

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &  
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM  
BOARD OF EDUCATION MINUTES JULY 5, 2022

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, July 5, 2022 at 11:00 a.m.

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

The Board President called the meeting to order at 11:00 a.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, and 880 Route 45, Woodstown.

Called to Order

**SWEARING IN OF BOARD OF EDUCATION MEMBERS**

Roll Call

1. Milford Ransome - July 1, 2022 to expire June 30, 2025
2. Linwood Donelson - July 1, 2022 to expire June 30, 2025

(Pursuant to N.J.S.A 18A:12-2.1 and N.J.S.A. 41:1-1 and 1-3)

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.

I, \_\_\_\_\_, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education, and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1, and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability. So help me God\*

\*No individual shall be required to swear or affirm that part of the oaths which states "So help me God."

**Members Present:** Mr. Linwood Donelson III, Mrs. Patti Bomba, Mr., Mr. Daryl Halter, and Mr. Earl Ransome, Mrs. Julie Smith.

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

**Others Present:** Mr. John Swain, Superintendent, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary SCVTS, Mr. Frank Maurer, Assistant Superintendent/B.A./Board Secretary.

**MINUTES**

Minutes

In a roll call vote, it was moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the Minutes of the June 14, 2022 Board of Education Meeting.

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

Addenda

**ADDENDA - None**

**AUDIENCE PARTICIPATION I – None**

Audience Participation

**REORGANIZATION OF THE BOARD OF EDUCATION**

Reorganization of the Board

In a roll call vote, it was moved by Mrs. Bomba and seconded by Mr. Halter, that the following members were elected to the board:

**A. Election of Officers**

Election of Officers

1. President - L. Donelson  
Open Nominations
  1. D. Halter nominated - L. Donelson
  2. E. Ransome 2ndClose Nominations
  3. All in Favor
2. Vice President E. Ransome  
Open Nominations
  1. L. Donelson nominated - E. Ransome
  2. P. Bomba 2ndClose Nominations

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

*Noes (0)*

*Abstain (0)*

*Non Vote (0)*

In a roll call vote, it was moved by Mrs. Bomba and seconded by Mr. Halter that the following members be appointed to committees:

**B. Appointment of Committees**

Appointment of Committees

1. It is recommended that the Board of Education approve and accept the Board Committee assignments as follows:

**Personnel and Finance-Mr. Maurer and Dr. Bates**

Board Members: Jim Davis, Linwood Donelson, Julie Smith

**Program and Curriculum-Dr. Bates and Mrs. McClintock**

Board Members: Earl Ransome, Daryl Halter, Linwood Donelson

**Policies and Procedures-Mr. Swain**

Board Members: Earl Ransome, Julie Smith, and Patty Bomba

**Facilities-Mr. Maurer and Mr. Wentzell**

Board Members: Jim Davis, Earl Ransome

**Technology-Mr. Allen and Mr. Rodriguez**

Board Members: Earl Ransome, Daryl Halter

**Community Outreach-Ms. Baker**

Board Members: Jim Davis, Earl Ransome, Patty Bomba

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

*Noes (0)*

*Abstain (0)*

*Non Vote (0)*

**BOARD OF EDUCATION BUSINESS**

Board of Education Business

In a roll call vote, it was moved by Mr. Halter, and seconded by Mrs. Bomba, that the board approve the following:

**A. Old Business-**

Old Business

**B. New Business-**

New Business

1. **SCVTS Solar Project**
2. **Request and Recommendation to Renew a New Jersey School Boards Association Membership.**

It is recommended that the Board of Education approve the New Jersey School Boards Association 22-23 dues of \$5,178.45.

**C. Correspondence**

Correspondence

1. **State Comptroller Report Close Out Correspondence - June 29, 2022**

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

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

**Board Secretary/  
Business  
Administrator's  
Report - SCVTS**

In a roll call vote, it was moved by Mr. Halter and Seconded by Mr. Ransome that the Board approve the following:

**A. It is Recommended that the Board of Education Approve the Following Resolution - Appointment and Designation of Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2022-23 School Year.**

**Appointments and  
Designations**

- 1 Resolution authorizing the appointments for "professional services" for a one- year term commencing July 1, 2022 through June 30, 2023.
  - a. **Insurance Broker of Record**  
Gloucester, Cumberland, Salem School District Joint Insurance Fund
  - b. **Business Administrator**  
Dr. Jennifer Bates
  - c. **Qualified Purchasing Agent**  
Mr. Frank H. Maurer, III
  - d. **Architect**  
Garrison Architects
  - e. **Regulatory Services**  
Epic Environmental
  - f. **Computer Financial Software License**  
Genesis Educational Services, Inc.
  - g. **Board Solicitor**  
Mark Toscano of Comegno Law Group, P.C.
  - h. **School Physician**  
Christiana Care Health Services
  - i. **Board Secretary**  
Dr. Jennifer Bates
  - j. **Special Counsel**  
McManimon, Scotland, & Bauman, L.L.C.  
McCrosson & Stanton, L.L.C.
  - k. **Computer Student Data Software**  
PowerSchool
  - l. **Policy and Regulation**  
Strauss Esmay
  - m. **Auditors**  
Nightlinger, Colavita & Volpa

**B. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2022-23 School Year.**  
"Fulton Bank of New Jersey"

**Depository of  
School Funds &  
Account  
Signatories**

Account	Fund	Title
#02240262	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#02240181	Agency Account	Board President, Board Secretary

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		(One of two signatures required)
#02237326	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#02240254	Food Service	Board President, Board Secretary (One of two signatures required)
#02240246	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board President (Two of three signatures required)
#1100718668	Salem County Vo-Tech Account (Health-Aflac)	Aflac Representatives (Two of two signatures required)

**C. It is Recommended that the Board of Education Approve the following SCVTS District Assignments of Staff for the 2022-2023 School Year.**

SCVTS District  
Assignments

It is recommended that the Board of Education approve the following appointment of district assignments:

Title	Personnel
Affirmative Action Officer	Shachara Adams
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Randy Wentzell
Right-to-Know Compliance Officer	Randy Wentzell
Public Agency Compliance Officer	Dr. Jennifer Bates
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	Jason Helder
Section 504 Compliance Officer	Jason Helder/Katherine Belutty
Title IX Coordinator	Shachara Adams
ADA Coordinator	Shachara Adams
Chemical Hygiene Officer	Randy Wentzell
Emergency Management Officer	Randy Wentzell
Integrated Pest Management Coordinator	Randy Wentzell
Anti-Bullying Coordinator	Shachara Adams
Cooperative Education Instructor/Coordinator	E. Helen Hoffman
Homeless Child Liaison	Lacey DeBellis
Child Abuse Liaison	Patrick Cruet

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Drug Free School Zone Liaison	Patrick Cruet
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Randy Wentzell
Gifted and Talented Liaison	Jason Helder
Special Education Coordinator	Marjorie Wentzell
Technology Director/ LEA PARCC IT Contact	Michael Allen
State Testing Coordinator	Lisa McClintock
District Education Stability Liaison	Marjorie Wentzell
Bilingual/ESL Point of Contact	Patrick Cruet
ESEA Coordinator	Gwen Herman
School Nurse	Kimberly Connell-Miller
Food Service Director	Roland Carter
District Organizational Chart	<u>Attachment</u>
Anti-Bullying Specialist	Lacey DeBellis
School Safety Specialist	Patrick Cruet
Transportation Coordinator	Shachara Adams

- D. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2022-2023 School Year.**  
It is recommended that the Board of Education approve the Petty Cash funds for the 2022-2023 school year as follows:

Petty Cash

Campus	Amount
District Office-(Career Technical High School)	\$500.00

- E. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2022-2023 School Year.**

Newspapers

South Jersey Times  
Elmer Times

- F. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2022-2023 School Year.**

Policy Statements

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, job descriptions, and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD

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and VTSD of the County of Salem will be conducted in accordance with Robert's Rules of Order, Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

*Ayes (5) Mr. Donelson, Mrs. Bomba, Mr. Halter, Mr. Ransome, and Mrs. Smith*  
*Noes (1) Julie Smith voted "NO" to Jason Helder being the custodian of school records*  
*Abstain (0) Non Vote (0)*

In a Roll Call Vote, it was moved by Mr. Halter and Seconded by Mrs. Smith that the Board Approve the following:

**G. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.**

Board of School Estimates

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

1. J. Smith
2. P. Bomba
  - a. D. Halter

**H. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.**

NJSBA Legislative Delegates

It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate and approval of the appointment of an Alternate to the same.

1. J. Davis
  - A. D. Halter

**I. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.**

SCSBA Executive Committee

It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate and approval of the appointment of an Alternate to the same.

1. L Donelson
2. E. Ransome
  - a. D. Halter

**J. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Vocational Schools Representatives.**

NJ Council of County Vocational Schools

It is recommended that the Board of Education approve the appointment of a Board member as the NJCCVS Representative and approval of the appointment of an Alternate to the same.

1. J. Davis
2. E. Ransome
  - a. D. Halter

**K. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2022-2023 School Year.**

Approval of Warrants between Meetings

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2022-2023 school year for the Salem County Vocational Technical School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

**L. Request and Recommendation for Board of Education Approval of the State Contracts and Listings and Authorizing the Business Administrator to Use Any and All State Contracts for the 2022-2023 School Year.**

Authorization to Use State Contracts

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It is requested that the Board of Education approve the State Contract and Listings and authorizing the Business Administrator to use any and all state contracts for the 2022-2023 school year. The State Contracts and Listings will be in the file in the Business Office and can also be found at NJStart - Open Bids

- M. Request and Recommendation for Board of Education Approval to Accept Bid of Disposal Items** Approval to Accept Bids on Disposal Items  
It is requested by the Business Administrator that the Board of Education approve the bids on the following disposal items.
- N. Request and Recommendation for Board of Education Approval to Pay WEB.com by ACH Payment** Approval to Pay WEB.com by ACH Payment  
It is requested by the Business Administrator that the Board of Education approve paying the SCVTS website provider, WEB.com, by ACH payment.
- O. Request and Recommendation for Board of Education Approval of the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2022-2023 School Year.** Approval of Use of Indeed.com and SchoolJobs.com  
  1. Indeed.com cost is free.
  2. NJ School Jobs.com \$1000 for both districts.
- P. Request and Recommendation for Board of Education Approval of Garrison Architects as the Architects of Record for the 2022-2023 school year.** Approval of Garrison Architects  
It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2022-2023 School Year. Fee Schedule Attached.
- Q. Request and Recommendation for Board of Education Approval of Nightlinger, Colavita, Volpa, PA as the Auditors for the 2022-2023 school year.** Approval of Nightlinger, Colavita, Volpa  
It is requested by the Business Administrator that the Board of Education approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2022-2023 School Year at the rate of \$26,415. Fee schedule attached.
- R. Request and Recommendation for Board of Education Approval of Comegno Law Group for Legal Services for the 2022-2023 School Year** Approval of Comegno Law Group  
It is requested by the Business Administrator that the Board of Education approve Comegno Law Group for legal services for the 2022-23 school year. The rates would be \$180 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.
- S. Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alerts & Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws & Policies and Regulations in the Amount of \$4,340 for the 2022-23 School Year** Approval of Strauss Esmay  
It is requested that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alerts and Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws, Policies, and Regulations in the amount of \$4,340 for the 2022-2023 school year. This will provide website access. The cost will be shared with SCSSSD.
- T. Request and Recommendation for Board of Education Approval of the Contract with A.S.E.S. for 2022-2023.** Approval of Contract with A.S.E.S.  
It is recommended by the Business Administrator that the Board of Education approve the agreement with A.S.E.S. for the annual inspection of all the automotive lifts at an annual cost of \$833.30 for 2022-2023.

- U. Request and Recommendation for Board of Education Approval of Tri-County Pest to Conduct Integrated Pest Management Services from July 1, 2022 until June 30, 2023.** Approval of Tri-County Pest  
It is recommended by the Business Administrator that the Board of Education approve a Contract with Tri County Pest to conduct integrated pest management for the buildings of Salem County Vocational Technical School District for \$1,680 annually.
- V. Request and Recommendation for the Board of Education Approval of the Contract with Compressed Air Equipment for the 2022-2023 School Year** Approval of Compressed Air  
It is recommended by the Business Administrator that the Board of Education approve the agreement with Compressed Air Equipment for preventative maintenance service on six reciprocating air compressors at a cost of \$4,102.11. There is a significant price increase due to the changeover to rotary compressors.
- W. Request and Recommendation for the Board of Education Approval of the Proposal from Reliable Power Plus for 2022-2023.** Approval of Proposal from Reliable Power Plus  
It is recommended by the Business Administrator that the Board of Education approve the proposal from Reliable Power Plus for inspection and regular maintenance on the generators at an annual cost of \$1,865.00 for 2022-2023.
- X. Request and Recommendation for Board of Education Approval to Renewal PowerSchool Software.** Renewal of PowerSchool  
It is recommended by the Business Administrator for the Board of Education to approve the renewal of PowerSchool software for the 2022-2023 school year in the amount of \$5,083.12.
- Y. Request and Recommendation for Board of Education Approval to Accept Agreement with ProAsys Water Treatment.** Acceptance of Agreement with ProAsys  
It is recommended by the Business Administrator to approve the Agreement with ProAsys Water Treatment for Service on the Boilers at a cost of \$2,920.00 for the 2022-2023 School Year.
- Z. Request and Recommendation for Board of Education Approval of the Chemical Hygiene Plan for 2022-23** Approval of Chemical Hygiene Plan  
It is recommended that the Board of Education approve the Chemical Hygiene Plan for 2022-2023.
- AA. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Continuation with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Retail Gas Services for SCVTS.** Approval of SJPC  
It is recommended by the School Business Administrator for the Board of Education to approve continuation with the County of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure gas service for SCVTS.
- BB. Request and Recommendation for Board of Education Approval to Enter into a Joint Purchasing Agreements as Part of a Shared Service Initiative with Penns Grove-Carneys Point Board of Education for the 2022-23 School Year.** Approval of Shared Service Agreement with PG-CP  
It is recommended that the Board of Education approve the following joint purchasing agreement as part of a shared service initiative. The agreement shall be in effect for fiscal year 2022-23, which runs from July 1, 2022 through June 30, 2023.
- |                          |                                 |
|--------------------------|---------------------------------|
| <u>ITEMS TO PURCHASE</u> | <u>SHARED SERVICES SUPPLIER</u> |
| <u>Baked Goods</u>       | Board of Education – PG/CP      |
| <u>Dairy Products</u>    | Board of Education - PGCP       |
- CC. Request and Recommendation for Board of Education Approval of Public School Works to Provide Online Mandatory Training for SCVTS District Employees for the 2022-2023 School year.** Approval of Public School Works for Mandatory Training



It is recommended by the Superintendent that the Board of Education approve Public School Works to provide online mandatory trainings for all SCVTS employees in the amount of \$0 (cost covered by SPELLJIF) for the 2022-2023 school year. This service meets the requirements of the Department of Education mandatory annual professional development as well as provides educational professional development for ongoing targeted training needs.

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

## **SUPERINTENDENT'S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Superintendent's  
Report

### **New Business:**

### **PERSONNEL:**

Personnel

In a roll call vote, it was moved by Mrs. Smith, and seconded by Mr. Halter, that the board approve the following:

- 1. Request and Recommendation of the Superintendent for Board of Education Approval of the Assistant Superintendent and Business Administrator Contract for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2022.** It is recommended by the Superintendent that the Board of Education approve the approved contract from the Executive County Superintendent for Jennifer Bates as Assistant Superintendent and Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2022 through June 30, 2023.
- 2. Request and Recommendation for Board of Education Approval of the Cell Phone Allowance for District Staff for the 2022-2023 School Year.**  
It is recommended by the Superintendent that the following individuals be approved for cell phone allowances for the 2022-23 school year.  
Michael Allen - \$900  
Clifford Burns- \$900  
Kevin Shipman- \$900  
Larry Crawford- \$900  
Linda Hannah -\$900
- 3. Request and Recommendation for Board of Education Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2022-2023 School Year.** It is recommended by the Superintendent that the Board of Education grant approval to the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.
- 4. Request and Recommendation for Board of Education Approval to Employ Jordana Fredo as a Student Worker Assigned to Maintain the Garden from June 20, 2022-September 3, 2022.** It is recommended by the Superintendent that the Board of Education approve Jordana Fredo as part time student garden assistant assigned to maintain the school garden over the summer months. Miss Fredo will be paid \$13.00 per hour not to exceed 15 hours per week. Timesheets will be submitted for payment.
- 5. Request and Recommendation for Board of Education Approval to Employ Hailey Stewart as a Student Worker Assigned to Maintain the Garden from June 20, 2022-September 3, 2022.**  
It is recommended by the Superintendent that the Board of Education approve Hailey Stewart as part time student garden assistant assigned to maintain the school garden over the summer months. Miss Stewart will be paid \$13.00 per hour not to exceed 15 hours per week. Timesheets will be submitted for payment.

**6. Request and Recommendation for Board of Education Approval to Employ Substitute Student Workers, as Needed, assigned to Maintain the Garden from June 20, 2022-September 3, 2022.**

Approve the employment of Kelly De La Rosa, Layla Milligan and Hailey Haines as substitute student workers. They will be the alternates for the part time summer maintenance assistants. They will only work if Miss Fredo and Miss Stewart are not able to. They will be paid \$13.00 per hour not to exceed 15 hours per week. Timesheets will be submitted for payment. Student working papers are required.

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

**PROFESSIONAL DEVELOPMENT: None**

Professional  
Development

**PROGRAMS: None**

Programs

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

Board Secretary/  
Business  
Administrator's  
Report - SCSSSD

By roll call vote, it was moved by Mr. Ransome, and seconded by Mr. Halter, that the board approve the following:

**1. It is Recommended that the Board of Education Approve the Following Resolution - Appointments and Designation for Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2022-2023 School Year.**

Appointments and  
Designations

Resolution authorizing the appointments for "professional services" for a one-year term commencing July 1, 2021 through June 30, 2022.

- a. **Insurance Broker of Record**  
Gloucester, Cumberland, Salem School District Joint Insurance Fund (General)  
Conner Strong Buckelew (Student Accident)
- b. **Business Administrator**  
Mr. Frank H. Maurer, III
- c. **Qualified Purchasing Agent**  
Mr. Frank H. Maurer, III
- d. **Architect**  
Garrison Architects
- e. **Regulatory Services**  
Epic Environmental
- f. **Health Benefits of Records**  
Brown & Brown
- g. **Computer Financial Software License**  
Genesis Educational Services, Inc.
- h. **Board Solicitor**  
Mark Toscano of Comegno Law Group, P.C.
- i. **School Physician**  
Christiana Care Health Services
- j. **Board Secretary**  
Mr. Frank H. Maurer, III
- k. **Special Counsel**  
McManimon, Scotland, & Bauman, L.L.C.  
McCrosson & Stanton, L.L.C.
- l. **Computer Student Data Software**  
RealTime
- m. **Policy and Regulations**  
Strauss Esmay
- n. **Auditor**  
Nightlinger, Colavita & Volpa

**2. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2022-2023 School Year. "Fulton Bank of New Jersey"**

Depository of  
School Funds and  
Account Signatories

Account	Fund	Title
#0093577702	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#0093577711	Agency Account	Board President, Board Secretary (One of two signatures required)
#0093577690	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#0006014089	Salem County Special Services Account (Health-Aflac)	Aflac Representatives (Two of three signatures required)
#0006011543	Student Activity Account	Board Secretary, Superintendent (Two of two signatures required)
#0006009344	Gifts and Donations Account	Board President, Board Secretary (Two of two signatures required)

**3. It is Recommended that the Board of Education Approve the following SCSSSD District Assignments of Staff for the 2022-2023 School Year. It is recommended that the Board of Education approve the following appointment of district assignments:**

Assignments of  
Staff

Title	Personnel
Affirmative Action Officer	Shachara Adams
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Randy Wentzell
Right-to-Know Compliance Officer	Randy Wentzell
Public Agency Compliance Officer	Frank H. Maurer, III
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	Stacy Lockwood, James Helder, Brian Cummings
Section 504 Compliance Officer	Dr. Marjorie Wentzell
Title IX Coordinator	Shachara Adams
ADA Coordinator	Shachara Adams
Chemical Hygiene Officer	Randy Wentzell
Emergency Management Officer	Stacy Lockwood, James Helder, Brian Cummings
Integrated Pest Management Coordinator	Randy Wentzell
Anti-Bullying Coordinator	Shachara Adams
Work Based Learning	Oliver Avis, Michael Pavesi

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Homeless Children Officer	Stacy Lockwood, James Helder, Brian Cummings
Child Abuse Liaison	Stacy Lockwood, James Helder, Brian Cummings
Drug Free School Zone Liaison	Stacy Lockwood, James Helder, Brian Cummings
Issuance Officer for Working Papers	Stacy Lockwood, James Helder, Brian Cummings
Special Education Coordinator	Stacy Lockwood, James Helder, Brian Cummings
Technology Supervisor/ LEA PARCC IT Contact	Harry Rodriguez
State Testing Coordinator	Lisa McClintock
District Education Stability Liaison	Shawn Rebman
Bilingual/ESL Point of Contact	Frances Acevedo/Sol Flores/Harry Rodriguez
School Nurse	Jane Smith, Karen Ingemi, TBD
Food Service Director	Roland Carter
District Organizational Chart	<u>Attachment</u>
Anti-Bullying Specialist	Kristen Maltman, Maureen Lewis, Dr. Karen Stallings, Christopher Sipple, Christopher Jones
School Safety Specialist	Frank H. Maurer, III
Transportation Coordinator	Shachara Adams
Safety and Health Officer	Frank H. Maurer, III

4. **It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2022-2023 School Year.** It is recommended that the Board of Education approve the Petty Cash funds for the 2022-2023 school year as follows:

Petty Cash

Campus	Amount
Daretown	\$200.00
Cumberland	\$200.00
Related Services	\$200.00
Regional Day School/Salem	\$200.00
District Office	\$200.00

5. **It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2022-2023 School Year.**

Newspapers

South Jersey Times  
Elmer Times

6. **It is Recommended that the Board of Education Approve the Following Policy Statements for the 2022-2023 School Year.** It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, job descriptions, and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

Policy Statements

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with Robert's Rules of Order, Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

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

In a roll call vote, it was moved by Mrs. Smith, and seconded by Mr. Ransome, that the board approve the following items:

7. **It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.**  
It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.  
1. J. Smith  
2. P. Bomba  
A. D. Halter
8. **It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.**  
It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate and approval of the appointment of an Alternate to the same.  
1. J. Davis  
a. D. Halter
9. **It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.**  
It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate and approval of the appointment of an Alternate to the same.  
1. L. Donelson  
2. E. Ransome  
A. D. Halter
10. **It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Special Services Schools Representatives.**  
It is recommended that the Board of Education approve the appointment of a Board member as the NJCCSSS Representative and approval of the appointment of an Alternate to the same.  
1. J. Davis  
2. E. Ransome  
a. D. Halter
11. **It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2022-2023 School Year.**  
It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2022-2023 school year for the Salem County Special Services School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.
12. **Request and Recommendation by the Business Administrator for Board of Education Approval of the GCSSSD Transportation Contracts.** It is recommended that the Board of

Board of School Estimates

NJSBA Legislative Delegates

SCSBA Executive Committee

NJ Council of Special Services School Representatives

Approval of Warrants between Board Meetings

Approval of Transportation

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Education approve the GCSSD Transportation Contracts provided for transportation services for the Extended School year and the 2022-2023 school year.

13. **Request and Recommendation by the Business Administrator for Board of Education Approval of the Contract with Moby Max.** It is recommended that the Board of Education approve the contract with Moby Max for software programming at the cost of \$2,495 for a one year subscription. Approval of Moby Max Contract
  
14. **Request and Recommendation by the Business Administrator for Board of Education Approval of the Contract with Learning A-Z.** It is recommended that the Board of Education approve the contract with Learning A-Z for software programming at the cost of \$3693.60 for a one year subscription. Approval of Learning A-Z
  
15. **Request and Recommendation by the Business Administrator for Approval of Tri-County Pest to Conduct Integrated Pest Management Services from July 1, 2022 until June 30, 2023.** It is recommended by the Business Administrator that the Board of Education approve a Contract with Tri County Pest to conduct integrated pest management for the buildings of Salem County Special Services School District at the monthly cost of \$36.75 per building (\$1,323 annually). Approval of Tri-County Pest
  
16. **Request and Recommendation for Board of Education Approval to Accept Agreement with ProAsys Water Treatment.** It is recommended by the Business Administrator to approve the Agreement with ProAsys Water Treatment for Service on the Boilers at a cost of \$1,700.00 for the 2022-2023 School Year. Approval of ProAsys
  
17. **Request and Recommendation by the Business Administrator for Approval of a Classroom Space Agreement with Upper Pittsgrove School District for the 2022/2023 school year.** It is recommended by the Business Administrator that the Board of Education approve the Classroom Space Agreement with Upper Pittsgrove School District for the 2022/2023 school year at a total cost of \$37,236. Approval of Classroom Space Agreement
  
18. **Request and Recommendation by the Business Administrator for Approval of a Temporary Increase in Car Use Stipend for the Courier.** It is recommended by the Business Administrator that the Board of Education approve the temporary increase in the car use stipend for the courier due to the increased fuel costs. The recommended increase is \$25/week. Approval of Temporary Increase in Car Use Stipend
  
19. **Request and Recommendation for Board of Education Approval of Public School Works to Provide Online Mandatory Training for SCSSSD District Employees for the 2022-2023 School year.** It is recommended by the Superintendent that the Board of Education approve Public School Works to provide online mandatory trainings for all SCSSSD employees in the amount of \$0 (cost covered by SPELLJIF) for the 2022-2023 school year. This service meets the requirements of the Department of Education mandatory annual professional development as well as provides educational professional development for ongoing targeted training needs. Approval of Public School Works to provide Mandatory Trainings
  
20. **Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alerts & Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws & Policies and Regulations in the Amount of \$4,340 for the 2022-23 School Year** It is requested that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alerts and Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws, Policies, and Regulations in the amount of \$4,340 for the 2022-2023 school year. This will provide website access. The cost will be shared with SCVTS. Approval of Strauss Esmay
  
21. **Request and Recommendation for Board of Education Approval of the State Contracts and Listings and Authorizing the Business Administrator to Use Any and All State Contracts for the 2022-2023 School Year.** It is requested that the Board of Education approve the State Contract and Listings and authorizing the Business Administrator to use any and all state contracts for the 2022-2023 school year. The State Contracts and Listings will be in the file in the Business Office and can also be found at NJStart - Open Bids Approval of State Contracts

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22. **Request and Recommendation of the Business Administrator for the Board of Education Approval of the Renewal Applications for Temporary Instruction Space for the 2022-2023 School Year.** Temporary Instruction Space  
It is recommended that the Board of Education approve the attached Renewal Applications for Temporary Instructional Space for the 2022-2023 School Year for the Autism Program at Upper Pittsgrove Elementary School and a negative report for the Autism Program at Salem County Career and Technical High School.
23. **Request and Recommendation by the Business Administrator That the Board of Education Approve Comegno Law Group for Legal Services for the 2022-2023 School Year.** Approval of Comegno Law Group  
It is requested by the Business Administrator that the Board of Education approve Comegno Law Group for legal services for the 2022-23 school year. The rates would be \$180 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.
24. **Request and Recommendation for Board of Education Approval of the Food Service Agreement with SCVTS Food Service.** Approval of Food Service Agreement with SCVTS  
It is recommended by the Business Administrator that the Board of Education approve the Food Service Agreement with Salem County Vocational Technical Schools Food Service Department from July 1, 2022 until June 30, 2023 under resolution 0622. The agreement is to provide breakfast and lunch services as submitted through the Food and Nutrition Electronic Services Agreement.
25. **Request and Recommendation by the Business Administrator that the Board of Education Approve Paying WEB.com by ACH Payment.** Approval to pay WEB.com by ACH Payment  
It is requested by the Business Administrator that the Board of Education approve paying the SCSSSD website provider, WEB.com, by ACH payment.
26. **Request and Recommendation by the Superintendent That the Board of Education Approve the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2022-2023 School Year.** Approval of Indeed.com and NJ SchoolJobs.com  
a. Indeed.com cost is free.  
b. NJ School Jobs.com \$1000 for both districts.
27. **Request and Recommendation by the Business Administrator That the Board of Education Approve Garrison Architects as the Architects of Record for the 2022-2023 school year.** Garrison Architects  
It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2022-2023 School Year. Fee schedule attached.
28. **Request and Recommendation by the Business Administrator That the Board of Education Approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2022-2023 school year.** Nightlinger, Colavita and Volpa  
It is requested by the Business Administrator that the Board of Education approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2022-2023 School Year at the rate of \$22,830. Fee schedule attached.
29. **Request and Recommendation of the Business Administrator for the Board of Education Approval of the Proposal from Reliable Power Plus for 2022-2023.** Approval of Reliable Power Plus  
It is recommended by the Business Administrator that the Board of Education approve the proposal from Reliable Power Plus for inspection and regular maintenance on the generators at an annual cost of \$525.00 for 2022-2023.
30. **Request and Recommendation of the Business Administrator for the Board of Education to Approve annual contract with CorePoint** Approval of CorePoint  
It is recommended by the Business Administrator to approve the acceptance of the quotations from CorePoint for phone system support at Daretown and Cumberland at the cost of \$3,951.
31. **Request and Recommendation of the Business Administrator for the Board of Education to Approve annual contract with Go Guardian** Approval with Go Guardian

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It is recommended by the Business Administrator to approve the acceptance of the quotation from Go Guardian for device agnostic and filtering software at a cost \$2,836.

**32. Request and Recommendation for Board of Education Approval to Accept Bid of Disposal Items**

Approval to Accept Bid of Disposal Items

It is requested by the Business Administrator that the Board of Education approve the bids on the following disposal items.

**33. Request and Recommendation of the Business Administrator for the Board of Education to Approve Nursing Services Contract with The Wright Choice, LLC for 2022-2023.**

Approval of Nursing Contract with Wright Choice

It is recommended by the Business Administrator that the Board of Education approve the acceptance of the rates from Wright Choice for July 1, 2022 until June 30, 2023.

	Wright Choice
One-on-One	\$51 per hr RN \$41 per hr LPN
Sub Nurse	\$52 per hr RN \$42 per hr LPN
Field Trip	\$49 per hr RN \$39 per hr LPN
Transport Nurse	\$204 flat rate 2 hrs each way and then reg. Hourly rate
Classroom Nurse	LPN \$22 per hr per student 2 or more RN \$22 per hr per student 2 or more

**34. Request and Recommendation for Board of Education Approval of the Chemical Hygiene Plan for 2022-23**

Approval of Chemical Hygiene Plan

It is recommended that the Board of Education approve the Chemical Hygiene Plan for 2022-2023.

**35. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Support Service Agreement for Daretown Campus from CM3 for 2022-2023.**

Approval of CM3 for Daretown

It is recommended by the Business Administrator that the Board of Education approve the support service agreement for Daretown Campus from CM3 for inspection and regular maintenance on the HVAC units, including Preferred Labor and Materials at an annual cost of \$7,256 for 2022-2023, \$7,476 for 2022-2023, and \$7,700 for 2023-2024.

**36. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Support Service Agreement for Cumberland Campus from CM3 for 2022-2023.**

Approval of CM3 for Cumberland

It is recommended by the Business Administrator that the Board of Education approve the support service agreement for Cumberland Campus from CM3 for inspection and regular maintenance on the HVAC units, including Preferred Labor and Materials at an annual cost of \$12,980 for 2021-2022, \$13,368 for 2022-2023, and \$13,772 for 2023-2024.

**37. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Continuation with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Retail Gas Services for SCSSSD.**

Approval of SJPC

It is recommended by the School Business Administrator for the Board of Education to approve continuation with the County of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure gas service for SCSSSD.



**38. Request and Recommendation for Board of Education Approval to Enter into a Joint Purchasing Agreements as Part of a Shared Service Initiative with Penns Grove-Carneys Point Board of Education for the 2022-23 School Year.**

Approval of Joint Purchasing Agreement with PG-CP

It is recommended that the Board of Education approve the following joint purchasing agreement as part of a shared service initiative. The agreement shall be in effect for fiscal year 2022-23, which runs from July 1, 2022 through June 30, 2023.

<u>ITEMS TO PURCHASE</u>	<u>SHARED SERVICES SUPPLIER</u>
<u>Baked Goods</u>	Board of Education – PG/CP
<u>Dairy Products</u>	Board of Education - PGCP

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

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

Superintendents Report

**New Business:**

Personnel

**PERSONNEL:**

In a roll call vote, it was moved by Mr. Ransome and seconded by Mrs. Bomba, that the board approve the following:

**Certificated Staff to Provide Homebound Instruction for the 2022-2023 School Year.**

It is recommended by the Superintendent that the Board of Education approve the SCSSSD certificated staff to provide homebound instruction for the 2022-2023 school year at the Board approved rate.

**It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2022-2023 School Year.**

It is recommended that the Board of Education grant approval to the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

**Request and Recommendation of the Superintendent for Board of Education Approval of the Cell Phone Allowance for District Staff for the 2022-20231 School Year.**

It is recommended by the Superintendent that the following individuals be approved for cell phone allowances for the 2022-2023 school year.

- Harry Rodriguez - \$900
- Randy Wentzell - \$900
- Keith Henderson - \$900

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

**PROFESSIONAL DEVELOPMENT: None**

Professional Development

**PROGRAMS: None**

Programs

**AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION - None**

Audience Participation

**EXECUTIVE SESSION**

Executive Session

**RECESS INTO EXECUTIVE SESSION: None**

Moment of Silence

(a moment of silence was held for the victims of violence in Highland Park, IL)

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**ADJOURNMENT – 11:33 A.M.**

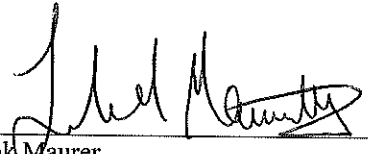
Adjournment

It was moved by Mrs. Bomba and seconded by Mr. Halter that the Board of Education adjourn at 11:33 a.m.

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