

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &  
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM  
BOARD OF EDUCATION MINUTES - JULY 1, 2011**

The Reorganization 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 1, 2011 at 8:00 a.m.

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

The Board Secretary called the meeting to order at 8:00 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 Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Today's Sunbeam, The News and at the entrances of 404 Daretown Road, Elmer, 880 Route 45, Woodstown, and 13 Ramah Rd. Bridgeton."

CALL TO ORDER

The Board Secretary administered the Oath of Office to re-appointed Board of Education members Mr. James Davis, Dr. James Field, and Mrs. Patricia Bomba.

OATH OF OFFICE

Members Present: Ms. Patricia Bomba, Ms. Mary Cummings, Mr. James Davis, Dr. James Field, Mr. David Moffett, Ms. Nicole Stemberger

OATH OF OFFICE  
ADMINISTERED

Members Absent: Mr. Earl Ransome, Mr. Robert Bumpus

Others Present: Loren Thomas, Superintendent; Melanie Allen, Business Administrator/Board Secretary; Judie Kernan, Superintendent's Administrative Assistant; Eileen Gotwals, Assistant to the Superintendent; William M. Gerson, SCVTS Business Administrator; Bonnie Baker, Marketing & Community Information Supervisor; Jason Helder, CTHS Principal; Shay Richardson, Assistant Superintendent; Todd Slimm, Alternative HS/MS Principal; Jane Whittinghill, Supervisor of Related Services; Jennifer Bates, Principal of Community Services; Samantha Cox; Pat Bomba

The Board Secretary, Melanie Allen opened the floor to nominations for the Office of President of the Board of Education.

OPEN FLOOR FOR  
OFFICE OF  
PRESIDENT

Moved by Ms. Cummings and seconded by Mr. Moffett that the Board of Education to open nominations for the Office of President.

OPEN  
NOMINATIONS  
FOR PRESIDENT

Unanimously Approved

MR. MOFFETT  
NOMINATED FOR  
OFFICE OF  
PRESIDENT

Moved by Mr. Davis and seconded by Ms. Cummings to nominate Mr. David Moffett to serve as President of the Board of Education.

Moved by Mr. Moffett and seconded by Ms. Bomba to nominate Dr. James Field to serve as President of the Board of Education.

DR. FIELD  
NOMINATED FOR  
OFFICE OF  
PRESIDENT

There being no other nominations, it was moved by Mr. Davis and seconded by Mr. Moffett to close nominations for President.

CLOSE  
NOMINATIONS  
FOR PRESIDENT

Unanimously Approved

Moved by Ms. Cummings and seconded by Mr. Davis that the Board of Education elect Mr. David Moffett as President of the Board of Education for a term of one year, commencing July 1, 2011 and until his successor is elected and shall qualify.

ELECT  
MR. MOFFETT AS  
PRESIDENT

SALEM COUNTY SPECIAL SERVICES BOARD OF EDUCATION MINUTES-JULY 1, 2011

ROLL CALL VOTE  
FOR PRESIDENT

*Roll call vote: Ayes (2) Ms. Mary Cummings, Mr. James Davis  
Noes (3) Ms. Patricia Bomba, Dr. James Field, Mr. David Moffett  
Abstain (0) Non Vote (0)*

MR. MOFFETT  
NOT ELECTED AS  
PRESIDENT

*Motion failed*

ELECT DR. FIELD AS  
PRESIDENT

Moved by Mr. Moffett and seconded by Ms. Bomba that the Board of Education elect Dr. James Field as President of the Board of Education for a term of one year, commencing July 1, 2011 and until his successor is elected and shall qualify.

ROLL CALL VOTE  
FOR PRESIDENT

*Roll call vote: Ayes (3) Mrs. Patricia Bomba, Dr. James Field, Mr. David Moffett  
Noes (2) Ms. Mary Cummings, Mr. James Davis  
Abstain (0) Non Vote (0)*

*Motion carried*

DR. FIELD  
DECLARED  
PRESIDENT

The Board Secretary then declared Dr. Field elected to the Office of President, and yielded the chair to the President.

OPEN FLOOR FOR  
VICE PRESIDENT

The Board President then opened the floor to nominations for the Office of Vice President of the Board of Education.

OPEN  
NOMINATIONS FOR  
VICE PRESIDENT

Moved by Ms. Cummings and seconded by Mr. Moffett to open nominations for Vice President.

Unanimously Approved

MR. DAVIS  
NOMINATED FOR  
VICE PRESIDENT

Moved by Ms. Cummings and seconded by Mr. Moffett to nominate Mr. James Davis to serve as Vice President of the Board of Education.

MR. MOFFETT  
NOMINATED FOR  
VICE PRESIDENT

Moved by Mr. Davis and seconded by Ms. Bomba to nominate Mr. David Moffett to serve as Vice President of the Board of Education.

CLOSE  
NOMINATIONS FOR  
VICE PRESIDENT

There being no other nominations, it was moved by Mr. Moffett and seconded by Ms. Cummings to close nominations for Vice President.

Unanimously Approved

ELECT MR. DAVIS  
FOR VICE  
PRESIDENT

Moved by Ms. Cummings and seconded by Mr. Moffett that the Board of Education elect Mr. James Davis as Vice President of the Board of Education for a term of one year, commencing July 1, 2011 and until his successor is elected and shall qualify.

ROLL CALL VOTE  
FOR VICE  
PRESIDENT

*Roll call vote: Ayes (2) Ms. Mary Cummings, Mr. David Moffett  
Noes (3) Ms. Patricia Bomba, Mr. James Davis, Dr. James Field  
Abstain (0) Non Vote (0)*

MR. DAVIS NOT  
ELECTED AS  
VICE PRESIDENT

*Motion failed*

ELECT MR.  
MOFFETT AS  
VICE PRESIDENT

Moved by Ms. Bomba and seconded by Ms. Cummings that the Board of Education elect Mr. David Moffett as Vice President of the Board of Education for a term of one year, commencing July, 2011 and until his successor is elected and shall qualify.

ROLL CALL VOTE  
FOR VICE  
PRESIDENT

*Roll call vote: Ayes (5) Ms. Patricia Bomba, Ms. Mary Cummings, Mr. James Davis,  
Dr. James Field, Mr. David Moffett  
Noes (0) Abstain (0) Non Vote (0)*

*Motion carried*

MR. MOFFETT  
DECLARED  
VICE PRESIDENT

The Board President declared Mr. Moffett elected to the Office of Vice President.

Moved by Ms. Cummings and seconded by Mr. Moffett that the Board of Education approve and accept that the Board function as a Committee of the Whole with Ad-Hoc committee assignments as needed.  
Unanimously Approved

AD-HOC  
COMMITTEE

Moved by Ms. Cummings and seconded by Ms. Bomba 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.  
Unanimously Approved

SUPERINTENDENT  
TO HIRE STAFF AS  
NEEDED DURING  
SCHOOL YEAR

**SCSSSD-Designations and Appointments**

Moved by Ms. Cummings and seconded by Mr. Moffett that the Board of Education approve the following:

PROFESSIONAL  
SERVICES  
AWARDED

**Resolution – Awarding of Contracts**

Resolution authorizing the awarding of contracts for “professional services” for a one year term commencing July 1, 2011 through June 30, 2012, without competitive bidding.

- Insurance Broker of Record**                      Conner Strong Companies, Inc.
- Business Administrator**                      Ms. Melanie M. Allen
- QPA**    Ms. Melanie M. Allen
- Custodian of School Funds**                      Ms. Patricia Counsellor
- Architect**    Garrison Architects
- Regulatory Services**                              PARS Environmental Services

**Depository of School Fund & Account Signatories**

APPROVE  
DEPOSITORIES

“The Bank”

Account	Fund	Title
#0006001777	Salary / Payroll Account	Custodian of School Funds ( <b>One</b> signature required)
#0006001785	Agency Account	Board Secretary Custodian of School Funds ( <b>Two</b> signatures required)
#0006001769	General Account	Board President or Vice President Board Secretary Custodian of School Funds ( <b>Three</b> signatures required)
#0006014089	Salem County Special Services Account (Health-Aflac)	Aflac Representatives ( <b>Two</b> signatures required)
#0006011543	Student Activity Account	Board Secretary and School Principal ( <b>Two</b> signatures required)
#0006009344	Gifts and Donations Account	Superintendent Administrative Secretary ( <b>Two</b> signatures required)

**District Assignments**

Affirmative Action Officer:                      (Currently Kathleen McCarthy, James D’Amato and E. Jane Whittinghill)  
Right to Know Officer:                              (Currently James Wickham)

APPROVE DISTRICT  
ASSIGNMENTS

Section 504 Compliance Officer: (Currently Loren Thomas)  
Title IX Coordinator: (Currently Loren Thomas)  
ADA Coordinator: (Currently Loren Thomas)

APPROVE  
PUBLIC AGENCY  
COMPLIANCE  
OFFICIAL (P.A.C.O.)

**Public Agency Compliance Official (P.A.C.O)**

The appointment of the Business Administrator, Ms. Melanie Allen, as the public agency compliance official.

APPROVE  
CUSTODIAN OF  
RECORDS

**Custodian of Records**

In compliance with the New Jersey Open Public Record Act (OPRA), N.J.S.A. 47:1A-1 (also known as the Right To Know Law), the appointment of Ms. Melanie Allen as the custodian of records (other than employee or student) and hereby directs this appointee to adopt the request form in compliance with OPRA for the 2011-2012 school year.

APPROVE  
RECORDS

**Custodian of Student and Personnel Records**

In compliance with the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47A:1A-1 (also known as the Right To Know Law), the appointment of Ms. Judie Kernan as Custodian of Student and Personnel Records for the 2011-2012 school year.

APPROVE  
PETTY CASH

**Petty Cash**

The Petty Cash funds for the 2011-2012 school year as follows:

Superintendent's Office	\$200.00
Daretown Campus	\$200.00
Cumberland Campus	\$200.00
Child Study Team/Nonpublic	\$200.00
Early Intervention Program	\$200.00

*Roll call vote: Ayes (5) Ms. Patricia Bomba, Ms. Mary Cummings, Mr. James Davis,  
Dr. James Field, Mr. David Moffett  
Noes (0) Abstain (0) Non Vote (0)*

*Motion carried*

PROFESSIONAL  
SERVICES  
AWARDED

**SCVTS-Designations and Appointments**

Moved by Mr. Moffett and seconded by Ms. Cummings that the Board of Education approve the following:

**Resolution – Awarding of Contracts**

Resolution authorizing the awarding of contracts for “professional services” for a one year term commencing July 1, 2011 through June 30, 2012, without competitive bidding.

**Insurance Broker of Record**

Gloucester, Cumberland, Salem School  
District Joint Insurance Fund

**Business Administrator**

Mr. William M. Gerson

**Custodian of School Funds**

Ms. Patricia Counsellor

**Architect**

Garrison Architects

**Computer Financial Software Licenses**

Systems 3000

**Depository of School Fund & Account Signatories**

“The Bank”

APPROVE  
DEPOSITORIES

<b>Account</b>	<b>Fund</b>	<b>Title</b>
#02240262	Salary / Payroll Account	Board Treasurer, Board Secretary <b>(One of two signature's required)</b>
#02240181	Agency Account	Board Treasurer, Board Secretary <b>(One of two signature's required)</b>
#02237326	Regular Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* <b>(Two of three signature's required)</b>
#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* <b>(Two of three signature's required)</b>
#02240254	Food Service	Board Treasurer, Board Secretary <b>(One of two signature's required)</b>
#02240238	Petty Cash	Superintendent, Board Secretary Alternate for Board Secretary: Board Treasurer <b>(Two of three signature's required)</b>
#02240246	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board Treasurer <b>(Two of three signature's required)</b>
#2703580	Foundation	Superintendent, Board Secretary Alternate for Board Secretary: Board Treasurer <b>(Two of three signature's required)</b>

**Secondary Investments**

- a. TD Bank, Haddon Heights
- b. Sun Bank, Vineland
- c. Franklin Savings Bank, Salem
- d. Susquehanna Patriot Bank, Mullica Hill
- e. First National Bank of Elmer, Elmer
- f. Pennsville National Bank, Pennsville
- g. Harvest Community Bank, Pennsville

APPROVE  
SECONDARY  
INVESTMENTS**District Assignments**

Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer  
(Currently Earl L. Maiden)  
Affirmative Action Officer (Currently Frank H. Maurer, III, Lorraine Green and  
Bonnie Baker)  
504 Compliance Officer (Currently Frank H. Maurer, III)  
Right-to-Know Compliance Officer (Currently Earl L. Maiden)  
Chemical Hygiene Officer (Currently Rebecca Dorrell)  
Homeless Children/Title IX Compliance Officer (Currently Jason Helder)  
Drug Free School Zone Liaison (Currently Christopher Harris)  
Public Agency Compliance Officer (Currently William M. Gerson)  
Americans With Disabilities Act (ADA) Compliance Officer

APPROVE  
DISTRICT  
ASSIGNMENTS

(Currently Frank H. Maurer, III)  
 Emergency Management Officer (Currently Loren Thomas)  
 Issuance Officer for Working Papers (Currently Jennifer Bates)  
 Custodian of Records (except student records) (Currently William M. Gerson)  
 Custodian of Student Records (School Principals)  
 Safety and Health Officer (Currently Christopher Harris)  
 Integrated Pest Management Coordinator (Currently Earl M. Maiden)

APPROVE  
 HOMEBOUND  
 INSTRUCTION

**Homebound Instruction – SCVTS Certified Staff**

The SCVTS certificated staff to provide home bound instruction for the 2011-2012 school year at the rate of \$27.00 per hour, on an as needed basis as determined and scheduled by the CTHS principal. Time sheets are required.

*Roll call vote: Ayes (5) Ms. Patricia Bomba, Ms. Mary Cummings, Mr. James Davis,  
 Dr. James Field, Mr. David Moffett  
 Noes (0) Abstain (0) Non Vote (0)*

*Motion carried*

Moved by Mr. Moffett and seconded by Mr. Davis that the Board of Education approve the following:

APPROVE  
 APPOINTMENTS OF  
 DESIGNATIONS

**Appointments of Designations – Consolidated Board of Education  
 Official Newspapers**

Today’s Sunbeam and The News

APPROVE  
 REGULAR  
 MEETING DATES

**Regular Meeting Dates**

Designation of the fourth Tuesday of each month as the regular meeting date for the Board of Education, unless otherwise noted:

July 26, 2011	January 24, 2012
August 23, 2011	February 28, 2012
September 27, 2011	March 27, 2012
October 25, 2011	April 24, 2012
November 22, 2011	May 8, 2012**
December 20, 2011*	June 12, 2012 (subject to change)
	July 2, 2012 (Reorg)

\*Third Tuesday

\*\*Second Tuesday for re- hiring staff

APPROVE  
 POLICY  
 STATEMENTS

**Policy Statements**

Accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, 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 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:1 1-1 General Mandatory Powers and Duties.

APPROVE  
 BOARD OF  
 SCHOOL ESTIMATE

**Board of School Estimate**

The appointment of Mr. Earl Ransome and Dr. James Field to the Board of School Estimate, and Ms. Mary Cummings as Alternate to the same.

**NJSBA Legislative Delegate and Alternate**

The appointment of Mr. David Moffett as the NJSBA Legislative Delegate, and Ms. Mary Cummings as Alternate to the same.

APPROVE  
NJSBA LEGISLATIVE  
DELEGATE AND  
ALTERNATE

**SCSBA Executive Committee**

The appointment of Mr. James Davis as the SCSBA Executive Committee Representative, and Mr. Earl Ransome as Alternative to the same

APPROVE  
SCSBA  
EXECUTIVE  
COMMITTEE

**New Jersey Council of County Vocational Schools Representative**

The appointment of Ms. Mary Cummings as the NJCCVS Representative, and Ms. Patricia Bomba as Alternative to the same.

APPROVE  
NEW JERSEY  
COUNCIL

**Resolution-Awarding of Contracts**

Resolution authorizing the awarding of contracts for “professional services” for a one year term commencing July 1, 2011 through June 30, 2012.

APPROVE  
AWARDING OF  
CONTRACTS

**Board Solicitor** Mr. Mark Toscano of Comegno Law Group, P.C.

**Board Auditor** Mr. Ray Colavita of Nightlinger, Colavita and Volpa

**School Physician** Woodstown Family Practice

**Board Secretary** Ms. Melanie M. Allen

**Custodian of School Funds- Salary**

The salary of the Custodian of School Funds, Ms. Patricia Counsellor, in the amount of \$5,400.00 (to be split equally between SCSSSD and SCVTSD) effective July 1, 2011 through June 30, 2012.

APPROVE  
CUSTODIAN OF  
SCHOOL FUNDS –  
SALARY

*Roll call vote: Ayes (5) Ms. Patricia Bomba, Ms. Mary Cummings, Mr. James Davis,  
Dr. James Field, Mr. David Moffett  
Noes (0) Abstain (0) Non Vote (0)*

*Motion carried*

**AUDIENCE PARTICIPATION I**

None

AUDIENCE  
PARTICIPATION I

**SUPERINTENDENTS REPORT-SCVTS**

None

SUPERINTENDENTS  
REPORT - SCVTS

**SUPERINTENDENTS REPORT-SCSSSD**

**Student Placement**

Moved by Mr. Moffett and seconded by Ms. Bomba that the Board of Education approve the following students to attend the 2011 Extended Summer School Program to run from July 5, 2011 through August 11, 2011 at the Cumberland Campus.

Unanimously Approved

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APPROVE  
STUDENT  
PLACEMENT

**Personnel**

Moved by Mr. Moffett and seconded by Ms. Cummings that the Board of Education approve the following:

APPROVE  
PERSONNEL

- Rates for substitutes for the 2011-2012 school year effective July 1, 2011 through June 30, 2012:

\$60.00 per day for non-certificated staff

\$75.00 per day for certificated staff

\$135.00 per day for nurses

- Substitutes for the 2011-2012 school year, effective July 1, 2011 through June 30, 2012, at the rates previously approved:

Unanimously Approved

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**EXECUTIVE SESSION**

None

**AUDIENCE PARTICIPATION II**

None

Moved by Mr. Moffett and seconded by Ms. Bomba that the Board of Education meeting be adjourned. (8:21 a.m.)

Unanimously Approved

Respectfully Submitted,

Melanie Allen  
Board Secretary