
None	School Purchasing Program	
None	School Food Service	
None	Other Enterprise Funds	
None	Student Body Activities	
None	ASSA	
None	Pupil Transportation	
None	Facilities and Capital Assets	
None	Testing for Lead of All Drinking Water in Educational Facilities	
None	Misc.	
STATUS OF P/Y FINDINGS		

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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1		Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
3		As part of the year end close out procedures, an additional review of the Special Revenue Fund Accounts Receivable will be conducted to provide complete and accurate Title I balances.

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a student (ID#101552) to be admitted to Daytop Village of New Jersey effective November 22, 2017 and that the Board of Education approve the attached contract to provide educational instructions for the student.

(Page 9487)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

Approved
Student to
Attend Daytop
Village of NJ

Superintendent's Report – Vocational Technical School District

**A. New Business
Personnel**

Personnel
Approved

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approved the following:

The approval of the Career and Technical High School Instructors listed below to be approved as Attendance Recovery Instructors. CTHS instructors will be paid \$30.00 per hour for work performed outside of contracted hours. Timesheets are required for payment.

Bruce Connell
Tracy Foster
Elizabeth Bernat-Duaime
Rachael Lester
Katherine Polillo

The approval of Donald Aikens, Law Enforcement Program Instructor to be compensated for hours worked, outside of regular contracted hours, from December 26 to December 29, 2017. In collaboration with the Sheriff's Office and Prosecutor's Office, four days will be spent on the implementation of the MILO Simulation Training equipment, curriculum development, and scenario design and delivery methods. Mr. Aikens will be paid the rate of \$30.00 per hour, timesheets required. Payment will be made from the County Vocational Competitive Grant - Law.

Addendum – The approval for payment to Bruce Connell for classes held:

Program	Location	Date	Cost	Number of Classes	Total Cost
Class of 2019	CTHS	Fall 2017	\$150 Each	3	\$450

The approval of CTHS stipend positions at the Career and Technical High School for the coaches listed below.

Joseph Rojas Asst. Girls' Volleyball Coach - \$1,500

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Kimberly Kraky FEA Advisor - \$1,550

(Mr. Donelson questioned whether or not the stipends were in line with the contract. Mr. Swain said yes.)

Ayes (4) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, and Mr. Earl Ransome,
Noes (1) Mrs. Julie Smith Abstain () Non- Vote ()

The approval of the resignation of Cherie Griscom, PT Paraprofessional-TLC, effective December 31, 2017. It is further requested that Cherie remain on as a substitute.

(Page)9487

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

PROFESSIONAL DEVELOPMENT

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education approve professional development workshops for the Salem County Vocational Technical Schools personnel.

Professional Development Approved

Description of Professional Development for School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total Cost
Motivation, Mindset and Grit: Practical, Proven Strategies to Increase Learning, Radisson Camp Hill, 1150 Camp Hill Bypass Camp Hill, PA January 9, 2018	Nicole Pham	Registration - \$249.00 Mileage - \$25.48	\$274.48 Acct # ESEA IIA \$85.00 substitute
Techspo 2018 Sponsored by: NJASA Atlantic City, NJ 1/25/18-1/26/18	Julius Enausai	\$425 Reg \$ 44.35 Tolls & Mileage \$99 Room Rate	\$568.35
PowerSchool Users Group – NJ Conference, Resorts Atlantic City, Atlantic City, NJ, April 16 - 18, 2018	Helen Hoffman	\$59.12 (mileage/parking/tolls) \$325.00 (registration fee) \$489.00 (hotel and meal costs)	\$873.12 – Acct#11-000-230-580-28-001

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Programs:

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the following:

The approval for the Board of Education to accept the FY2018 Opportunity Partnership Training Grant up to \$88,220.00. The grant is designed to provide industry needed occupational training to displaced workers, to support the development of high-quality employer-driven partnerships, to build career pathways in the state’s key industries, and to increase the number of adults who have obtained an industry-valued credential.

(Pages 9488-9494)

Approved
FY2018
Opportunity
Partnership Grant

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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The approval for the Board of Education to accept the submission of the NJQSAC District Performance Review for the Salem County Vocational Technical School District. This is a requirement of the New Jersey Quality Single Accountability Continuum (NJQSAC). The District Performance Review is attached.
(Pages 9494-9499)

Approved
NJQSAC
District Review

The approval for the Board of Education Grant to accept 2016-17 carryover funds from the NJDOE for the No Child Left Behind Consolidated Title IA and Title IIA Grant. The funds will be used during the 2017-18 school year to improve program offerings.

Approved to
Carryover
Funds for No
Child Left
Behind Grant

Title IA - \$28,081
Title IIA - \$ 635

The approval of the Board of Education Grant of a Memorandum of Understanding between the Salem County Vocational Technical Schools and the Cumberland Salem Cape May Workforce Investment Board to establish roles, responsibilities, financial and institutional commitment of each entity in the development and operation of a One-Stop workforce service delivery system pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Approved
Memorandum
of
Understanding
with WIB

(Mr. Moffett raised the question of what are responsibilities are. Dr. Bates said no change in responsibilities but it was new language changes.)
(Pages 9499-9506)

The approval of the Board of Education for the Salem County Vocational Technical School Adult Education Program to renew a Test Site Agreement for the National Work Readiness Credential to assess career readiness in partnership with the National Work Readiness Council, a national non-profit workforce development, training and advocacy organization for the 2017-18 school year. The cost for the renewal is \$500. This test site agreement expires December 31, 2018.
(Page 9506)

Approved
Renewal of
Test Site
Agreement
with National
Work
Readiness
Credential

The approval of the Board of Education for GED testing dates for the remainder of the 2017-2018 school year. 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:

Approved GED
Testing Dates
for Remainder
of 2017-18
School Year

Month	Retest Date and Time	Initial Test Date
January	1/5/2018 @3:30-5:30	1/8/2018 and 1/9/2018 @4:00pm
February	2/2/2018 @3:30-5:30	2/5/2018 and 2/6/2018 @4:00pm
March	3/2/2018 @3:30-5:30	3/5/2018 and 3/6/2018 @4:00pm
April	4/13/2018 @3:30-5:30	4/16/2018 and 4/17/2018 @4:00pm

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May	5/11/2018 @3:30-5:30	5/14/2018 and 5/15/2018 @4:00pm
June	6/18/2018 @10:00am	6/4/2018 and 6/5/2018 @4:00pm

Approved 3 Year Contract with Jostens for Yearbooks

The approval of the Board of Education for a 3 year (2019-2021) contract between Jostens and Salem County Vocational Technical Schools for the SCVTS Yearbook at a cost of \$13,285 per year. This contract is paid from yearbook sales through the student activities account. The contract cost includes copies, ad services, and add-ons.

(Page 9506)

Approved Self-Defense Consultants for SCVTS Classes

The approval of the Board of Education for a partnership with Self-Defense Consultants to offer self-defense classes at the SCVTS campus throughout the 2017-2018 school year to SCVTS students. The first class is December 4, 2017 at a cost of \$60.00 per student. Additional classes will be arranged with the SCVTS Principal.

Approved Students and Chaperones to Participate in AFJROTC Military Ball

The approval of the Board of Education for one hundred and forty (140) students and eight (8) chaperones to participate in the Seventeenth Annual Air Force Junior ROTC Military Ball on Friday, January 26, 2018 from 6:00 pm to 10:00 pm at the Riverview Inn in Pennsville, NJ.

Cost to Student:

140 x \$40.00 per student \$5600.00 (Acct # ROTC Student Activity)
Entertainment (DJ) \$ 300.00 (Acct # ROTC Student Activity)

Cost to District:

8 x \$40.00 per chaperone \$320.00 (Acct #11-401-100-610-029-02)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

Approved Curriculum in Action Field Trips

The approval of the Board of Education for the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the chart below.

Curriculum in Action Experience	Attendees	Date	District Cost
Philadelphia Zoo, Philadelphia, PA	Nineteen (19) Environmental Science students and two (2) chaperones	January 18, 2018	\$150.00 SCVTS Bus Driver (Acct# 11-000-270-512-53-002) \$85.00 Substitute
Walter's Farm, Mannington, NJ	Twelve (12) Agriculture students and one (1) chaperone	January 23, 2018	\$37.50 SCVTS Bus Driver (Acct# 11-000-270-512-53-002) \$85.00 Substitute

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Dermal Institute, King of Prussia, PA	Ten (10) Adult Cosmetology Students and one (1) instructor	January 25, 2018	No Cost to District
State Officer Candidates' School, Stone Bridge Middle School, Allentown, NJ	Five (5) FFA members and one (1) advisor	January 27, 2018	\$225.00 SCVTS Bus Driver (FFA Student Activity Account)
The College of NJ, Ewing, NJ	Fifteen (15) NJFEA members and one (1) advisor	February 21, 2018	\$87.50 SCVTS Bus Driver (NJFEA – All Classes - Student Activity Account) \$85.00 Substitute
International Beauty Show, Jacob Javits Convention Center, NYC	Thirty-five (35) Cosmetology students and one (1) chaperone	March 6, 2018	\$237.50 SCVTS Bus Driver (Acct# 11-000-270-512-10-002) \$85.00 Substitute
Six Flags Great Adventure, Jackson, NJ	Seventy-five (75) Class of 2018 students, one (1) advisor and three (3) chaperones	May 24, 2018	\$300.00 SCVTS Bus Driver (All Classes – Class of 2018 Student Activity Account) \$255.00 Substitutes
Salem County Special Services, Classroom Visits, Cumberland Campus, Salem Campus	Six (6) Childcare students and one (1) chaperone	Winter 2017/Spring 2018	\$137.50 SCVTS Bus Driver (Acct# 11-000-270-512-04-002) \$85.00 Substitute
Head Start/Early Head Start Classroom Visits, Penns Grove, NJ	Twelve (12) Childcare students and one (1) chaperone	Winter 2017/Spring 2018	\$112.50 SCVTS Bus Driver (Acct# 11-000-270-512-04-002) \$85.00 Substitute

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non-Vote ()

The approval of the Board of Education for fundraising activities for the Career and Technical High School for the 2017-18 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.

Approved
Fundraising
Activities

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
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**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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A.	Boys Basketball	Philly Cheesesteak \$6.00 each	Friday, December 22, 2017
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Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith Noes () Abstain () Non- Vote ()

Approved Student
Community Service
Projects

The approval of the Board of Education for the Student Community Service Projects for the 2017-2018 school year.

Community Service Project	Date	District Cost
Gently Used Coat and Children's Book Drive to benefit Eastern State Workers Association (Student Government)	December 11 - 21, 2017	\$0
"Dress UP Day" \$1.00 per person to benefit Eastern State Workers Association Holiday Campaign (Student Government)	December 15, 2017	\$0
Clean Up of Wood Duck Boxes at Supawna Meadows National Wildlife Refuge (FFA)	January 13, 2018	\$0
March on Wheels – Collection of can goods and loose change (HOSA)	March 1 – 31, 2018	\$0

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Policy - None

Policy - None

Old Business - None

Old Business - None

Informational Items

Approved CTHS
Reports and
Letters

Moved by Mr. Donelson and seconded by Mr. Ransome to approve the following:
 CTHS Principal's Report
 CTHS Discipline Report
 SCVTS Program Enrollment Report
 Letter from Woodstown Pilesgrove Regional School District - Shared Services
 Firearms Simulation Lab Standard Operating Guidelines Manual - Law
 Program

(Pages 9507-9510)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith Noes () Abstain () Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome to approve the following:

Approved
Monthly HIB
Report

Approval to accept and approve the Monthly HIB Report for SCVTS as presented and to be discussed in Executive Session.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith Noes () Abstain () Non- Vote ()

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

Moved by Mr. Donelson and seconded by Mr. Ransome to approve the following reports:

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. 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’s
Report

Business Administrator/Board Secretary
(Pages 9511-9516)

December 19, 2017
Date

Addendum - Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of October 2017.
(Pages 9516-9518)

Treasurer’s
Report

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.

Revenue
Amounts or
Revenue
Sources

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.

Secretary’s
Monthly
Financial
Reports

It is recommended that the Board of Education approve the transfer of funds for the month for 11/01/17 to 12/13/17.
(Page 9518)

Transfer of
Funds

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

Payment
Approval List

Board Payment Approval List for the month of November 2017 for
\$297,339.47
(Pages 9518-9519)
Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

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

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve an affiliation agreement with Thomas Jefferson University, for one year, as a clinical training site for Occupational Therapy for clinical learning experiences that will provide students with the opportunity to work with patients to get necessary training for their program.
(Pages 9518-9522)

Approved
Affiliation
Agreement with
Thomas
Jefferson
University for
Clinical
Learning
Experiences

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Approved Mr. Carbonetta to join the EFMA

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve John Carbonetta, SCSSSD' Operations Manager, to join the Educational Facilities Manager Association of Camden and Gloucester Counties for the 2017-18 school year for a fee of \$125.00.

(Page 9481)

Approved South Jersey Water Conditioning Service

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve South Jersey Water Conditioning Service to provide service to maintain the water quality at the Cumberland Campus in the amount of \$1,550.00 from December 20, 2017 to December 19, 2018.

(Page 9522)

Approved Additional Work for Parking Lot at Cumberland Campus by Ricky Slade Construction

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve additional work for the parking lot extension at the Cumberland Campus in the amount of \$500.00 by Ricky Slade Construction, Inc. This is for removal of items in the area of where the pavement will be placed.

(Page 9522)

Approved Revising Early Intervention Program to Accept Free of Charge 40 Tablets

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve revising, from last month, the Early Intervention Program to accept free of charge a new Alcatel A30 tablet as part of the company's relations program to receiving 40 tablets total. The donation will satisfy the New Jersey Early Intervention Services' state mandate that all NJEIS practitioners will have a fully functional, internet capable (wireless) device when the New Jersey Department of Health migrates to a new online access portal on December 1, 2017.

Approved Transportation Contracts

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the following GCSSD transportation contracts:

Y1324	Y1144 #2	Y1178 #1	
Y1357	Y1367	Y1371	Y1373

(Pages 9523-9524)

Approved Rehabtree Contract to Provide Therapists

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a contract with Rehabtree, of Northfield, NJ, as an agency to provide therapists on an as needed basis.

(Pages 9524-9525)

Approved PrimePoint to Track Medical Benefits

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve PrimePoint's Enterprise Human Resource Management System (eHR) services to track medical benefits and benefit eligibility to satisfy ACA compliance for the district. The estimated annualized total is \$1,302.50.

(Page 9525-9527)

Approved CAFR for Fiscal Year Ending June 2017

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2017, the synopsis of audit for the fiscal year ended June 30, 2017, and the Corrective Action Plan submitted by the School Business Administrator for the Salem County Special Services School District.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Special Services School District were read and discussed. The audit summary was approved.

<u>REC. #</u>	<u>SUBHEADING</u>	<u>CORRECTIVE ACTION APPROVED BY THE</u>
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**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017**

		<u>BOARD</u>
1	Administrative Practices and Procedures	Treasurer's Surety Bond will be increased to a minimum of \$160,000.
2	Financial Planning, Accounting & Reporting	Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
3	Minutes	Board Secretary Reports and Treasurer's Reports will be approved contemporaneously and payroll tax reporting will be reflected in the month of close.
None	Expenditures	
None	School Purchasing Program	
None	School Food Service	
None	Other Enterprise Funds	
None	Student Body Activities	
None	ASSA	
None	Pupil Transportation	
None	Facilities and Capital Assets	
None	Testing for Lead of All Drinking Water in Educational Facilities	
None	Misc.	
STATUS OF P/Y FINDINGS		
1		Treasurer's Surety Bond will be increased to a minimum of \$160,000.

(5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith *Noes* () *Abstain* () *Non- Vote* ()

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve a Professional Services Agreement (Bond Counsel) with McManimon, Scotland & Baumann, LLC, attorneys at Law, in Roseland, NJ.

(Pages 9527-9530)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain* () *Non- Vote* ()

Approved
Professional
Services
Agreement
with
McManimon,
Scotland &
Baumann

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017**

Superintendent’s Report – Special Services School District

Personnel
Approved

Personnel:

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education accept the following:

Approve the employment of Charlotte Hunter as a Teacher-Salem Campus, BA-1 \$51,175 (prorated), beginning December 18, 2017.

Approve the transfer of Tamika Rothwell from a Paraprofessional-Cumberland Campus to Teacher-Cumberland Campus, BA-1 \$51,175 (prorated), beginning December 1, 2017.

Approve the employment Substitute Food Service Server Salem Campus at the rate of \$7.50 per diem.

- a. Grace Nichterlein
- b. Jammie Johnson
- c. Kristen Deehan

Approve the employment of Michelle Scharff as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning December 1, 2017.

Approve the employment of Nancy Jones as a Paraprofessional-Cumberland Campus, IA-4 \$18,228 (prorated), beginning December 1, 2017.

Approve the transfer of Gianna Vassallo as a Part-Time Paraprofessional-Cumberland Campus to Full-Time Paraprofessional-Cumberland Campus, IA-2 \$18,028 (prorated), beginning January 1, 2018.

Approve the employment of Margaret Willard as a Part Time CDS-Early Intervention, \$48.00/ hour, beginning January 1, 2018.

Approve the following novice instructor and their mentor for the 2017-18 school year. Under state guidelines novice instructors are required to pay the mentioned fee to the district who is then required to release the funds to the mentor upon successful completion of the program. Once approved payment schedules will be set up with each novice instructor to collect the fee. Contracts will be sent out between the novice instructor, mentor, and board of education.

Novice Instructor	Mentor	Fee /Program
Charlotte Hunter	Robin Kerns Boucher	\$550.00/CEAS

Approve the following adjunct staff for Early Intervention who are transferring from independent contractors:

Name	Title	Hourly Rate
Amanda Reeves	OT	\$70/hour
Zenetta Bronson	CDS	\$48/hour

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017**

Approve the following staff for holding Handle With Care Training while the new trainer was being trained. Christopher Jones has been approved as the trainer at the rate of \$2,000 per year. It is requested that the following be paid to the individuals and the remainder paid to Mr. Jones.:

Name	School(s)	Hourly Rate
Lindsay Raleigh Michael Pavesi Jacqui Reed	Salem	\$150 each
Tracy Bayes	Upper Pitts	\$150
Shawn Rebman	Alternative & Cumberland	\$400

Approve the FMLA leave for Linda Shute Nurse-Daretown Campus beginning on or about November 27, 2017 until approximately February 1, 2018.

(Pages 9530-9531)

Approve the resignation of Grace Nichterlein Paraprofessional-Salem Campus, effective December 8, 2017.

(Page 9531)

Approve the employment of Grace Nichterlein as a Paraprofessional-Salem Campus, IA-4 \$18,228 (prorated), beginning December 18, 2017.

(Page 9531)

Approve the resignation of Alexia Cuff Paraprofessional-Cumberland Campus, effective December 22, 2017. It is further requested that Alexia remain on as a substitute.

(Page 9531)

Approve the resignation of Deborah Jaffe Paraprofessional-Cumberland Campus, effective December 22, 2017.

(Page 9531)

Approve the retirement resignation of Judi Ware Registrar-District Office, effective July 1, 2018 with her last day of work being June 30, 2018.

(Page 9532)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

PROGRAMS:

Moved by Mr. Halter and seconded by Mr. Donelson to approve Arby's, located at 3850 S. Delsea Drive, Vineland, NJ, as a Transitional Career Program (TCP) work site.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Approved TCP
Worksite
Location

**SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017**

PROFESSIONAL DEVELOPMENT:

Approved
Professional
Development
Workshops

Moved by Mr. Donelson and seconded by Mr. Halter to approve the 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>Techspo 2018</i> Sponsored by: NJASA Atlantic City, NJ 1/25/18-1/26/18	Harry Rodriguez	\$425 Reg \$42.86Tolls & Mileage \$99 Room Rate	\$566.86

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain ()* *Non- Vote ()*

Policy – None

POLICY - None

Old Business - None

Old Business: None

Approved Student
Placement and
Financial Reports

Informational Items:

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education accept and approve the Student Placement Report and Student Financial Report for the month of November.

(Page 9532)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain ()* *Non- Vote ()*

Approved
Monthly HIB
Report

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education accept the HIB report as presented and to be discussed and approved in the Executive Session.

Approved to
Accept
Principals/Administrators
Reports

Moved by Mr. Donelson and seconded by Mr. Halter to accept the Principal's/Administrator's Reports for:

- Cumberland Campus/Calendar
- Daretown
- Salem Campus
- Upper Pittsgrove

(Pages 9533-9534)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, and Mrs. Julie Smith
Noes () *Abstain ()* *Non- Vote ()*

Audience
Participation II -
None

Audience Participation II/Freeholder Liaison Recognition – None

Recesses into
Executive
Session – 8:17
PM

RECESS INTO EXECUTIVE SESSION - 8:17 P.M. – Moved by Mr. Donelson and seconded by Mr. Ransome.

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,

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017

BE IT RESOLVED by the Board of Education for the Salem County Special Services School District and Salem County Vocational Technical School District, 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:
Student ID #101544 matter and HIB Report

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: Healthcare – discussed 13% increase in state health benefits.

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:

9. Matters involving quasi-judicial deliberations, and specifically:

Student Matter and
HIB Report

Healthcare

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

FURTHER RESOLVED that the Board of Education will/ will not return to open session to conduct business at the conclusion of the executive session.

SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES – DECEMBER 19, 2017

Resumed
Public Portion
of Meeting -
8:47 PM

Resumed Public Portion of the Meeting – 8:47 P.M.

Adjourned -
9:08 PM

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education Meeting be adjourned (9:08 P.M.).

Unanimously Approved

Respectfully Submitted,

John H. Bolil
Business Administrator/Board Secretary