

**The Board of Education for SSSD and VTSD of the County of Salem**

Reorganization of the Board of Education Meeting

880 Route 45, Woodstown, New Jersey

Friday, July 1, 2011 at 8:00 a.m.

**I. Pledge Allegiance To The Flag**

I pledge allegiance to the flag of the United State of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

**II. Call To Order**

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 Today's Sunbeam and The News, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; and 880 Route 45, Woodstown.

**III. Swearing In Of Board Of Education Members**

Mr. James Davis & Dr. James Field	3 Year Terms
Ms. Patricia Bomba & Mr. Earl Ransome	2 Year Terms (Sworn in for only 1 Year Term at 7/1/10)

**IV. Roll Call**

Ms. Patricia Bomba	_____	Mr. David Moffett	_____
Ms. Mary Cummings	_____	Mr. Earl Ransome	_____
Mr. James Davis	_____	Ms. Nicole Stemberger	_____
Dr. James Field	_____	Mr. Robert Bumpus	_____

**V. Reorganization Of The Board Of Education**

**A. Election of Officers**

President  
Vice President

**B. Appointment of Committees**

It is recommended 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.

**C. Hiring by Superintendent**

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.

**VI. Appointments And Designations - SCSSSD**

**A. Resolution – Awarding of Contracts**

Resolution authorizing the awarding of contracts for “professional services” for a one year

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
Public Agenda – July 1, 2011**

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

**B. Depository of School Fund & Account Signatories**  
 “The Bank”

<b>Account</b>	<b>Fund</b>	<b>Title</b>
#000600177X	Salary / Payroll Account	Custodian of School Funds ( <b>One</b> signature required)
#000600178X	Agency Account	Board Secretary Custodian of School Funds ( <b>Two</b> signatures required)
#000600176X	General Account	Board President or Vice President Board Secretary Custodian of School Funds ( <b>Three</b> signatures required)
#000601408X	Salem County Special Services Account (Health-Aflac)	Aflac Representatives ( <b>Two</b> signatures required)
#000601154X	Student Activity Account	Board Secretary and School Principal ( <b>Two</b> signatures required)
#000600934X	Gifts and Donations Account	Superintendent Administrative Secretary ( <b>Two</b> signatures required)

**C. District Assignments**

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

Affirmative Action Officer:      (Currently Kathleen McCarthy, James D’Amato and E. Jane Whittinghill)  
 Right to Know Officer:      (Currently James Wickham)  
 Section 504 Compliance Officer:      (Currently Loren Thomas)  
 Title IX Coordinator:      (Currently Loren Thomas)  
 ADA Coordinator:      (Currently Loren Thomas)

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
Public Agenda – July 1, 2011**

It is recommended that the Board of Education approve the appointment of the Business Administrator, Ms. Melanie Allen, as the public agency compliance official.

**E. 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), it is recommended that the Board of Education appoint 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.

**F. 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), it is recommended that the Board of Education appoint Ms. Judie Kernan as Custodian of Student and Personnel Records for the 2011-2012 school year.

**G. Petty Cash**

It is recommended that the Board of Education approve 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

**VII. Appointments of Designations – SCVTSD**

**A. 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.

<b>Insurance Broker of Record</b>	Gloucester, Cumberland, Salem School District Joint Insurance Fund
<b>Business Administrator</b>	Mr. William M. Gerson
<b>Custodian of School Funds</b>	Ms. Patricia Counsellor
<b>Architect</b>	Garrison Architects
<b>Computer Financial Software Licenses</b>	Systems 3000

**B. Depository of School Fund & Account Signatories**  
“The Bank”

<b>Account</b>	<b>Fund</b>	<b>Title</b>
#0224026X	Salary / Payroll Account	Board Treasurer, Board Secretary <b>(One of two signature’s required)</b>
#0224018X	Agency Account	Board Treasurer, Board Secretary

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
Public Agenda - July 1, 2011**

		<b>(One of two signature's required)</b>
#0223732X	Regular Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* <b>(Two of three signature's required)</b>
#270588X	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* <b>(Two of three signature's required)</b>
#0224025X	Food Service	Board Treasurer, Board Secretary <b>(One of two signature's required)</b>
#0224023X	Petty Cash	Superintendent, Board Secretary Alternate for Board Secretary: Board Treasurer <b>(Two of three signature's required)</b>
#0224024X	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board Treasurer <b>(Two of three signature's required)</b>
#270358X	Foundation	Superintendent, Board Secretary Alternate for Board Secretary: Board Treasurer <b>(Two of three signature's required)</b>

**C. 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

**D. 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)
- Child Abuse Liaison (Currently James Helder)
- Drug Free School Zone Liaison (Currently Christopher Harris)
- Public Agency Compliance Officer (Currently William M. Gerson)
- Americans With Disabilities Act (ADA) Compliance Officer  
(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)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT**  
**Public Agenda – July 1, 2011**

Custodian of Student Records (School Principals)  
Safety and Health Officer (Currently Christopher Harris)  
Integrated Pest Management Coordinator (Currently Earl M. Maiden)  
Gifted & Talented Liaison (Currently Kimberly Chiodi)

**E. Homebound Instruction – SCVTS Certified Staff**

It is recommended that the Board of Education approve 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.

**VIII. Appointments of Designations – Consolidated Board of Education**

**A. Official Newspapers**

Today's Sunbeam and The News

**B. Regular Meeting Dates**

***Discussion***

(Currently the 3<sup>rd</sup> Tuesday of each month at 7:00pm in the Conference Room

at the Vocational Technical School located at 880 Route 45.  
Woodstown, New Jersey)

***Recommending a change in the schedule to the 4<sup>th</sup> Tuesday of each month***

**C. Policy Statements**

It is recommended that the organized Board of Education 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.

**D. 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 to the same.

(Currently Mr. Earl Ransome and Dr. James Field, Alternate: Mr. David Moffett)

**E. 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 same

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
Public Agenda – July 1, 2011**

(Delegate: Mr. David Moffett, Alternate: Ms. Mary Cummings)

**F. SCSBA Executive Committee**

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

(Delegate: Mr. James Davis, Alternate: Mr. Earl Ransome)

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

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 Alternative to same

(Delegate: Ms. Mary Cummings, Alternate: Ms. Patricia Bomba)

**H. 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.

**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

**I. Custodian of School Funds- Salary**

It is recommended that the Board of Education approve 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.

**IX. AUDIENCE PARTICIPATION I**

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

Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
Public Agenda – July 1, 2011**

3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comments to the specific resolution.

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

**Student Placement**

1. It is recommended 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.

**Personnel**

2. It is recommended that the Board of Education approve the following 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
3. It is recommended that the Board of Education approve the following as substitutes for the 2011-2012 school year, effective July 1, 2011 through June 30, 2012, at the rates previously approved.

**XI. RECESS INTO EXECUTIVE SESSION – If Needed**

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

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

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

- 1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

\_\_\_\_\_

\_\_\_\_\_

- 2. Matters in which the release of information would impair the right to receive government funds, and specifically:

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
Public Agenda - July 1, 2011**

- 3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Matters concerning negotiations, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_
- 6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_
- 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_
- 8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_
- 9. Matters involving quasi-judicial deliberations, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**XII. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**XIII. ADJOURNMENT**