

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

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, August 2, 2016 at 7:00 p.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

Julie Smith, Three year term

IV. ROLL CALL

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

V. MINUTES

It is recommended that the Board of Education approve the Minutes and Executive Minutes of the July 1, 2016 Reorganization Board of Education Meeting.

VI. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

B. Acceptance of Agenda Addenda Items SCSSSD

VII. 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.
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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

VIII. BOARD OF EDUCATION BUSINESS

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

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

A. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending May 2016 to June 2016

B. Warrants

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

- Bills paid June 2016, July 2016
- Checks Voided June 30, 2016
- Board Payment Approval List Benefits Posting June 2016

C. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval for Breakfast/School Lunch Pricing Schedule for the 2016-2017 School Year.

It is recommended that the Board of Education approve the Breakfast/School Lunch Pricing Schedule for the 2016-2017 school year. There are no price increases for the 2016-2017 school year. The schedule is attached.

2. Request and Recommendation for Board of Education Approval to Approve the HACCP plans for the Career and Technical High School.

It is requested and recommended that the Board Of Education approve the HACCP plans for the Career and Technical High School. **Hazard analysis and critical control points** or **HACCP** is a systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes that can cause the finished product to be unsafe, and designs measurements to reduce these risks to a safe level. In this manner, HACCP is referred as the prevention of hazards rather than finished product inspection. The HACCP system can be used at all stages of a food chain, from food production and preparation processes including packaging, distribution, etc. Mr. Roland Carter prepared HACCP plans for each building as required by law. It is requested that these plans be approved for usage in each building as well as part of the corrective action plan for the Food Service Audit.

3. Request and Recommendation for Board of Education Approval of BioSecurity Plans for the Career and Technical High School.

It is requested and recommended that the Board of Education approve the BioSecurity plans for the Career and Technical High School. A BioSecurity plan is required at each location with regards to food service. "Food Biosecurity" focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

death. “Food Safety” focuses on ways to limit naturally occurring food contaminants and those caused by cross contamination and time/temperature abuse. Mr. Roland Carter and Mr. Frank Maurer prepared the BioSecurity plans for each building as required by law. It is requested that these plans be approved for usage in each building.

- 4. Request and Recommendation for Board of Education to Accept and Award the Bid Results for Milk, Juice, and Dairy that were received on June 14, 2016 to HyPoint Dairy Farms, Inc., for the 2016-2017 School Year. The Bids were received as a Joint Purchasing Agreement as Part of a Shared Services Initiative with Penns Grove-Carneys Point Board of Education.**

It is recommended that the Board of Education accept and award the bid results for milk, juice, and dairy that were received on June 14, 2016 to HyPoint Dairy Farms, Inc., for the 2016-2017 school year. The bids were received as a joint purchasing agreement as part of a shared services initiative with Penns Grove-Carneys Point Board of Education.

- 5. Request and Recommendation for Board of Education to Accept and Award the Bid Results for Baked Goods that were received on June 14, 2016 to Deluxe Italian Bakery for the 2016-2017 School Year. The Bids were received as a Joint Purchasing Agreement as Part of a Shared Services Initiative with Penns Grove-Carneys Point Board of Education.**

It is recommended that the Board of Education accept and award the bid results for baked goods that were received on July 14, 2016 to Deluxe Italian Bakery for the 2016-2017 school year. The bids were received as a joint purchasing agreement as part of a shared services initiative with Penns Grove-Carneys Point Board of Education.

- 6. Request and Recommendation for Board of Education Approval to Award a Contract for Culinary Arts and Food Service Paper Supplies for 2016-2017 School Year to Camden Bag in the amount of \$1,890.55, Penn Jersey Products in the amount of \$871.25, South Jersey Paper Products in the amount of \$8,788.15, U.S. Foods in the amount of \$12,139.35.**

It is recommended that the Board of Education grant approval to award a contract for Culinary Arts and Food Service Paper Supplies for the 2016-2017 School Year. Quotes were received from four vendors (Camden Bag & Paper, Penn Jersey Products, South Jersey Paper Products and U.S. Foods) on May 16, 2016 for Culinary Arts and Food Service Paper Supplies for the 2016-2017 school year. The contracts will be awarded to Camden Bag & Paper in the amount of \$1,890.55, Penn Jersey Products in the amount of \$871.25 and South Jersey Paper Products in the amount of \$8,788.15 and U.S. Foods in the amount of \$12,139.35; based on quantities offered. The attached spreadsheet for your review shows the products highlighted based on quantities offered.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

- 7. Request and Recommendation for Board of Education Approval to Hire Michael Stanton, Esquire of McCrosson & Stanton, P.C. as Special Counsel for Tuition Contract Issues at the rate of \$175.00 per hour.**

It is recommended that the Board of Education approve to hire Michael Stanton, Esquire of McCrosson & Stanton, P.C. as special counsel for tuition contract issues at the rate of \$175.00 per hour.

- 8. Request and recommendation for Board of Education Approval of a Contract between parents and The Learning Center (TLC).**

It is requested that the Board of Education approve the 2016-17 contract between the parents and The Learning Center (TLC). The contract was approved in April for the remainder of the school year and the summer. This contract is being recommended for approval for the 2016-17 School year with no changes from the previous contract.

- 9. Request and Recommendation for Board of Education Approval of a Cellular Telephone Allowance for SCVTS Employees for the 2016-17 School Year, effective July 1, 2016 to June 30, 2017.**

It is requested that the Board of Education approve the cellular telephone allowance for the following SCVTS employees:

Name	Amount Annually
Maria Alleva	\$600.00
Jason Helder	\$600.00
Frank Maurer	\$600.00
Meggin Wentzel	\$600.00
Total	\$2,400.00

Action is recommended to approve these amounts in equal monthly payments.

- 10. Request and Recommendation for Board of Education to Accept and Award the Quote for Lease Purchase Financing that was conducted by the Hunterdon County Education Services (HCESC) Lease Purchase Bidding Service for the Salem County Vocational Technical Schools Board of Education. The quote was held on Thursday, July 21, 2016, at 1:00 p.m., at the offices of the Board's Business Administrator. The Board solicited quotes for the lease purchase financing to pay for the acquisition of Apple instructional technology, Dell computers, maintenance equipment and a 2016 Ford F-250 pickup truck. The repayment term for the principal amount of \$221,705.06, will be for three years with equal annual payments.**

It is recommended that the Board of Education accept and award the quote for lease purchase financing that was conducted by the Hunterdon County Education Services (HCESC) Lease Purchase Bidding Service for the Salem County Vocational Technical Schools Board of Education. The quote was held on Thursday, July 21, 2016, at 1:00 p.m., at the offices of

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

the Board’s Business Administrator. The Board solicited quotes for the lease purchase financing to pay for the acquisition of Apple instructional technology, Dell computers, maintenance equipment and a 2016 Ford F-250 pickup truck. The repayment term for the principal amount of \$221,705.06, will be for three years with equal annual payments.

Bid Results:

Respondent	Index Federal Reserve H-15 Like term Constant Maturity%/ Index Date	Purchase Option Penalty (% of outstanding principal balance)	Rate Bid	Additional Fee/effective yield with fee	Recommend
US Bancorp Government Leasing and Finance, Inc. NJ	.92/ 3yr. 7/15/16	No call first year then 103%	2.15%		Recommend for Award
Municipal Leasing Consultants VT	.82/ 3yr. 7/8/15	101%	2.2.271 %	\$500 escrow	

Based on the above results recommend award to be made to US Bancorp Government Leasing & Finance, Inc. and or their assignee, at their rate and index as above listed.

The interest rates will be held until September 16, 2016. For funding after that date will be indexed to 65% of the change in the above Federal Reserve H.15 index.

11. Request and Recommendation for Board of Education Approval of an Agreement between Salem County Special Services School District and Salem County Vocational Technical School District Board of Education and Comegno Law Group, P.C. for Legal Services-Solicitor at the rate of \$175 per hour for the 2016-2017 School Year.

It is recommended that the Board of Education approve an agreement between Salem County Special Services School District and Salem County Vocational Technical School District Board of Education and Comegno Law Group, P.C. for Legal Services-Solicitor at the rate of \$175 per hour for the 2016-2017 School Year.

12. Request and Recommendation for Board of Education Approval of a Site Service Agreement Between Salem County Vocational Technical Schools and Food Corps for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve a site service agreement between the Salem County Career and Technical High School and Food Corps. The Career and Technical High School will pay Food Corp a service fee of \$6,250 and in return the Career and Technical High School will receive a Food Corps service member on site for 35-40 hours per week from September 1, 2016 through July 31, 2017. This is the final year of the partnership between the Salem County Career and Technical High School and Food Corps.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

X. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

- 1. Request and Recommendation for Board of Education Approval to Accept with Regret the Retirement Resignation of Eileen Gotwals, Administrative Assistant to the Superintendent of the Salem County Vocational Technical Schools Effective September 1, 2016.**

It is requested by the Superintendent that the Board of Education approve, with regret, the retirement resignation of Eileen Gotwals, Administrative Assistant to the Superintendent of the Salem County Vocational Technical Schools effective September 1, 2016.

- 2. Request and Recommendation for Board of Education Approval to Employ Kacey Weber as a Full Time English Teacher at the Career and Technical High School for the 2016-2017 School Year Beginning September 1, 2016.**

It is requested that Kacey Weber be employed as a Full Time English Instructor for the Career and Technical High School for the 2016-2017 school year. It is recommended that Kacey Weber be approved as a MA-2 \$51,765 (at the time of preparation of the employment recommendation, salaries were not finalized due to contract negotiations.) The board is requested to approve Kacey Weber to begin September 1, 2016.

- 3. Request and Recommendation for Board of Education Approval to Employ Maria Alleva as the Director of Adult Post Secondary Programs and the ABE/GED Educational Program for the Salem County Vocational Technical School District for the 2016-2017 School Year Beginning August 1, 2016.**

It is requested that Maria Alleva be employed as the Director of Adult Post Secondary Programs and the ABE/GED Educational Program for the Salem County Vocational Technical School for the 2016-2017 school year for \$75,000 (at the time of preparation of the employment recommendation, salaries were not finalized due to contract negotiations.) The board is requested to approve Maria Alleva to begin August 1, 2016.

- 4. Request and Recommendation for Board of Education Approval to Pay Overnight Chaperone Fees to Career and Technical High School Staff.**

It is recommended by the Superintendent that the Board of Education approve payment to the following staff member for overnight chaperone supervision of the 2016 Senior Class Lock-In. Carmen Porter was mistakenly left off the initial approval.

Name	Event	Amount to be Paid
Carmen Porter	Senior Lock In June 3, 2016	\$75.00 per person

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

5. Request and Recommendation for Board of Education Approval of a Stipend for Carly Chaapel for School Garden Care and Management not to exceed \$750.00.

It is recommended by the Superintendent that the Board of Education approve a stipend for Carly Chaapel at the rate of \$15.00 per hour based on hours worked for a total not to exceed \$750.00. Ms. Chaapel will be responsible for watering, weeding, pruning and harvesting produce in both school gardens during this time and ensuring the gardens are ready for instruction when school resumes in September.

6. Request and Recommendation for Board of Education Approval to Employ Kathleen Hamer as a Recruitment Materials Developer/ Presentation Materials Developer for Career and Technical Education Programs for the 2016-2017 School Year not to exceed \$600.00.

It is recommended by the Superintendent that the Board of Education approve a stipend for Kathleen Hamer not to exceed \$600 for development of recruitment materials for secondary career and technical programs for the 2016-2017 school year. This stipend is funded through the Perkins Secondary grant.

7. Request and Recommendation for Board of Education Approval to Employ Shachara Adams as a Recruitment Materials Developer, Web Master, Social Media Supervisor, and Presentation Materials Developer for Adult Education Career and Technical Education Programs for the 2016-2017 School year not to exceed \$1,500.00.

It is recommended by the Superintendent that the Board of Education approve a stipend for Shachara Adams not to exceed \$1,500 for preparation of new career and technical program recruitment materials for post secondary programs, update the website and social media accounts, and prepare presentation materials for all new student information sessions for the 2016-2017 school year. This stipend is funded through the Perkins Post Secondary grant.

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
Beech Grove Food Science, Safety CASE Institute, Beech Grove, Indiana June 20, 2016 – July 1, 2016	Carly Chaapel	\$849.49 Rental car plus insurance	\$849.49 Acct# 11-000-270-512-53-002
Leadership & Management for Women, September 27, 2016,	Maria Alleva	\$199 registration \$33.85 mileage	\$240.35

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

Atlantic City, New Jersey		\$7.50 tolls	
Bridging the Achievement Gap and Restoring Balance, August 30, 2016, Salem Community College, Carneys Point, NJ	SCVTS Administrators and Staff	\$125.00	Dependent upon number of participants (Paid through NCLB and Perkins Funds)
National Partnership Conference, September 25 - 29, 2016, Atlanta Georgia	Donald Aikens	\$396 registration \$300 air fare \$690 hotel Meals & Incidentals per gsa guidelines	\$1,386.00 (Paid by County Vocational Partnership Grant)
Regional Training Sessions for Certification and Professional Development, Hamilton, NJ - August 9, 2016	Frank Maurer	Mileage \$38.94 Tolls \$9.20	\$48.14
Fall Agricultural Education Conference, Florence, NJ September 30, 2016	Keely DiTizio	\$37.20 mileage \$150.00 Registration	\$187.20 Acct# 11-140-100-580-53-002
EIRC Danielson Training For New Administrators Mullica Hill August 23, 2016	Maria Alleva	\$189.00 Registration \$13.88 Mileage \$2.70 Tolls	\$205.58

PROGRAMS:

1. Request and Recommendation for Board of Education Approval to accept the following FY2017 Grants:

- FY2017 ESEA-NCLB Consolidated Subgrant funds in the total amount of \$195,682 (Title IA \$187,211; Title IIA \$8,471) for the budget period July 1, 2016 to June 30, 2017
- FY2017 Workforce Innovation and Opportunity Act, Title II, Adult Education and Literacy grant funds in the amount of \$641,050 for the budget period July 1, 2016 to June 30, 2017
- FY2017 Perkins Secondary and Post Secondary grant funds in the total amount of \$190,064 (Secondary \$89,122; Post Secondary \$100,942) for the budget period July 1, 2016 to June 30, 2017.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

2. Request and Recommendation for Board of Education Approval to Apply for the FY2017 Individual Disabilities Education Act - Part B (IDEA-B) Grant in the amount of \$127,613.

It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School District to apply for the FY2017 Individual Disabilities Education Act - Part B (IDEA - B) grant funds in the amount of \$127,613 for the budget period July 1, 2016 to June 30, 2017.

3. Request and Recommendation for Board of Education Approval of the 2016-2017 Perkins Spending Plan Post Secondary Program.

It is recommended by the Superintendent that the Board of Education approve the 2016-2017 Perkins Spending Plan for Post Secondary Programs operated at the Salem County Vocational Technical Schools.

4. Request and Recommendation for Board of Education Approval to Apply for a Salem County Health and Wellness Grant in the amount of \$2,500.

It is recommended by the Superintendent that the Board of Education approve a grant application by the science department at the Career and Technical High School to the Salem County Health and Wellness Foundation in the amount of \$2,500. If awarded grant funds will be utilized to support garden education and supplies for the Food Science class in the Academy of Agricultural Sciences.

5. Request and Recommendation for Board of Education Approval of Affiliation Agreements for the 2016-2017 School Year to Provide Clinical Facilities for Students in the Adult Post Secondary Programs Hosted at Salem Community College.

It is recommended by the Superintendent that the Board of Education approve the following affiliation agreements between the Board of Education of the Special Services School District and the Vocational School District of the County of Salem for the 2016-2017 school year to provide clinical facilities for students to complete appropriate clinical hours and experiences preparing students to earn certification in the Allied Health Profession.

Carneys Point Rehabilitation and Nursing Center
Friends Village at Woodstown
First Step Pediatrics, Office of Hassan Salah, MD
Golden Rehabilitation and Nursing Center
Laboratory Corporation of America Holdings
Mazzuca Eye and Lazer Centers, Office of Douglas E. Mazzuca,

DO

Merion Gardens Assisted Living
Office of Cooper Heart Institute
Office of Physicians, Dr. Amir M. Friedman, MD
Offices of Dr. Mohamed M. Salem, MD
Salem County Adult Day Care Center
Southgate Health Care Center
Southern Jersey Family Medical Centers, Inc.

6. Request and Recommendation for Board of Education Approval of the Consolidated Adult Basic Skills and Integrated English Literacy

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

and Civics Education Grant Partner Agreements or the 2016-2017 school year.

It is recommended by the Superintendent that the Board of Education approve the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Partner Agreements listed below for the 2016-2017 school year.

Center for Human Services
Cumberland County College
Millville Public Library
Pathstone
Salem Community College

7. Request and Recommendation for Board of Education Approval of All Existing Articulation Agreements with SCVTS.

It is recommended by the Superintendent that the Board of Education approve all articulation agreements annually unless other approvals are needed per the guidelines of the agreements.

8. Request and Recommendation for Board of Education Approval of Articulation Agreements with Atlantic Cape Community College.

It is recommended by the Superintendent that the Board of Education approve articulation agreements between Atlantic Cape Community College and SCVTS for the Baking & Pastry Arts and Culinary Arts programs for the 2016-2017 school year.

9. Request and Recommendation for Board of Education Approval of the Workforce Innovation and Opportunity Act Provider Agreement between the County of Camden and the Salem County Vocational Technical Schools from July 1, 2016 to June 30, 2017.

It is recommended by the Superintendent that the Board of Education approve the Workforce Innovation and Opportunity Act Provider Agreement between the County of Camden and the Salem County Vocational Technical Schools from July 1, 2016 to June 30, 2017. This agreement allows SCVTS to be a NJ State Training Provider for residents of Camden County.

10 Request and Recommendation for Board of Education Approval of the Memorandum of Understanding between the State Department of Education and the Salem County Vocational Technical School to Administer the Adult Education Tests for the Calendar Years 2017 through 2020.

It is recommended by the Superintendent that the Board of Education approve the Memorandum of Understanding between the State Department of Education and the Salem County Vocational Technical Schools to administer the Adult Education/High School Equivalency Tests for the calendar years 2017 through 2020.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

11. Request and Recommendation for Board of Education Approval for the Salem County ETTC to Provide a ServSafe Recertification Course During the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the Salem County ETTC to offer a ServSafe Recertification course between August 3, 2016 and August 11, 2016. This course will consist of two (2), four (4) hour days of classroom instruction with one (1) additional day, for three (3) hours for the assessment. The cost of the program is \$125.00 per person, which includes the textbook and exam fee. Classes will be scheduled as needed based.

12. Request and Recommendation for Board of Education Approval for the Salem County ETTC to Provide a ServSafe Recertification Course From August 3, 2016 through August 11, 2016.

It is recommended by the Superintendent that the Board of Education approve the Salem County ETC to offer a ServSafe Recertification course to individuals who have responsibilities to our students between August 3, 2016 through August 11, 2016. This course will consist of two (2), four (4) hour days of classroom instruction with one (1) additional day, for three (3) hours for the assessment. District will be charged \$36.00 per person to cover the cost of the examination fee.

13. Request and Recommendation for Board of Education Approval of The Career and Technical High School Student/Parent Handbook which includes the student code of conduct for the 2016-2017 school year.

It is requested by the Superintendent that the Board of Education approve the Career and Technical High School Student/Parent Handbook, which includes the student code of conduct for the 2016-2017 school year.

14. Request and Recommendation for Board of Education Approval of the First Reading for the Following Textbooks at 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/Program	ISBN
Carpentry – Building Construction: McGraw 2016	Construction Program	978-0-02-140244-1
Literature/American Literature: Holt McDougal 2012	English	978-0-547-61841-8

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

Principles of Business 9e: South-Western Cengage Learning 2015	Introduction to Business	978-1-305-65303-0
Welding Skills (5 th edition): American Technical Publishers 2015	Welding Program	978-0-8269-3084-2
Early Childhood Experiences in Language Arts 2016	Childcare Program	978-1-305-08893-1

15. Request and Recommendation for Board of Education Approval of the Second Reading and Approve Purchase 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 second 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

16. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Vocational Technical Schools.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the chart below.

Curriculum in Action Experience	Attendees	Date	District Cost
Jostens Summer Yearbook Workshop, Gettysburg College	Four (4) yearbook students and one (1) yearbook advisor	July 24, 2016 - July 26, 2016	No Cost to District. Registration cost of \$350.00 each to be paid out of the Yearbook account.
Maple Grove Raceway, Monhoton, PA	Twenty-four (24) Auto Tech students and one (1) chaperone	September 30, 2016	BR Williams - \$310.00 (estimated – waiting on new contract) Acct# 11-000-270-512-06-

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

			002 \$85.00 Substitute
Leadership Experience and Development Conference, Crowne Plaza Monroe, South Brunswick, 390 Forsgate Drive, Monroe, NJ 08831	Ten (10) FFA students and two (2) chaperones	October 7 – 8, 2016	BR Williams - \$1000.00 (estimated – waiting on new contract) Student Activity Account \$170.00 Substitute

17. Request and Recommendation for Board of Education Approval of Community Service Projects for the 2016-2017 school year.

Community Service Project	Date	District Cost
Meals on Wheels Giant Pumpkin Carving - HOSA (Ten (10) students, one (1) advisor)	September 24, 2016	No cost
Roadside Cleanup, Bailey Street, Woodstown - Class of 2019 (Ten (10) students, one (1) advisor)	October 2016	No cost

18. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2016-2017 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	HOSA	Salem County Fair – Bake Sale	August 6, 2016 – August 9, 2016
B.	FFA	Mum Sale – (LaRosa’s Greenhouses) Cost: \$5.00 each (9 inch mum)	August 9, 2016 – September 22, 2016
C.	Sophomore Class - Class of 2019	Water bottle sales - \$1.00 each	September 7, 2016 – June 16, 2016
D.	Sophomore Class - Class of 2019	Soft Pretzel Sales – every Friday - \$1.00 each	September 7, 2016 – June 16, 2016
E.	Sophomore	Assorted Snacks	September 7, 2016 –

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

	Class - Class of 2019	Sales (chips, candy, etc.) - \$1.00 each	June 16, 2016
F.	Sophomore Class - Class of 2019	Italian Kitchen Hoagie Coupons - \$7.00 each	September 7, 2016 – June 16, 2016
G.	HOSA	Yankee Candle Sale	September 19, 2016 – October 21, 2016
H.	HOSA	Halloween Dress Up Day - \$1.00 to wear a Halloween costume	October 31, 2016

POLICY:

- 1. Request and Recommendation for Board of Education Approval of the Second and Final Reading and Adoption 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.

B. Old Business:

- 1. Request and Recommendation for Board of Education Approval of the 2016-2017 Nursing Services Plan For the Vocational School District.**

It is requested and recommended that the Board of Education approved the 2016-2017 Nursing Services Plan. The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, and Rebecca Dorrell). Once reviewed the document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. David Bauman approved the document on June 30, 2016.

INFORMATIONAL ITEMS

Assistant Superintendent Report

CASA Correspondence dated July 5, 2016

List of 2015-2016 Career and Technical High School Skill Profile certificates awarded with the student's diploma. Receipt of the skill profile certificate is contingent upon the student successfully completing all graduation requirements.

- 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)**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

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

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

A. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending May 2016 to June 2016.

B. Warrants

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

- Board Payment Approval List June 2016

C. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval of the GCSSSD Transportation Contracts and Addenda.

It is recommended that the Board of Education approve the GCSSSD Contract Renewals for the 2016 Extended School Year, Contract Renewals for the 2016-2017 School Year, June 16, 2016 Extended School Year Transportation Bid Summary/Recommendations, July 12, 2016, Special Education/Nonpublic/Vocational/Homeless/Public Students Transportation Bid Summary/Recommendations, 2016 Extended School Year Transportation Contracts and Contract Addenda, 2015-2016 Transportation Contracts and Contract Addenda and 2016-2017 Contracts for Participation in Cooperative Transportation.

2. Request and Recommendation for Board of Education Approval to Approve the HACCP plans for the Alternative Campus, Cumberland Campus, Daretown Campus, and Salem Campus.

It is requested and recommended that the Board Of Education approve the HACCP plans for the Alternative Campus, Cumberland Campus, Daretown Campus, and Salem Campus. **Hazard analysis and critical control points** or **HACCP** is a systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes that can cause the finished product to be unsafe, and designs measurements to reduce these risks to a safe level. In this manner, HACCP is referred as the prevention of hazards rather than finished product inspection. The HACCP system can be used at all stages of a food chain, from food production and preparation processes including packaging, distribution, etc. Mr. Roland Carter prepared HACCP plans for each building as required by law. It is requested that these plans be approved for usage in each building as well as part of the corrective action plan for the Food Service Audit.

3. Request and Recommendation for Board of Education Approval of BioSecurity Plans for the Alternative Campus, Cumberland Campus, Daretown Campus, and Salem Campus.

It is requested and recommended that the Board of Education approve the BioSecurity plans for the Alternative Campus, Cumberland Campus,

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

Daretown Campus, and Salem Campus. A BioSecurity plan is required at each location with regards to food service. “Food Biosecurity” focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. “Food Safety” focuses on ways to limit naturally occurring food contaminants and those caused by cross contamination and time/temperature abuse. Mr. Roland Carter and Mr. Frank Maurer prepared the BioSecurity plans for each building as required by law. It is requested that these plans be approved for usage in each building.

- 4. Request and Recommendation for Board of Education Approval for the Purchase of GradPoint from Pearson. GradPoint is the Online Curriculum used at the Alternative School to assist the students in remediation of failed courses as well as the course of electives at the school. GradPoint is also utilized during the summer credit recovery program held at the Career and Technical High School. Cost of 10 portals for one year is \$5,990.00 (no price increase). This contract will pay for the period of July 1, 2016 through June 30, 2017.**

It is requested and recommended that the Board of Education approve GradPoint from Pearson. GradPoint is the Online Curriculum used at the Alternative School to assist the students in remediation of failed courses as well as the course of electives at the school. GradPoint is also utilized during the summer credit recovery program held at the Career and Technical High School. Cost of 10 portals for one year is \$5,990.00 (no price increase). This contract will pay for the period of July 1, 2016 through June 30, 2017.

- 5. Request and Recommendation for Board of Educational Approval of the Interlocal Service Agreements with Pittsgrove Township School District for GCA Service Group to provide custodial services, effective July 1, 2016 through June 30, 2017.**

It is recommended that the Board of Education approve the following Interlocal Service Agreements with Pittsgrove Township School District for GCA Service Group to provide custodial services, effective July 1, 2017 through June 30, 2017.

SCSSSD – Salem Campus	\$ 82,527.51
SCSSSD (Excluding Salem Campus)	\$125,713.17

- 6. Request and Recommendation for Board of Education Approval of the Classroom Lease Agreement with Upper Pittsgrove Board of Education for the 2016-2017 School Year at a cost of \$52,632 Effective September 1, 2016 through June 30, 2017.**

It is recommended that the Board of Education approve the classroom lease agreement with Upper Pittsgrove Board of Education for the 2016-2017 school year at a cost of \$52,632.00 effective September 1, 2016 through June 30, 2017. Three District ASD classes are housed at this site.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

7. **Request and Recommendation for Board of Education Approval of the Vending Contract between Salem County Special Services Alternative High School and Penns Grove-Carneys Point Regional School District Effective September 1, 2016 through June 30, 2017.**
It is recommended that the Board of Education approve the Vending Contract between Salem County Special Services Alternative High School and Penns Grove-Carneys Point Regional School District effective September 1, 2016 through June 30, 2017.

8. **Request and Recommendation for Board of Education Approval of the E2E Exchange Service Agreement Renewal for Salem County Special Services School District. E2E Exchange Manages our E-Rate Process.**
It is recommended that the Board of Education approve the E2E Exchange Service Agreement Renewal for Salem County Special Services School District. E2E Exchange manages our e-rate process.

9. **Request and Recommendation for Board of Education Approval of Vision Service Plan Insurance Company Contract Changes for Salem County Special Services School District for Twenty-Four (24) Months Effective July 1, 2016.**
It is requested that the Board of Education approve the Vision Service Plan Insurance Company Contract Changes for Salem County Special Services School District for twenty-four (24) months effective July 1, 2016.

10. **Request and Recommendation for Board of Education Approval of O.C.A. Benefit Services Business Associate Agreement and Service Agreement-COBRA and Retiree Premium Billing Services for Salem County Special Services School District Effective July 1, 2016.**
It is requested that the Board of Education approve the O.C.A. Benefit Services Business Associate Agreement and Service Agreement-COBRA and Retiree Premium Billing Services for Salem County Special Services School District effective July 1, 2016.

COBRA/Premium Billing Services	
<p>Standard COBRA Services – admin fees paid for by BOR as of 7/1/16. In the event of a change in BOR, the employer is held liable for admin fees as of the date of the change unless O.C.A. is formally advised of a request to terminate services by the employer. Retiree Fee</p>	<p>\$0.45 per enrolled member & active COBRA participant per month (PEPM) \$0.00 per correspondence fee \$30.00 monthly minimum (PEPM) \$4.75 per participant per month billed to the participant</p>

11. **Request and Recommendation for Board of Education Approval of a Cellular Telephone Allowance for SCSSSD Employees for the 2016-17 School Year, effective July 1, 2016 to June 30, 2017.**
It is requested that the Board of Education approve the cellular telephone allowance for the following SCSSSD employees:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

Name	Amount Annually
Dr. James D’Amato	\$600.00
Brian Cummings	\$600.00
James Helder	\$600.00
Shawn Rebman	\$600.00
Harry Rodriguez	\$600.00
Dr. Todd Hackett-Slimm	\$600.00
Dr. Elizabeth Jane Whittinghill	\$600.00
Total	\$4,200.00

Action is recommended to approve these amounts in equal monthly payments.

12. Request and Recommendation for Board of Education Accept the Following Bid as July 21, 2016 for to WISC-V Test Kits at \$1,000 a piece for a total of \$2,000 from Commercial Township School District.

It is recommendation that the Board of Education accept the following bid as July 21, 2016 for to WISC-V Test Kits at \$1,000 a piece for a total of \$2,000 from Commercial Township School District.

13. Request and Recommendation for Board of Education Approval of an Agreement between Salem County Special Services School District and Salem County Vocational Technical School District Board of Education and Comegno Law Group, P.C. for Legal Services-Solicitor at the rate of \$175 per hour for the 2016-2017 School Year.

It is recommended that the Board of Education approve an agreement between Salem County Special Services School District and Salem County Vocational Technical School District Board of Education and Comegno Law Group, P.C. for Legal Services-Solicitor at the rate of \$175 per hour for the 2016-2017 School Year.

D. Board Secretary/Business Administrator Old Business:

1. Request and Recommendation for Board of Education Approval of the 2016-2017 Food Service Vending Agreement Between Upper Pittsgrove Board of Education and Salem County Special Services Board of Education to Provide Breakfast and Lunch to the Daretown Campus.

It is requested and recommended that the Board of Education approved a Food Service vending agreement between Upper Pittsgrove Board of Education and Salem County Special Services School District to provide breakfast and lunch for the Daretown Campus for the 2016-2017 school year. The new contract reflects a \$.10 increase in lunch prices for the

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

2016-2017 school year. Additionally, there is bold print in this contract requesting orders be placed by 9:00 am, as this has been an issue in the past. Prices will now be: elementary \$2.85, high school \$3.10, adult \$3.60, delivery fee \$7.00/daily, milk and juice \$.05.

XII. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

**A. New Business:
PERSONNEL:**

1. Request and Recommendation for Board of Education Approval of to Approved a Shared Service Contracted Stipend with Roland Carter Food Service Director of SCVTS.

Request and recommendation for Board of Education approval for Mr. Roland Carter, SCVTS Food Service Director, to be contracted through a shared service stipend with the Special Services School District as the Food Service Director for the Special Services School District as well. During the May Food Service Audit conducted by the Department of Agriculture numerous errors were identified in the procedures of the food services of the district. As such, it was identified that Special Services listed Mr. John H. Bolil as the Food Service Director. Following the guidelines of the state, Mr. Bolil does not have the certifications or trainings to be the Food Service Director of the district. Additionally, when applying for food service approval of state applications, a Food Service Director must also be listed. Mr. Carter's ability to perform the state reporting, auditing, verification, training, and other extensive requirements of the position make a shared service contracted stipend the most appropriate choice and a more fiscal responsibility of the district. Mr. Carter and Mr. Maurer completed and have temporary approval of the corrective action plan to the audit. It is requested that Mr. Roland Carter be approved at the rate of \$20,000 for the term of July 1, 2016 to June 30, 2017 at equal bi-monthly installments.

2. Request and Recommendation for Board of Education Approval to Employ Marie Donahue as the Confidential Business Office Assistant, Accounts Receivable.

It is requested that the Board of Education approve Marie Donahue as the Confidential Business Office Assistant, Accounts Receivable effective July 13, 2016 at the prorated salary of \$35,000. Marie Donahue will be assuming the responsibilities of Jennifer Corley whose resignation was approved at the July 1, 2016 Board of Education meeting.

3. Request and Recommendation for Board of Education Approval to Transfer Victoria Hackney-Danks from Physical Education Instructor-Salem Campus to Learning Disability Teacher Consultant (LDTC) for Child Study Team.

It is requested that the Board of Education approve Victoria Hackney-Danks be transferred from the Physical Education Instructor-Salem Campus to the Learning Disability Teacher Consultant (LDTC)-Child Study Team. Victoria Hackney-Danks was the LDTC for Child Study Team until a RIF. At that time she accepted the Physical Education Instructor position, as she also held that certification. Bridgeton School District provided Dr. Slimm a letter of intent for services which made Victoria Hackney-Danks LDTC position available again. It

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

is recommended that Victoria Hackney-Danks be employed at \$66,768.00 MA30-13 for the 2016-2017 School Year.

4. Request and Recommendation for Board of Education Approval to Accept the Resignation of Paula Levick, Speech Language Specialist for Related Services, effective July 1, 2016.

It is requested that the Board of Education accept the resignation of Paula Levick, Speech Language Therapist for Related Services, effective July 1, 2016. Paula Levick has been working at the Myron L. Powell Elementary School and Cumberland Campus. She is taking a position in another school district closer to her home.

5. Request and Recommendation for Board of Education Approval of the Reduction in Hours from Full Time to Part-Time (80%) for Shamacki Mack.

It is requested and recommended for Board of Education approval that Shamacki Mack be reduced from 100% MA Step-2 (\$53,740) to 80% MA Step-2 (\$42,992).

6. Request and Recommendation for Board of Education Approval to Employ Rula Nammour as a Full Time Speech Language Specialist for the 2016-17 School Year.

It is requested and recommended that the Board of Education approve the employment of Rula Nammour as a full time Speech Language Specialist for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be MA Step-3 (\$54,040).

7. Request and Recommendation for Board of Education Approval to Employ Marelyn Diaz as a Contracted ESY Speech Language Specialist on an As Needed Basis.

It is requested and recommended that the Board of Education approve the employment of Marelyn Diaz as a Contracted ESY Speech Language Specialist beginning July 11, 2016, on an as needed basis at the rate of \$40.00/hour.

8. Request and Recommendation for Board of Education Approval a Clinical Practicum Experiences for Stockton University student, Shannon Dolcy, for the ESY program.

It is requested and recommended that the Board of Education approve the employment of Shannon Dolcy as a Clinical Practicum Experience for the ESY Program. Shannon Dolcy will work under the supervision of Stephanie Weiser at the Cumberland Campus.

9. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Michelle Casper from the Cumberland Campus to the Upper Pittsgrove Campus for the 2016-17 School Year.

It is requested that the Board of Education approve the voluntary transfer of Michelle Casper, Instructional Assistant, from the Cumberland Campus to the Upper Pittsgrove Campus. It is recommended that the Board of Education approve this voluntary transfer.

10. Request and Recommendation for Board of Education Approval a Clinical Practicum Experiences for Stockton University student, Grace Leonard, for the ESY program.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

It is requested and recommended that the Board of Education approve the employment of Grace Leonard as a Clinical Practicum Experience for the ESY Program. Grace Leonard will work under the supervision of Stephanie Weiser at the Cumberland Campus.

11. Request and Recommendation for Board of Education Approval to Accept the Resignation of Desiree Scimeca, Speech Language Specialist for Related Services, effective September 1, 2016.

It is requested that the Board of Education accept the resignation of Desiree Scimeca, Speech Language Therapist for Related Services, effective September 1, 2016. Desiree Scimeca has been working at the Salem Campus and Cumberland Campus. She is taking a position in another school district closer to her home.

12. 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
Eric Fizur	ESY Maintenance Substitute	\$30.00/hour, on an as needed basis
Christian Miguel	Clerk/Interpreter	\$30.00/hour, not to exceed 144 hours.

PROFESSIONAL DEVELOPMENT

1. 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
Universal Design for Learning (Making a Choice for Student Achievement) Mullica Hill, NJ - August 11, 2016	Kaitlyn Bill	\$30.00 Registration \$45.57 Mileage		\$75.57
Universal Design for Learning (Making a Choice for Student Achievement) Mullica Hill, NJ - August 11, 2016	Jane Whittinghill	\$30.00 Registration \$27.71 Mileage		\$57.71
Attachment, Bio-Behavioral, Catch-Up Training	Shawn Rebman	\$5,000.00 Registration Pd. through		\$5,000.00

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

		Knowing to Grow Grant Funds		
Regional Training Sessions for Certification and Professional Development Hamilton, NJ - August 9, 2016	Vivian Hampshire Tonya Paroda	Carpool w/ Mr. Maurer. No cost for the seminar		\$0
EIRC Danielson Training For New Administrators Mullica Hill August 23, 2016	Brian Cummings	\$189.00 Registration \$13.88 Mileage \$2.70 Tolls		\$205.58
Bridging the Achievement Gap and Restoring Balance, August 30, 2016, Salem Community College, Carneys Point, NJ	SCSSSD Administrators and Staff	\$125.00		\$125 per person
Spell JIF Joint Retreat September 28-30, 2016 - Cape May, NJ	John Bolil	No Cost to the Board		\$0

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of Student Handbooks for the 2016-2017 school year.

It is recommended by the Superintendent that the Board of Education approve the Student Handbooks for the following sites for the 2016-2017 school year:

- Alternative Campus
- Salem Campus
- Cumberland Campus
- Upper Pittsgrove
- Daretown School

2. Request and Recommendation for Board of Education Approval of the following employees with CDL licenses to drive the school buses and vans during the 2016-2017 school year.

It is recommended by the Superintendent that the Board of Education approve the following employees with a CDL license to drive the school buses and vans during the 2016-2017 school year:

Laura R. Bocchicchio
David Ewart
Judy Locke
Joyce Malara-Kates

Michael Pavesi
William J. Pennock, Jr.
Angela Rodriguez

B. Old Business:

1. Request and Recommendation for Board of Education Approval of the 2016-2017 Nursing Services Plan For the Special Services School District.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

It is requested and recommended that the Board of Education approved the 2016-2017 Nursing Services Plan. The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, and Rebecca Dorrell). Once reviewed the document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. David Bauman approved the document on June 30, 2016.

INFORMATIONAL ITEMS

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.

XIII. 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.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

XIV. 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:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 2, 2016**

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3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:
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4. Matters concerning negotiations, and specifically: STRIVE - August 11, 2016
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:
Tuition
Contracts
-
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:
District Office
Movement
-
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.

XV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XVI. ADJOURNMENT