

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM**

Reorganization of the Board of Education Meeting

880 Route 45, Woodstown, NJ 08098

Friday, July 1, 2016 at 11:00 a.m.

PUBLIC AGENDA

I. PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States 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 South Jersey Times, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; 360 Hollywood Avenue, Carneys Point; and 880 Route 45, Woodstown.

III. SWEARING IN OF BOARD OF EDUCATION MEMBERS

Mr. Linwood Donelson III three year term
Mr. Earl Ransome three year term

IV. ACCEPTANCE OF RESIGNATION OF BOARD MEMBER

Acceptance of the resignation of Mrs. Mary Cummings as board member.

Mr. James Davis	_____	Mr. David Moffett	_____
Mr. Linwood Donelson III	_____	Ms. Margaret Nicolosi	_____
Mr. Daryl Halter	_____	Mr. Earl Ransome	_____

V. ROLL CALL

Mr. James Davis	_____	Mr. David Moffett	_____
Mr. Linwood Donelson III	_____	Ms. Margaret Nicolosi	_____
Mr. Daryl Halter	_____	Mr. Earl Ransome	_____

VI. 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 this public portion of the meeting to comment on any agenda or agenda addendum items. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.

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2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

VII. REORGANIZATION OF THE BOARD OF EDUCATION

A. Election of Officers

1. President
2. Vice President

B. Appointment of Committees

1. It is recommended that the Board of Education approve and accept the Board function as a Committee of the whole with Ad Hoc Committee assignments as needed.

VIII. MINUTES

It is recommended that the Board of Education approve the Minutes and Executive Minutes of the June 7, 2016 Board of Education Meeting.

IX. APPOINTMENTS AND DESIGNATIONS - SCVTS

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 2016-2017 School Year.

1. Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2016 through June 30, 2017.
 - a. **Insurance Broker of Record**
Gloucester, Cumberland, Salem School District Joint Insurance Fund
 - b. **Business Administrator**
Mr. John H. Bolil
 - c. **Qualified Purchasing Agent**
Mr. John H. Bolil
 - d. **Architect**
Garrison Architects
 - e. **Regulatory Services**
PARS Environmental Services
 - f. **Computer Financial Software License**
Edge
 - g. **Board Solicitor**
Mark Toscano of Comegno Law Group, P.C.
 - h. **School Physician**
Dr. David Bauman & Dr. Kevin Roberts (Care Assoc. of Salem County)
 - i. **Board Secretary**
Mr. John H. Bolil
 - j. **Special Counsel**
McManimon, Scotland, & Bauman, L.L.C.

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- k. Computer Student Data Software**
PowerSchool
- l. Policy and Regulation**
Strauss Esmay

B. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2016-2017 School Year.

“Fulton Bank of New Jersey”

Account	Fund	Title
#02240262	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#02240181	Agency Account	Board President, Board Secretary (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 Secondary Investments Firms for the 2016-2017 School Year.

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

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D. It is Recommended that the Board of Education Approve the following District Assignments of Staff for the 2016-2017 School Year.

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

Title	Personnel
Affirmative Action Officer	Frank H. Maurer, III and E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Kevin Shipman
Right-to-Know Compliance Officer	Kevin Shipman
Public Agency Compliance Officer	John H. Bolil
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	School Principal
Section 504 Compliance Officer	Dr. Todd Slimm
Title IX Coordinator	Frank H. Maurer, III
ADA Coordinator	Frank H. Maurer, III
Chemical Hygiene Officer	Rebecca Dorrell
Emergency Management Officer	Kevin Shipman
Integrated Pest Management Coordinator	Kevin Shipman
Anti-Bullying Coordinator	Frank H. Maurer, III and E. Jane Whittinghill
Cooperative Education Instructor/Coordinator	E. Helen Hoffman
Homeless Child Liaison	Jason Helder
Child Abuse Liaison	Melanie Jones
Drug Free School Zone Liaison	Meggyn Wentzell
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Meggyn Wentzell
Gifted and Talented Liaison	Jason Helder

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Special Education Coordinator	Dr. Todd Slimm
Technology Director/ LEA PARCC IT Contact	Karlyle Adams
State Testing Coordinator	Dr. Jennifer Bates
District Education Stability Liaison	Jason Helder
Bilingual/ESL Point of Contact	Dr. Todd Slimm
NCLB Coordinator	Dr. Jennifer Bates
School Nurse	Rebecca Dorrell
Food Service Director	Roland Carter
District Organizational Chart	Attachment

E. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2016-2017 School Year.

It is recommended that the Board of Education approve the Petty Cash funds for the 2016-2017 school year as follows:

Campus	Amount
District Office	\$500.00
Adult Community Education	\$200.00

F. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2016-2017 School Year.

South Jersey Times

G. It is Recommended that the Board of Education Approve the following Regular Meeting Dates of the Board of Education for the 2016-2017 School Year.

July 26, 2016	January 24, 2017
August 23, 2016	February 28, 2017
September 27, 2016	March 28, 2017
October 18, 2016**	April 25, 2017
November 22, 2016**	May 9, 2017***

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December 20, 2016**	June 13, 2017***
	July 3, 2017 (Reorg)

- a. 7:00 p.m. in the Conference Room at the Vocational Technical School located at 880 Route 45, Woodstown, NJ.
- b. **Third Tuesday
- c. ***Second Tuesday

H. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2016-2017 School Year.

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, salary guides ([1,2,3,4,5](#)), 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:11-1 General mandatory Powers and Duties.

I. 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.

J. 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.

K. 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.

L. 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

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.

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M. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2016-2017 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 2016-2017 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.

N. It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2016-2017 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.

- A. Old Business-**
- B. New Business-**
- C. Correspondence-**
- D. Presentations-**

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of March 2016 and April 2016. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

_____ July, 1, 2016
Business Administrator/Board Secretary Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of March 2016 and April 2016. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the months of March 2016 and April 2016.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial reports

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(Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending March 31, 2016 to June 22, 2016.

F. Warrants

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

- Bills paid May 2016, June 2016
- Checks Voided April 2016, May 2016

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval of GCN Training Global Compliance Network to Provide Online Mandatory Training for SCVTS and SCSSSD District Employees for the 2016-2017 School year.

It is recommended by the Superintendent that the Board of Education approve GCN Training Global Compliance Network to provide online mandatory trainings for all SCVTS and SCSSSD employees in the amount of \$1,400.00 (\$700 for SCVTS and \$700 for SCSSSD) for the 2016-2017 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.

2. Request and Recommendation for Board of Education Approval for the Salem County Vocational Technical School's 2016-2017 Renewal School Leader's E&O Policy – Total Cost \$20,234.

It is recommendation that the Board of Education approve the Salem County Vocational Technical School's 2016-2017 Renewal School Leader's E&O Policy – total cost \$20,234.

3. Request and Recommendation for the Board of Education to Accept a Donated 1999 Cadillac Seville, VIN #1G6KS54Y9XU936768, Mileage 52,519 from B. H. Smick Jr. The vehicle is valued at \$7,500 per the NADA.

It is recommended that the Board of Education accept a donated 1999 Cadillac Seville VIN #1G6KS54Y9XU936768, Mileage 52,519 from B. H. Smick Jr. The vehicle is valued at \$7,500 per the NADA. It will be used by the Auto Technology Program for educational purposes.

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- 4. Request and Recommendation for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alert and Support System (PASS), and DistrictOnline Maintenance in the amount of \$3,242.50 Effective July 1, 2016 to June 30, 2017.**

It is recommendation that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alert and Support System (PASS), and District Online Maintenance in the amount of \$3,242.50 effective July 1, 2016 to June 30, 2017.

- 5. Request and Recommendation for Board of Education to appoint School Professional Services, LLC, Frank Badessa as Treasurer of School Monies for SCSSSD and SCVTS for the 2016-2017 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.**

It is recommended that the Board of Education appoint School Professional Services, LLC, Frank Badessa as Treasurer of School Monies for SCSSSD and SCVTS for the 2016-2017 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

- 6. Request and Recommendation for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Annual Public Access Online Fee – Bylaws & Polices in the amount of \$395.00 for the 2016-2017 School Year. This will Provide Website Access on both District’s Websites.**

It is recommendation that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Annual Public Access Online Fee – Bylaws & Polices in the amount of \$395.00 for the 2016-2017 School Year. This will provide website access on both district’s websites.

VIII. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

- 1. Request and Recommendation for Board of Education Approval of Katherine Belutty Being Paid for Unused Accumulated Vacation Days.**

It is recommended by the Superintendent that the Board of Education approve the payout of unused accumulated vacation days to Katherine Belutty. Mrs. Belutty was previously approved to move from a 12 month employee to a 10 month employee. As such, Mrs. Belutty earned 21 vacation days during the 2015-16 school year to be used during the 2016-17 school year. 10 month employees do not accrue vacation days. Therefore, it is requested that Mrs. Belutty be paid \$5,499.57 ($\$68,089.92 / 260 \text{ days} \times 21 \text{ days}$). Should Mrs. Belutty request to become a 12 month employee in the future, she will be required to accrue vacation days to be used the following school year.

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2. Request and Recommendation for Board of Education Approval to Hire Caleb Brooks as a Full-Time Step 1, Level III, Custodian for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve to employ Caleb Brooks as a full-time custodian for the 2016-2017 school year. Mr. Books will start his employment on July 1, 2016 with a salary of \$22,987* as a Step 1, Level III custodian per the negotiated union contract.

* At the time of preparation of this employment recommendation, salaries and/or wages for the ensuing school year were not yet determined due to contract negotiations. Upon completion of contract negotiations, the appropriate salary adjustment will be made in accordance with the terms of the contract settlement and conditioned upon the employment recommendation presented to the Board of Education.

3. Request and Recommendation for Board of Education Approval of Summer Part-Time Custodial Personnel

Request and Recommendation for Board of Education approval to appoint current part-time Custodial personnel to work July 1, 2016 through August 31, 2016.

Douglas Eldridge	*\$12.32/hour (Level III Part-Time, Step 6)
David Scott	*\$11.80/hour (Level III Part-Time, Step 2)

* At the time of preparation of this employment recommendation, salaries and/or wages for the ensuing school year were not yet determined due to contract negotiations. Upon completion of contract negotiations, the appropriate salary adjustment will be made in accordance with the terms of the contract settlement and conditioned upon the employment recommendation presented to the Board of Education.

4. Request and Recommendation for Board of Education Approval of Staff to work as part of the FY2017 Workforce Innovation and Opportunity Act, Title II, Adult Education and Literacy Grant.

It is recommended by the Superintendent that the Board of Education approve the employment of the following individuals to work as part of the 2016-2017 Adult Basic Education grant program.

Name	Position	2016-2017 Salary
Angel Brown	ABE/ESL/Civics Instructor - Part Time - Summer Only	\$31.00 per hour, not to exceed 28 hours per week, up to a maximum of 125 hours from July 5 to August 31, 2016*/**

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Roger Call	ABE/ESL/Civics Instructor - Part Time	\$31.00 per hour, not to exceed 28 hours per week, no benefits*/**
Angel Brown	ABE/ESL/Civics Instructor - Full Time	\$58,265.00 (September 1, 2016 to June 30, 2017)
Maria Alleva	ABE/ESL/Civics Intake Specialist	\$38,578.80 (60% of salary from July 1, 2016 to June 30, 2017)

*Employment is contingent upon sufficient enrollment to warrant the program.

**Continuance of employment is contingent upon final approval of the 2016-2017 Title II grant funding.

5. Request and Recommendation for Board of Education Approval of an Additional Instructor to Participate in the NCLB Title I Instructor Work Sessions Scheduled from June 17, 2016 to June 30, 2016.

It is requested by the Superintendent that the Board of Education approve an additional instructor for the NCLB Title I Instructor Work Sessions from June 17, 2016 to June 30, 2016. Each instructor will be paid \$30.00 per hour up to four (4) hours per day for no more than nine (9) days. Timesheets are required for payment.

Elizabeth Bernat-Duaime

6. Request and Recommendation for Board of Education Approval of CTE Instructors to Participate in Curriculum, Assessment and Professional Development Work Sessions from July 12 through August 31, 2016.

It is requested by the Superintendent that the Board of Education approve CTE instructors for curriculum, assessment and professional development work sessions with the Assistant Superintendent from July 12 through August 31, 2016. Each CTE instructor will be paid \$30.00 per hour up to a maximum of 10 hours total during the summer. Timesheets are required. Perkins Secondary Funds will be used to pay the instructors.

Donald Aikens Joseph Alexander Carly Chappel Danut Chiriac Bruce Connell Anna DiPietro Dominick DiPietro	Keeley DiTizio Garry Dolbow Stephanie Hoffman Joseph Monzo Lisa Hartsough Brian Quinn Alfred Roeske Tracy Westog
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7. Request and Recommendation for Board of Education Approval of SCVTS Certificated Staff to Provide Homebound Instruction for the 2016-2017 School Year at a Rate of \$30.00 per Hour.

It is recommended by the Superintendent that the Board of Education approve the SCVTS certificated staff to provide homebound instruction for the 2016-2017 school year at a rate of \$30.00 per hour, on an as needed basis as determined and scheduled by the CTHS principal. Timesheets are required. No other reimbursement shall be paid for homebound instruction other than the hourly rate approved by the Board for the actual hours of instruction.

8. Request and Recommendation to Approve Head Custodians (non-supervisory) for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the following staff members as head custodians (non-supervisory) for the 2016-2017 school year; one position for the a.m. shift and one position for the p.m. shift, with a stipend of \$1,200.00 each for the year.

Larry Crawford
Ed Trout

9. Request and Recommendation for Board of Education Approval to Employ Leroy P. Pierce, III, as the Law Enforcement and Public Safety Program Coordinator from July 1, 2016 to June 30, 2017.

It is recommended by the Superintendent that the Board of Education approve Leroy P. Pierce, III, as the Law Enforcement and Public Safety Program Coordinator from July 1, 2016 to June 30, 2017. Mr. Pierce will be paid an annual stipend at the rate of \$500 per month for a total of \$6,000 (\$500 per month x 12 months = \$6,000) for the 2016-2017 school year.

10. Request and Recommendation for Board of Education Approval to Employ CTHS Instructors to Develop and Write Curriculum During the 2016 Summer Months.

It is requested by the Superintendent that the Board of Education approve the following teachers to develop and write curriculum in consultation with the Assistant Superintendent during the 2016 summer months. Each instructor will be paid \$400 per course utilizing funds from identified by the CTHS Principal. Payment is contingent upon submission of final curriculum and approval.

Carly Chaapel – Environmental Occupations Elective Course
Katherine Polillo – History Through Film Elective Course
Elizabeth Duaine – Workplace Readiness Skills
Eric Lockwood - Statistics
Rachael Lester – Introduction to Business

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11. Request and Recommendation for Board of Education Approval of a one-time Carryover of Unused Vacation Time.

It is recommended by the Superintendent that the Board of Education approve a one-time carryover of vacation time for Karlyle Adams, Information Technology Supervisor in the amount of 12 vacation days. These 12 vacation days are in addition to the 5 unused vacation days Mr. Adams is allowed to carryover each year. Mr. Adams was unable to use his vacation time before June 30, 2016 due to his current work load. Mr. Adams must utilize his carryover time during the 2016-2017 school year.

POLICY

1. Request and Recommendation for Board of Education Approval to have NJFMLA, Federal FMLA and employee sick and other accrued leave time be utilized concurrently.

It is requested and recommended that the Board of Education establish procedure following policy and regulation directing staff to utilize sick, and other accrued leave time concurrently with approved NJFMLA and Federal FMLA.

2. Request and Recommendation for Board of Education Approval of the First Reading of the Revised Job Description Administrative Assistant to the Office of the Superintendent, Appendix A-13(a).

It is requested by the Superintendent that the Board of Education approve the first reading of the revised job description. Administrative Assistant to the Office of the Superintendent. The job description has been updated to reflect new job responsibilities assigned to this position due to a realignment of responsibilities in the District Office and Business Office.

PROFESSIONAL DEVELOPMENT:

1. Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Vocational Technical Schools Personnel.

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Vocational Technical Schools personnel.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
25th Annual School Health Conference in Edison, NJ on October 18, 2016	Rebecca Dorrell	\$175 registration + \$57.47 mileage	\$232.47 Acct# 11-000-213-580-34-002

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Boiler Operator Refresher Training, Cedar Creek High School, Egg Harbor City, NJ, August 11, 2016	Kevin Shipman Ed Trout Larry Crawford Steve Durham	\$31.93 mileage \$6.00 tolls (all attendees are traveling together)	\$37.93
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PROGRAMS:

1. Request and Recommendation for Board of Education Approval for Administrators of the Special Services School District to Perform Evaluations for SCVTS Teaching Staff.

It is recommended by the Superintendent that the Board of Education grant approval for the administrators of the Special Services School District to perform evaluations for the SCVTS teaching staff for the 2016-2017 school year.

2. Request and Recommendation for Board of Education Approval for Pittsgrove Township School District Administrators to Evaluate SCVTS Teaching Staff at Schalick High School.

It is recommended by the Superintendent that the Board of Education grant approval for the administrators of the Pittsgrove Township School District to evaluate SCVTS teaching staff at Schalick High School (Dance, Drama and Visual Arts) for the 2016-2017 school year.

3. Request and Recommendation for Board of Education Approval of the First Reading of Textbooks for the Career and Technical High School for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education grant approval of the first reading of the following textbooks for use at the Career and Technical High School for the 2016-2017 school year. The textbooks are available in the Board Conference Room for review. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

Textbooks	Class	ISBN
World History Patterns of Interactions: Holt McDougal 2012	World History	978-0-547-49126-4
Chemistry: The Central Science 13th edition Pearson 2015	College Chemistry	978-0-321-910141-7

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B. Old Business:

1. Request and Recommendation for Approval of the HIB-ITP Report Period 2 from January 1, 2016 to June 30, 2016.

Request and Recommendation for Board of Education approval of the HIB-ITP Report Period 2 from January 1, 2016 to June 30, 2016. This is a request to submit the report collection period 2 of the Harassment Intimidation and Bullying-Investigations, Trainings and Programs Data Collection. For the second collection period one of the two Anti-Bullying Specialist was fully trained (other will be trained in August after being approved last month), all district level Anti-Bullying Specialist were trained, and finally specialized trainings were held at the Career and Technical High School.

INFORMATIONAL ITEMS

1. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCVTS (May Be Appropriate for Closed Session) (Handout)

It is recommended that the Board of Education accept and approve the HIB report as presented.

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

A. 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 2016-2017 School Year.

1. Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2016 through June 30, 2017.

1. Insurance Broker of Record

1. Conner, Strong & Buckalew

2. Business Administrator

1. Mr. John H. Bolil

3. Qualified Purchasing Agent

1. Mr. John H. Bolil

4. Architect

1. Garrison Architects

5. Regulatory Services

1. PARS Environmental Services

6. Health Benefits of Records

1. Brown & Brown

7. Computer Financial Software License

1. Edge

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8. Board Solicitor

1. Mark Toscano of Comegno Law Group, P.C.

9. School Physician

1. Dr. David Bauman & Dr. Kevin Roberts (Care Assoc. of Salem County)

10. Board Secretary

1. Mr. John H. Bolil

11. Special Counsel

1. McManimon, Scotland, & Bauman, L.L.C.

12. Computer Student Data Software

1. RealTime

13. Policy and Regulation

1. Strauss Esmay

B. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2016-2017 School Year.

“Fulton Bank of New Jersey”

Account	Fund	Title
#0006001777	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#0006001785	Agency Account	Board President, Board Secretary (One of two signatures required)
#0006001769	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)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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C. It is Recommended that the Board of Education Approve the following District Assignments of Staff for the 2016-2017 School Year.

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

Title	Personnel
Affirmative Action Officer	Frank H. Maurer, III and E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	John Carbonetta
Right-to-Know Compliance Officer	John Carbonetta
Public Agency Compliance Officer	John H. Bolil
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	Dr. James D’Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Section 504 Compliance Officer	Frank H. Maurer, III
Title IX Coordinator	Frank H. Maurer, III
ADA Coordinator	Frank H. Maurer, III
Chemical Hygiene Officer	Linda Shute and Jane Smith
Emergency Management Officer	Dr. James D’Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Integrated Pest Management Coordinator	John Carbonetta
Anti-Bullying Coordinator	Frank H. Maurer, III and E. Jane Whittinghill
Cooperative Education Instructor/Coordinator	E. Helen Hoffman
Homeless Children Officer	Dr. James D’Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Child Abuse Liaison	Dr. James D’Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Drug Free School Zone Liaison	Dr. James D’Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Issuance Officer for Working Papers	Dr. James D’Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Gifted and Talented Liaison	Dr. E. Jane Whittinghill
Special Education Coordinator	Dr. Todd Slimm
Technology Supervisor/ LEA PARCC IT Contact	Harry Rodriguez
State Testing Coordinator	Dr. Jennifer Bates
District Education Stability Liaison	Dr. Todd Slimm
Bilingual/ESL Point of Contact	Christian Miguel/Sol Flores
School Nurse	Linda Shute, Jane Smith, Anne Callens
Food Service Director	
District Organizational Chart	Attachment

D. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2016-2017 School Year.

It is recommended that the Board of Education approve the Petty Cash funds for the 2016-2017 school year as follows:

Campus	Amount
Daretown	\$200.00
Cumberland	\$200.00
Child Study Team (Non-Public)	\$200.00
Early Intervention Program	\$200.00 (\$100.00 postage/\$100.00 Petty Cash)
Regional Day School/Salem	\$200.00
Alternative	\$200.00

E. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2016-2017 School Year.

1. South Jersey Times

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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F. It is Recommended that the Board of Education Approve the following Regular Meeting Dates of the Board of Education for the 2016-2017 School Year.

a.

July 26, 2016	January 24, 2017
August 23, 2016	February 28, 2017
September 27, 2016	March 28, 2017
October 18, 2016**	April 25, 2017
November 22, 2016**	May 9, 2017***
December 20, 2016**	June 13, 2017***
	July 3, 2017 (Reorg)

- b. 7:00 p.m. in the Conference Room at the Vocational Technical School located at 880 Route 45, Woodstown, NJ.
- c. **Third Tuesday
- d. ***Second Tuesday

G. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2016-2017 School Year.

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, salary guides, 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:11-1 General mandatory Powers and Duties.

H. 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.

I. 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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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J. 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.

K. 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.

L. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2016-2017 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 2016-2017 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.

M. It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2016-2017 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.

N. It is Recommended that the Board of Education Approve an RFP for Nursing Services at the Cumberland Campus for the 2016-17 School Year.

It is recommended that the Board of Education grant approval for going out to bid for Nursing Services at the Cumberland Campus for the 2016-17 School Year. In past years, the Cumberland Campus has utilized an outside vendor for substitute nursing when on staff nursing is not available. It has been over three years since this service was sent out for bid. Therefore, it is being requested that the Board approve Mr. Bolil to go out for bid for these services.

O. It is Recommended that the Board of Education Approval of Declaring Three WISC (Wechsler Intelligence Scale) 5 Test Kits as Surplus to then be Authorized to be Advertised for Sale Under Sealed Bid by the Business Administrator.

It is recommended that the Board of Education approve to declare three WISC (Wechsler Intelligence Scale) test kits as surplus so that they can be advertised for sale under sealed bid by the School Business Administrator. These WISC 5 Test kits were utilized by the Child Study team and are no longer of use due to the reducing in force.

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P. It is Recommended that the Board of Education Approve the Renewal Application for Use of Temporary Space at Salem Community College, Davidow Hall, for the Alternative Program and the Facility Check-list of Davidow Hall.

It is recommended that the Board of Education approve the renewal application for use of temporary space at Salem Community College, Davidow Hall, for the Alternative Program and the facility checklist of Davidow Hall. Annually, an application to the county office of education must be completed and board approved to utilize temporary, rented, space for the Alternative School. Additionally, a facility checklist must be completed for submission as well.

Q. Request and Recommendation for Board of Education Approval of GCN Training Global Compliance Network to Provide Online Mandatory Training for SCVTS and SCSSSD District Employees for the 2016-2017 School year.

It is recommended by the Superintendent that the Board of Education approve GCN Training Global Compliance Network to provide online mandatory trainings for all SCVTS and SCSSSD employees in the amount of \$1,400.00 (\$700 for SCVTS and \$700 for SCSSSD) for the 2016-2017 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.

R. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of April 2016 and May 2016. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

	July, 1, 2016
Business Administrator/Board Secretary	Date

S. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of April 2016 and May 2016. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of April 2016 and May 2016.

T. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

U. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial reports

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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(Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

V. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending April 30, 2016 to June 22, 2016.

W. Warrants

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

- Board Payment Approval List June 2016

X. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval to Approve Travel Expenses for Lindsay Reed to Exceed the \$1500 Maximum, up to a total maximum of \$2000 for the 2015-2016 School Year.

It is requested that the Board of Education approve travel expenses for Lindsay Reed to exceed the \$1500 maximum, up to a total maximum of \$2000 for the 2015-2016 school year. In her position of Director, Child Study Team, Ms. Reed is required to drive to many school locations on a regular basis.

2. Request and Recommendation for Board of Education Approval for the Salem County Special Services School District 2016-2017 Property and Casualty Insurance Renewal – Total Cost \$173,342.

It is recommendation that the Board of Education approve the Salem County Special Services School District 2016-2017 Property and Casualty Insurance Renewal – total cost \$173,342.

3. Request and Recommendation for Board of Education Approval of the Fireman's Fund Excess Liability Renewal Invoice in the Amount of \$1,532.00, Effective July 1, 2016 to July 1, 2017.

It is recommendation that the Board of Education approve the Fireman's Fund Excess Liability renewal invoice in the amount of \$1,532.00, effective July 1, 2016 to July 1, 2017.

4. Request and Recommendation for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alert and Support System (PASS), and DistrictOnline Maintenance in the amount of \$3,242.50 Effective July 1, 2016 to June 30, 2017.

It is recommendation that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alert and Support System (PASS), and District Online Maintenance in the amount of \$3,242.50 effective July 1, 2016 to June 30, 2017.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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- 5. Request and Recommendation for Board of Education to appoint School Professional Services, LLC, Frank Badessa as Treasurer of School Monies for SCSSSD and SCVTS for the 2016-2017 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.**

It is recommended that the Board of Education appoint School Professional Services, LLC, Frank Badessa as Treasurer of School Monies for SCSSSD and SCVTS for the 2016-2017 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

- 6. Request and Recommendation for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Annual Public Access Online Fee – Bylaws & Polices in the amount of \$395.00 for the 2016-2017 School Year. This will Provide Website Access on both District's Websites.**

It is recommendation that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Annual Public Access Online Fee – Bylaws & Polices in the amount of \$395.00 for the 2016-2017 School Year. This will provide website access on both district's websites.

- 7. Request and Recommendation for Board of Education Approval of the Agreement between Salem County Special Services School Administrator's Association and Salem County Special Services/Vocational School Board of Education effective July 1, 2016 to June 30, 2019.**

It is recommendation that the Board of Education approve the agreement between Salem County Special Services School Administrator's Association and Salem County Special Services/Vocational School Board of Education effective July 1, 2016 to June 30, 2019.

- 8. Request and Recommendation for Board of Education Approval of the Agreement between Salem County Special Services School Employees Association and Salem County Special Services/Vocational School Board of Education effective July 1, 2016 to June 30, 2019.**

It is recommendation that the Board of Education approve the agreement between Salem County Special Services School Employee's Association and Salem County Special Services/Vocational School Board of Education effective July 1, 2016 to June 30, 2019.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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9. Request and Recommendation for Board of Education Approval of the Vending Agreement with Lawrence Township Board of Education and Salem County Special Services School District-Fairton Campus for the 2016-2017 School Year.

It is recommendation that the Board of Education approve the Vending Agreement with Lawrence Township Board of Education and Salem County Special Services School District-Fairton Campus for the 2016-2017 School Year.

X. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

**A. New Business:
PERSONNEL:**

1. Request and Recommendation for Board of Education Approval of Sheetal Parikh, Occupational Therapist, for Employment on an As-Needed Basis.

It is recommended by the Superintendent that the Board of Education approve the contracted employment of Sheetal Parikh, Occupational Therapist, on an as-needed basis for the 2016 summer. Sheetal is a doctoral level Occupational Therapist with 10 years of experience and is highly recommended. Sheetal will be working at the Ranch Hope summer program and the Salem Campus, as well as any other new placements that arise. She will be self-contracted at the rate of \$77 per hour.

2. Request and Recommendation for Board of Education Approval of All Previously Approved Related Services ESY staff to modify Dates of Employment Based on Sending District Needs.

It is requested that the Board of Education approve the revision to the following staff contracts for ESY based on the needs of the sending districts. At the time of previous approval, staff were approved for the same time frame as the district ESY program. However, sending districts may have needs for services on an as needed basis for evaluations. It is recommended that the contracts be approved to have the dates expanded from 7/11/16 to 8/18/16 to 7/1/2016 to 8/30/16.

The list of Related Service Staff are as follows:

Lauren Adkins	Kristy Buck	Natalie Chick
Hina Dadhania	Brandi Donovan	Carolyn Holladay
Sancha Hughes	Lucia Ingraldi	Shannon Leady
Paula Levick	Lisa Loomis	Sharon Manupello
Rula Nammour	Desaree Scimeca	Diana Washart
Stephanie Weiser		

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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3. Request and Recommendation for Board of Education Approval of the following additional staff for the 2016 Extended School Year Programs. Dates, rates and terms have been previously approved:

It is recommended by the Superintendent that the Board of Education approve the employment of the following additional staff required to staff the 2016 Extended School Year Programs. A roll call vote is requested.

Name	Position/Site	Rate
Carli Donaghy	ESY 1:1 Aide Salem Campus	\$25.00/Hour not to exceed 144 hours
Alexis Rodriguez	ESY 1:1 Aide Salem Campus	\$25.00/Hour not to exceed 144 hours
Allison Thum	ESY 1:1 Aide Salem Campus	\$25.00/Hour not to exceed 144 hours
Melanie Joyce	ESY Aide Salem Campus	\$25.00/Hour not to exceed 144 hours
Michael Pavesi	Structured Learning Experience Instructor	\$40.00/Hour not to exceed 72 hours
Laura Bochicchio	Job Coach (Salem Campus)	\$30.00/Hour not to exceed 144 hours

4. Request and Recommendation for the Board of Education Approval of the employment of Victoria Hackney-Danks as Health and Physical Education Teacher at the Salem Campus for the 2016-2017 school year.

It is recommended by the Superintendent that the Board of Education approve the employment of Victoria Hackney-Danks, Health and Physical Education Teacher for the 2016-2017 school year at the Salem Campus at the contracted rate \$63,570 Step 12 MA+30*. Due to a Reduction in Force, Ms. Hackney-Danks was not renewed for the 2016-2017 school year. A position opened up in the Salem Campus due to a retirement, for which Ms. Hackney-Danks held seniority status and proper certification.

* At the time of preparation of this employment recommendation, salaries and/or wages for the ensuing school year were not yet determined due to contract negotiations. Upon completion of contract negotiations, the appropriate salary adjustment will be made in accordance with the terms of the contract settlement and conditioned upon the employment recommendation presented to the Board of Education.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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5. Request and Recommendation for the Board of Education Approval of the employment of Charles Weidler, Psychologist for Child Study Team for the 2016-2017 school year at the contracted rate of \$63,570 Step 12-MA+30*, effective September 1, 2016.

It is recommended by the Superintendent that the Board of Education approve the employment of Charles Weidler, Psychologist for Child Study Team for the 2016-2017 school year at the contracted rate of \$63,570 Step 12-MA+30*, effective September 1, 2016. Due to a Reduction in Force, Mr. Weidler was not renewed for the 2016-2017 school year, but because tenured teaching staff members with seniority status found employment outside of the District, a position became available for Mr. Weidler.

* At the time of preparation of this employment recommendation, salaries and/or wages for the ensuing school year were not yet determined due to contract negotiations. Upon completion of contract negotiations, the appropriate salary adjustment will be made in accordance with the terms of the contract settlement and conditioned upon the employment recommendation presented to the Board of Education.

6. Request and Recommendation for the Board of Education Approval of the employment of Laura Bocchicchio as Job Coach at the Salem Campus for the 2016-2017 school year at the contracted salary of \$30,605 Step 1*, effective September 1, 2016.

It is recommended by the Superintendent that the Board of Education approve the employment of Laura Bocchicchio as Job Coach at the Salem Campus for the 2016-2017 school year at the contracted salary of \$30,605 Step 1, effective September 1, 2016.

* At the time of preparation of this employment recommendation, salaries and/or wages for the ensuing school year were not yet determined due to contract negotiations. Upon completion of contract negotiations, the appropriate salary adjustment will be made in accordance with the terms of the contract settlement and conditioned upon the employment recommendation presented to the Board of Education.

7. Request and Recommendation for the Board of Education Approval of the resignation of Jennifer Corley, Confidential Business Office Assistant, effective July 23, 2016.

It is recommended by the Superintendent that the Board of Education approve, with regret, the resignation of Jennifer Corley, Confidential Business Office Assistant, effective July 23, 2016.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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8. Request and Recommendation for the Board of Education Approval of the resignation of Craig Hoffman, Teacher at the Cumberland Campus, effective June 22, 2016.

It is recommended by the Superintendent that the Board of Education approve the resignation of Craig Hoffman, Teacher at the Cumberland Campus, effective June 22, 2016.

9. Request and Recommendation for Board of Education Approval of a one-time carryover of Unused Vacation Time.

It is recommended by the Superintendent that the Board of Education approve a one-time carryover of vacation time for the following employees in addition to the 5 unused vacation days allowed to be carried over by contract:

James D’Amato, Principal, Daretown 2.5 additional vacation days
Betsy Osterman, Daretown Secretary 8.5 vacation days total

Dr. D’Amato and Ms. Osterman must utilize their carryover time during the 2016-2017 school year.

PROFESSIONAL DEVELOPMENT

- It is recommended by the Superintendent that the Board of Education approve the following professional development activities and costs associated with the activities for the 2016-2017 school year:

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Cost of Sub	Total Cost
<i>Describing & Delivering The Leadership We Need</i> Sponsored by National Principals Leadership Institute, New York City, NY July 8 - July 14, 2016	James D’Amato	Reg.-Waived Lodging-\$1,463.98 Transportation-\$94.00 Meals-\$426 Mileage-\$37.82 Ground Transp.-\$45.00	N/A	\$2,066.80

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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POLICY

- 1. Request and Recommendation for Board of Education Approval to have NJFMLA, Federal FMLA and employee sick and other accrued leave time be utilized concurrently.**

It is requested and recommended that the Board of Education establish procedure following policy and regulation directing staff to utilize sick, and other accrued leave time concurrently with approved NJFMLA and Federal FMLA.

PROGRAMS:

- 1. Request and Recommendation for Board of Education Approval of the Salem College for a new TCP Job Shadowing Site.**

It is recommended by the Superintendent that the Board of Education approve Salem College as a TCP Job Shadowing site for the 2016-2017 school year.

- 2. Request and Recommendation for Board of Education Approval of MOVE Basic Provider Training for the Special Services School District at the cost of \$2,800.**

It is recommended by the Superintendent that the Board of Education approve MOVE Basic Provider Training for Special Services Employees on the dates of July 25 and 26, 2016. MOVE (Mobility Opportunities Via Education/Experience) seeks to improve the overall quality of life for people with disabilities (regardless of age or cause of disability) and the people who care for them. MOVE promotes fuller participation in homes, schools, work, day programs and community life to encourage the dignity and hope such participation brings. Cost for the training will be shared between the Cumberland Campus and Related Services. Estimated total cost for the training is \$2,800.

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
Cumberland Campus	Cape May Zoo (Cape May Courthouse, NJ) Learn about animals and their habitats.	8/17	\$210.00 Increased to \$335	\$880.00	\$61.60	\$1,151.50
Salem Campus	Cape May Zoo (Cape May Courthouse, NJ) Learn about animals and their habitats.	8/18	\$550.00 Decreased to \$425	\$604.00	\$42.28	\$1,196.28

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B. Old Business:

1. Request and Recommendation for Approval of the HIB-ITP Report Period 2 from January 1, 2016 to June 30, 2016.

Request and Recommendation for Board of Education approval of the HIB-ITP Report Period 2 from January 1, 2016 to June 30, 2016. This is a request to submit the report collection period 2 of the Harassment Intimidation and Bullying-Investigations, Trainings and Programs Data Collection. For the second collection period one of the two Anti-Bullying Specialist was fully trained (other will be trained in August after being approved last month), all district level Anti-Bullying Specialist were trained, and finally specialized trainings were held at RDS-Salem Campus and the Alternative Campus.

INFORMATIONAL ITEMS

1. Request and Recommendation for Board of Education to Accept the Student Placement Report for the Month of June.

It is recommended that the Board of Education to accept the Student Placement Report for the month of June. This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.

2. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)

It is recommended that the Board of Education accept and approve the HIB report as presented.

3. Principal's/Administrator's Reports

Cumberland Campus

XI. AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION

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 this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. 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.
3. Identify the resolution on which you will be commenting.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

XII. RECESS INTO EXECUTIVE SESSION

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:

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:

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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.

XIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XIV. ADJOURNMENT