

**ATLANTIC COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
BOARD OF EDUCATION**

**BOARD MEETING MINUTES – DECEMBER 17, 2009**

**CALL TO ORDER:**

Mr. Munafo called the meeting to order at 1:30 p.m. and led the group in the flag salute.

**INTRODUCTION:**

Mrs. Valerie Ritson, Assistant Board Secretary read the following introduction:  
“Welcome to the regular meeting of the Atlantic County Special Services School District Board of Education. This meeting is being held in compliance with the Open Public Meeting Act by being advertised in The Press and The Daily Journal and a notice posted on the bulletin boards in the Atlantic County Special Services School District Administrative Office, the Administrative Offices of the Atlantic County Elementary, Middle and High Schools and with the Atlantic County Clerk.”

**ROLL CALL:**

Mrs. Ritson called the roll.

Members in Attendance

Judith Gallagher  
Sarah Beth Johnson  
Ruth Tunnell  
Joseph Zondlo  
Marilyn Gallagher  
Philip Munafo

Members Absent

Thomas Dowd

**PRESENTATION BY SCHOOL CHOIR:**

The school choir performed a holiday music show. The show included various music to celebrate the holiday season and was enjoyed by all in attendance.

**PUBLIC PARTICIPATION:**

Mr. Munafo opened the floor for public comment. The length of public discussion not to exceed five (5) minutes per individual speaker. Cindy Errickson, Teacher Aide, spoke in public session.

**APPROVAL OF MINUTES:**

Motion was made by Mrs. Tunnell, seconded by Mrs. Marilyn Gallagher to approve the Minutes listed below as submitted:

- Regular Meeting of November 19, 2009
- Executive Session of November 19, 2009

Motion carried by unanimous voice vote.

**ACSSSD Board Meeting Minutes (continued)**  
**December 17, 2009**

**SUPERINTENDENT'S REPORT:**

Mrs. Buoro presented the Superintendent's Report.

Travel and Related Expenses

In accordance with P.L. 2007, c. 53, and ACSSSD Policy 4133, motion was made by Mrs. Judith Gallagher, seconded by Mr. Zondlo to approve the Superintendent's recommendation for approval for reimbursement of travel and related expenses, and for professional development expenses for the following:

<b>Date</b>	<b>Workshop</b>	<b>Location</b>	<b>Cost</b>	<b>Attendees</b>
1/28-29/10	Behavioral Teaching Strategies	Monroe Twp., NJ	\$150/person	Lauren Baglivo Jennifer Heritage
3/1/10	Communication in Children with Autism	Online	\$299/person	Laurie Thomas Christine Weiss

Motion carried by unanimous roll call vote.

2010-2011 School Calendar

Motion was made by Mrs. Marilyn Gallagher, seconded by Mr. Zondlo to approve the Superintendent's request for approval of the 2010-2011 School Calendar. (**Att. 1a**)

Motion carried by unanimous roll call vote.

Informational Items

1. A follow up discussion took place regarding the school calendar. The Board exchanged views regarding the observation of Veteran's Day in future years and whether to celebrate as a school holiday or to celebrate the day with activities to recognize veterans.
2. The Superintendent was pleased to report that the Annual Holiday Food Drive for Thanksgiving was a success. Food voucher gift certificates were provided to 72 needy families whose children attend ACSSSD. Teachers and social workers assisted in identifying the families. This program is funded by donations from businesses, private contributors, restaurants, staff and board members. Thank you for making this such a successful program.
3. The Superintendent was pleased to report that the Education Foundation received a donation of \$13,500 from Atlantic County Charities. Most of the money will be used to purchase holiday gifts for our students.
4. The Superintendent reported that the Education Foundation elected two new members, Ms. Debra Kavky and Dr. Howard Wasserman. Each was elected to a three-year term ending in September 2012. The Foundation also elected officers for the next year: Cookie Till, President; Tanna Williams, Vice-President; Greg Mowen, Treasurer.

**ACSSSD Board Meeting Minutes (continued)**  
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**SUPERINTENDENT'S REPORT (continued):**

5. BOE Self-evaluation summary – A review and discussion took place regarding the Board of Education's self evaluation. (Att. 1b)
6. Superintendent's Comments: The Superintendent led a discussion on the following issues:
  - QSAC Monitoring Visit
  - School Resource Officer – Officer Marcello Simone, School Resource Officer was recognized for his dedication by the Board. Officer Simone's assignment at ACSSSD will end on December 31, 2009. His replacement, Sheriff's Officer Tonya Perednas was introduced to the Board as well as Sheriff's Officer Joseph Thibault, who will serve as the alternate School Resource Officer.
  - Solar Energy Update – The Superintendent reported that she met with County Administrator, Gerald Del Rosso and Atlantic County Institute of Technology Superintendent Phil Guenther to discuss solar energy options. The Superintendent stated that present funding of a solar energy project would need to be through power purchase agreements. Mr. Del Rosso has been asked to speak to the Board at a future meeting regarding Atlantic County's experiences with power purchase agreements.
7. Enrollment Report: The Superintendent presented the enrollment report as of November 30, 2009.
8. Fire Drills: The Superintendent reported the following fire drills were held in the month of November.
  - Monday, November 9, 2009
  - Monday, November 16, 2009
9. Evacuation Drill: The Superintendent reported an evacuation drill was held on Monday, November 16, 2009.

**PROGRAM COMMITTEE REPORT:**

Mrs. Tunnell presented the Program Committee Report.

Informational Items

**District**

1. Professional Development workshops held on Friday, December 4<sup>th</sup> were:
  - American Sign Language
  - Introduction to the ACSSSD Anti-Bullying Program
  - Communication and Collaboration for Paraprofessional Staff
  - CPR Recertification
  - Disabilities Awareness for Paraprofessional Staff
  - Drug and Alcohol Co-Dependency

**ACSSSD Board Meeting Minutes (continued)  
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**PROGRAM COMMITTEE REPORT (continued):**

- Harcourt Reading Program Training Review
- Non-Violent Crisis Intervention
- Right-to-Know
- NJ Special Education Law for Paraprofessional Staff
- S.T.A.R. Assessment Training for Teachers (introduction and training for new assessment program)

Lifting and Suicide Prevention were postponed until a later date. All workshops were well received by staff. Parents were invited to attend American Sign Language, Anti-Bullying Program, Drug and Alcohol Awareness: Co-Dependency, Disabilities Awareness, and NJ Special Education Law.

Professional Development Workshops

Motion was made by Mrs. Tunnell, seconded by Mrs. Marilyn Gallagher to approve the following:

On Friday, January 15, 2010, a four-hour staff development will be held. The Professional Development committee requested approval for the following workshops and presenters.

- **CPR Recertification** with the American Red Cross. \$450.00.
- **Cyber-Bullying** with Sergeant Tom Finan of the Computer Crimes section of the Atlantic County Prosecutor's Office. No cost.
- **Epi-Pen Training** with ACSSSD Nursing Staff. No cost.
- **Gang Awareness** with Sergeant Fleming of the Atlantic County Prosecutor's Office. No cost.
- **Psychotropic Medications** with Sarah Seabrook, South Jersey Healthcare Systems. No cost.
- **SRA Mastery Reading Program** with company representative. No cost.
- **Suicide Prevention** with Cynthia Scheer, Center for Family Guidance. \$180.00.
- **Technology: Websites for Academic Activities** with Tim Schulte. No cost.

Motion carried by unanimous roll call vote.

Changes to the Standing Orders for First Aid and Emergency Care

Motion was made by Mrs. Tunnell, seconded by Mrs. Judith Gallagher to approve the Superintendent's request for approval of changes made by Dr. Bross to the Standing Orders for First Aid and Emergency Care.

Motion carried by unanimous roll call vote.

Elementary/Middle School  
Groups I and IV

1. On November 18<sup>th</sup>, parents, friends, and staff were invited by the Pre-School Program to attend their Thanksgiving Feast. Students demonstrated social skills and were encouraged to interact with each other, parents and staff. The food was outstanding and a good time was had by all.

**PROGRAM COMMITTEE REPORT (continued):**

2. On November 18<sup>th</sup>, students from Terri McIntosh's class held a science exhibit and invited the Middle School Program to attend and look at the many science exhibits and experiments.
3. Upcoming Events:
  - ELKS Holiday Party – 12/11/09
  - Accelerators Holiday Party – 12/15/09
  - Holiday Concert – 12/18/09
  - ROID (Recreational Opportunities for Individuals with Disabilities) Grant Holiday Pizza Party – 12/18/09
  - Santa (Tim Mooney) Holiday Visit – 12/21/09

**High School**  
**Groups II and III**

1. On Tuesday, December 1, 2009, the high school chorus performed at the Taj Mahal Casino's annual holiday event, "Sounds of the Season." This is the eighth year that the chorus has been invited to participate in the special holiday program. This year, thirty members of the chorus performed at the Taj Mahal. After the concert the chorus enjoyed lunch provided by the Taj Mahal Casino.
2. The Horticulture Shop thanked everyone for their support in the annual Thanksgiving pie fundraiser. It was a huge success again this year. Students are now busy at work making grave blankets, decorating and selling wreaths and caring for poinsettias that are now on sale for the holiday season.
3. The Holiday Candle Sale is under way with the Cottage Industries class. Students are at work making holiday candles such as Santas, pine cones, chimneys, snowmen, trees, Star of David, and pillar candles.
4. Students finished a six-week flag football program. League "A" had thirty participants and league "B" had forty-five students. Students also played kickball and Ultimate Frisbee.
5. Upcoming Events:
  - Holiday Concert – December 18, 10:00 am and 1:15 pm – Stage Gym
6. Field Trips:
  - NJ Forest Fire Service Headquarters, Mays Landing – 11/2, 11/12, 11/16, 11/19, 11/30/09
  - Meadowview Nursing Home - 11/2/09
  - Shore Memorial Hospital - 11/2, 11/9, 11/13/09
  - Stockton College - 11/3, 11/9/09
  - Atlantic County Bike Path, Mays Landing - 11/9, 11/23, 12/3/09

**ACSSSD Board Meeting Minutes (continued)**  
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**PROGRAM COMMITTEE REPORT (continued):**

- Atlantic Cape Community College - 11/9/09
- Atlantic County Institute of Technology - 11/19/09
- Trump Taj Mahal, Atlantic City – 12/1/09
- Hamilton Mall, Mays Landing – 12/3/09
- Atlantic County Library, Mays Landing – 12/3/09
- Ocean City Bank, Mays Landing – 12/3/09
- Food Bank, EHT – 12/8/09

**Auxiliary Services**

1. Field Trips Taken: Atlantic County Youth Shelter
  - Intergenerational Studies at Brigantine Senior Center – 12/10/09
  - NJ State House, Trenton – 12/11/09
  - Mays Landing Library – 12/14, 12/21/09
  - Art Class at the Noyes Museum – 12/16/09
  - Intergenerational Studies Program at Jeffries Tower, AC – 12/17/09

**Suspensions:**

**Group I, and IV**

<b>Date</b>	<b>Student Initials</b>	<b>Reason</b>	<b># of Days</b>
11/23/09	MD	Danger to self and others.	1
12/3/09	DG	Danger to self and others. Disruption to educational process.	1

**Groups II and III**

<b>Date</b>	<b>Student Initials</b>	<b>Reason</b>	<b># of Days</b>
10/15/09	PG	Disruption to educational process. Danger to self and others.	2
11/17/09	CK	Disruption to educational process. Danger to self and others.	2
11/30/09	PH	Disruption to educational process. Danger to self and others.	2
11/30/09	BB	Disruption to educational process. Danger to self and others.	3
12/2/09	SA	Disruption to educational process. Danger to self and others.	1
12/2/09	JF	Disruption to educational process. Danger to self and others.	1

**ACSSSD Board Meeting Minutes (continued)**  
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**PERSONNEL COMMITTEE REPORT:**

Mrs. Judith Gallagher presented the Personnel Committee Report.

- I. Executive Session – contract negotiations were discussed later on the agenda.
- II. The Superintendent recommended the following personnel action(s):
  - A. Employ the following candidates – Employment is contingent upon completion and verification of employment requirements:
    1. Substitutes 2009-2010 school year, as needed basis:

**Substitute Teacher - \$95.00 per diem**

- a. Megan Graves
- b. Mark Hamilton

**Substitute Aide - \$70.00 per diem**

- a. Gloria Johnson – (second position)
  - b. Caroline Hess
  - c. Emily Huenke
  - d. Denise Gallagher
  - e. Megan Graves
  - f. Kristine Worthington
  - g. Mark Hamilton
2. Michelle Cheek from Substitute Teacher/Substitute Aide to Teacher of the Handicapped – full time 10 mos., effective on or about December 18, 2009, at the annual salary of \$48,800 – Teacher BA step 1 on the 2009-2010 Teacher/Therapist’s Salary Schedule, to be prorated from confirmed start date through June 30, 2010.
  3. Christopher Wheeler from Substitute Teacher/Substitute Aide to Personal Aide (J.F.) - full time 10 mos., effective on or about December 18, 2009, at the annual salary of \$23,456 – Aide BA step 1 on the 2009-2010 Aide’s Salary Schedule, to be prorated from confirmed start date through June 30, 2010.
  4. Lauren Baglivo from Substitute Aide to Classroom Aide – full time 10 mos., effective on or about December 18, 2009, at the annual salary of \$21,856 – Aide +60 credits, step 1 on the 2009-2010 Aide’s Salary Schedule, to be prorated from confirmed start date through June 30, 2010.
  5. Tori Brady, Personal Aide (O.J.) – 10 mos. full time, effective on or about January 19, 2010, at the annual salary of \$23,456 – Aide BA step 1 on the 2009-2010 Aide’s Salary Schedule, to be prorated from confirmed start date through June 30, 2010.

**ACSSSD Board Meeting Minutes (continued)**  
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**PERSONNEL COMMITTEE REPORT (continued):**

- B. Emergent Hiring –Pending Criminal History Check Review Resolution  
The Board of Education is herein seeking permission of the Commissioner to employ/contract the following on an emergent basis for a period not to exceed three (3) months pending completion of Criminal History Record Checks Review in accordance with N.J.S.A. 18A:6-7.1 et. seq.

1. Tori Brady Personal Aide
2. Kristine Worthington Substitute Aide

Motion was made by Mrs. Judith Gallagher, seconded by Mrs. Marilyn Gallagher to approve the Superintendent's recommendations as stated above.

Motion carried by unanimous roll call vote.

- C. Approve the following leaves of absences:

1. Employee #4071, P.L. (Aide), approve an unpaid family leave of absence to provide care commencing on November 30, 2009 with a return to work date of December 21, 2009. This leave is in accordance with the Family Medical and the NJ Leave Act. Physician Certification pending.
2. Employee #5312, J.B. (Aide), approve a medical leave of absence commencing on January 4, 2010 using available sick and personal leave days. Unpaid child care leave will commence upon termination date of disability March 9, 2010 through March 31, 2010 with a return to work date of May 5, 2010. This leave is in accordance with the Family Medical Leave Act and the negotiated agreement. Physician Certification is on file.

- D. Approve the following volunteer(s), practicum student(s), wheelchair vendor(s) and students for field experience, etc. (Non-Employees)

1. Christine Henshaw, Richard Stockton Occupational Therapy Student – level 1, 1 day per week for 10 weeks (February 3, 2010 thru April 14, 2010).
2. Claudia Buck, Richard Stockton Occupational Therapy Student – level 1, 1 day per week for 10 weeks (February 3, 2010 thru April 14, 2010).
3. Pediatric Clinical rotation for nursing students from Atlantic Cape Community College, Spring Semester. Student nurses and course objectives will be submitted prior to students start in January 2010.

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**PERSONNEL COMMITTEE REPORT (continued):**

4. Melissa Ring, Richard Stockton Physical Therapy Student, practicum work  
 Starting January 4, 2010 thru March 26, 2010 with High School PT Dept.

Motion was made by Mrs. Judith Gallagher, seconded by Mrs. Tunnell to approve the Superintendent's recommendation as stated above.

Motion carried by unanimous roll call vote.

**POLICY COMMITTEE REPORT:**

Ms. Johnson presented the Policy Committee Report.

Second Reading of Changes to Policy and Procedures Manual

Motion was made by Ms. Johnson, seconded by Mrs. Tunnell to approve the Superintendent's recommendation of **second reading** of the following changes to our Policy and Procedures manual. The changes are recommended in order to bring the policies and procedures in line with QSAC requirements and/or to conform to current law.

- **Policy 5113** – Attendance/Unexcused Absences/Missing Children (Att. 4j)
- **Procedure 5113** – Attendance and Excuses (Att. 4k)
- **Policy 1111** – School Sponsored Publications (Att. 4l)

Motion carried by unanimous roll call vote.

Second Reading (rescission) of Changes to Policy and Procedures Manual

Motion was made by Ms. Johnson, seconded by Mrs. Judith Gallagher to approve the Superintendent's recommendation of **second reading (rescission)** of the following changes to our Policy and Procedures manual. The changes are recommended in order to bring the policies and procedures in line with QSAC requirements and/or to conform to current law.

- **Policy 5113.1** – Missing Children (Att. 4m)
- **Procedure 5113.1** – Student Absence Procedure (Att. 4n)
- **Exhibit 1111** – Parental/Guardian Consent Form (Att. 4o)

Motion carried by unanimous roll call vote.

**FINANCE COMMITTEE REPORT:**

Mrs. Marilyn Gallagher presented the Finance Committee Report.

Financial Reports

Motion was made by Mrs. Marilyn Gallagher, seconded by Mr. Zondlo to approve the following:

- a. Board Secretary's Report as of November 30, 2009 in the amount of \$6,026,766.46 (Attachment 5A).
- b. Treasurer's Report as of November 30, 2009 in the amount of \$6,026,766.46 (Attachment 5B).
- c. Board of Education's Monthly Certification Budgetary Major Account/Fund Status (Attachment 5C).

**ACSSSD Board Meeting Minutes (continued)  
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**FINANCE COMMITTEE REPORT (continued):**

- d. Student Activity Funds/Student Incentive Programs for the Month of November 2009. (Attachment 5D).

Motion carried by unanimous roll call vote.

Monthly Anticipated Revenues Report

Motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Tunnell to approve the Monthly Anticipated Revenues Report for the month of November (Attachment 5E).

Motion carried by unanimous roll call vote.

Bills and Checks

Motion was made by Mrs. Marilyn Gallagher, seconded by Mr. Zondlo to approve the following Bills and Checks:

- a. Check Register for December 2009 (Attachment 5F)
- b. Check Register for Capital Projects for December 2009 (Attachment (5G)
- c. Additional Check Register for December 2009 (Attachment 5H – ADDENDUM)

Motion carried by unanimous roll call vote.

Nursing/Allied Health Program Agreement with ACCC

Motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Tunnell to approve the renewal of the Nursing/Allied Health Program Agreement with Atlantic Cape Community College for the period of February 1, 2010 through January 31, 2011.

Motion carried by unanimous roll call vote.

Informational Item:

- 1. Our \$3,000,000.00 Certificate of Deposit at Hudson City Savings Bank matured on December 10, 2009. The CD and interest of \$9,304.44 was rolled for an additional 91 day investment at 1.15% annual percentage yield.

**FACILITIES COMMITTEE REPORT:**

Mr. Zondlo presented the Facilities Committee Report.

Informational Items

The Board was presented with the following informational items:

- 1. Monthly Maintenance Report for the Month of November 2009 (Attachment 6A)
- 2. A classroom furniture replacement schedule has been developed with plans to address six classrooms per year over an 11 year period. The annual cost is approximately \$35,000.00.

**ACSSSD Board Meeting Minutes (continued)  
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**BUSINESS & OPERATIONS REPORT:**

Ms. Nowotny presented the Business and Operations Report.

Change Order No. 2 to Re-Roofing on Transportation Building

Motion was made by Mrs. Marilyn Gallagher, seconded by Mrs. Tunnell for approval of Change Order No. 2, which is a credit of \$1,900.00 on the re-roofing of the Transportation Building. This credit was issued to ACSSSD for the unused allowance balance on the project.

Motion carried by unanimous roll call vote.

Informational Items

The following information reports were presented to the Board

1. Transportation Report for November 2009 (Attachment 7A).
2. Food Services Report for November 2009 (Attachment 7B).
3. Workers Comp/Work Related Injuries Report for November 2009 (Attachment 7C)

**CORRESPONDENCE REPORT:**

None

**OLD BUSINESS:**

There was no old business to discuss.

**NEW BUSINESS:**

There was no new business to discuss.

**PUBLIC PARTICIPATION:**

Mr. Munafo opened the floor for public comment. The length of public discussion not to exceed five (5) minutes per individual speaker. There was no response.

**EXECUTIVE SESSION:**

On a motion made by Mrs. Tunnell at 2:30 p.m. and seconded by Mr. Zondlo

BE IT RESOLVED, pursuant to N.J.S.A. 10:4-13, that the Board of Education of the Atlantic County Special Services School District, at a public meeting held on December 17, 2009, called in accordance with the Open Public Meeting Act, shall exclude the public from that part of the meeting for the purpose of discussing the following matter(s):

Matters related to the negotiation of a collective bargaining agreement.

BE IT FURTHER RESOLVED, that the discussion of such subject matter in Executive Session can be disclosed upon request of any member of the public and after review by the Board of Education.

**ACSSSD Board Meeting Minutes (continued)**  
**December 17, 2009**

**EXECUTIVE SESSION (continued):**

A motion was made by Mrs. Tunnell, seconded by Mr. Zondlo to close the Executive Session at 2:59 p.m.

Motion carried by unanimous roll call vote.

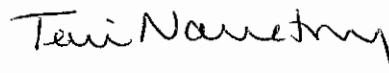
**PUBLIC MEETING RESUMES:**

**ADJOURNMENT:**

Motion was made by Mrs. Judith Gallagher, seconded by Ms. Johnson to adjourn the meeting at 2:59 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,



Terri Nowotny  
School Business Administrator/  
Board Secretary