

**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, September 27, 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. ROLL CALL

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

IV. MINUTES

It is recommended that the Board of Education approve the Minutes and Executive Minutes of the August 30, 2016 Board of Education Meeting.

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

B. Acceptance of Agenda Addenda Items SCSSSD

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. BOARD OF EDUCATION BUSINESS

- A. Old Business-**
- B. New Business-**
- C. Correspondence- ETPL Renewal Application Approval**
- D. Presentations-**

ESEA - John Swain

CTHS Student of the Month - Jason Helder

**VIII. 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 month of July 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.

Business Administrator/Board Secretary

September 27, 2016
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 month July 2016. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of July 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 by the Superintendent 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 (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 August 26, 2016 to September 23, 2016.

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F. Warrants

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

- Bills paid August 2016, September 2016
- Board Payment Approval List Benefits Posting August 2016

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval to Cancel Check #031927 in the amount of \$620 Dated 6/30/16 to Robert & Melissa Iocona (TLC tuition refund). Said Check will be reissued for \$310.

It is recommended that the Board of Education approve to cancel check #031927 in the amount of \$620 dated 6/30/16 to Robert & Melissa Iocona (TLC tuition refund). Said check will be reissued for \$310. The refund check is being reissued as the original backup given to create the check was incorrect.

2. Request and Recommendation for Board of Education Approval of a Lease Agreement between Salem Community College and Salem County Vocational Technical School for Use of Space for Instructional Training in Educational Programs Offered by Salem County Vocational Technical School and Offices for Supervisorial Personnel for the Programs dated July 1, 2016 through June 30, 2017.

It is recommended that the Board of Education approve a lease agreement between Salem Community College and Salem County Vocational Technical School. Salem Community College agrees to rent to Salem County Vocational Technical School the following in Tillis Hall at Salem Community College, 460 Hollywood Avenue, Carneys Point, NJ 08069 for use as space for instructional training in educational programs offered by SCVTS and offices for supervisorial personnel for the programs: TIL 102 (Cosmetology Room), TIL 102A (Storage/was stations), TIL 103 (Classroom/Office), TIL103A (Restroom Facility), TIL 103B (Storage), TIL 106 (Classroom/Office), TIL 108 (Lab), TIL 117 (Secretary), TIL 117A (Breakroom/Storage), TIL 117B (Office). Total square feet approximating 2,790s.f... Included within TIL 103 is 1 desk and 3 chairs and within TIL 106 1 desk w/chair and 13 student desks w/chairs. The lease commences on July 1, 2016 through June 30, 2017. Upon the signing of this lease, SCVTS will make a single payment of \$22,756 to SCC, the amount of which is equal to the rent for one rental period.

3. Request and Recommendation for Board of Education Approval of the Internal Controls Section of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.

It is recommended that the Board of Education approve the Internal Controls Section of the Operations Manual to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies.

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- 4. Request and Recommendation by the School Administrator for the Board of Education Approval of a Bid to Procure Snow Removal Quotes for both Districts Salem County Vocational Technical School and Salem County Special Services School District for Services from November 1, 2016 to March 31, 2017.**

It is recommended by the school administrator that the Board of Education approve a bid to procure snow removal quotes for both school districts Salem County Vocational Technical School and Salem County Special Services School District for services from November 1, 2016 to March 31, 2017.

- 5. Request and Recommendation for Board of Education Approval of the 2017-2018 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.**

It is recommended that the Board of Education approve the 2017-2018 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2017-2018 Budget Development Calendar
SCVTS/SCSSSD**

9/30/2016	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
10/03/16-10/31/16	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
11/15/2016	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
11/22/2016	DISCUSS GUIDELINES WITH BOARD
12/21/2016	SECOND DRAFT
1/13/2017	DRAFT USED TO CALCULATE TUITION
2/6/2017	ISSUE TUITION RATES
2/28/2017	BOARD APPROVAL OF BUDGET

- 6. Request and Recommendation by the School Business Administrator for the Board of Education Approval of Advertising a Request for Proposal for a School Attorney for the School District.**

It is recommended by the school business administrator that the Board of Education approve advertising a request for proposal for a school attorney for the school district. The school attorney must provide the following services to include, but not be limited to:

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- Have school district experience of at least five (5) years;
- Provide list of school district clients and contact information;
- Provide CV's for all attorney associates which your school represented;
- Provide rates of partners, associates, paralegals, and miscellaneous fees, etc.;
- Include this in your proposal.

7. Request and Recommendation by the School Business Administrator for the Board of Education Approval of Advertising a Request for Proposal for a School Physician for the Salem County Vocational Technical School District.

It is recommended by the school business administrator that the Board of Education approve advertising a request for proposal for a school physician for the Salem County Vocational Technical School District. The school physician must be Board certified in Salem County and provide the following services to include, but not be limited to:

- Physical Examinations
- Health Screenings/Health Histories
- Revise/Approve Nursing Services Plan
- Drug Testing
- Alcohol Testing
- CDL Physicals
- Mantoux Testing
- Prepare an annual rate and individual rates for these services.

IX. SUPERINTENDENT'S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation for Board of Education Approval of Student/Club Advisors for the 2016-2017 School year.

Name	Position	Stipend*
Al Roeske	AM Detention Monitor	\$600.00
Elizabeth Bernat-Duaine	PM Detention Monitor	\$400.00
Carly Chappel	Garden Club Advisor	\$1,250.00
Katherine Polillo	Freshmen Class Moderator	\$1,250.00
Lindsay Doran	Sophomore Class Moderator	\$1,250.00

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Tracy Westog	Junior Class Moderator	\$1,250.00
Rachael Lester	Senior Class Moderator	\$1,250.00
Nicole Cerqueira	DuPont League - JV	\$625.00
Dawn Patrick	DuPont League - Varsity	\$625.00
Keely Weinberger-DiTizio	FFA Advisor	\$1,250.00
Lisa Hartsough	HOSA Advisor	\$1,250.00
Nicole Pham	Honor Society Advisor	\$1,250.00
Leo Maisey	Yearbook Advisor	\$1,250.00
Mark Kasubinski	Skills USA Advisor	\$1,250.00
Tracy Westog	TLC Advisor	\$1,250.00
Garry Dolbow	AM Cafeteria Monitor	\$600.00
Arthur Mendini	Director of Fall Play	\$1,000.00
Rebecca Richards	Director of Winter Dance Concert	\$1,000.00
Bruce Connell	Banquet Chef	\$30.00 per hour

*Rates noted above are the rates listed in the negotiated agreement and once the new agreement is finalized and approved, will be changed to reflect those changes.

2. Request and Recommendation for Board of Education Approval of the revised Substitute List for the 2016-2017 school year.

It is recommended by the Superintendent that the Board of Education approve the revised District Substitute List for the 2016-2017 school year. All substitutes listed are approved for the Salem County Vocational Technical Schools and Salem County Special Services School District, unless otherwise noted.

3. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Brenda Karstetter from Part-Time Food Service Aide to Full Time Food Service Aide.

It is recommended by the Superintendent that the Board of Education approve the transfer of Brenda Karstetter from Part-Time Food Service Aide to Full Time Food Service Aide, effective September 12, 2016. Mrs. Karstetter was listed as a Step 5 at \$10.33/hour. That rate did not match the negotiated agreement. It is requested that Mrs. Karstetter be placed at Step 10, \$14,004. This new rate matches the salary guide currently in place.

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4. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Elisabeth Doyle from Part-Time Food Service Aide to Full Time Food Service Aide.

It is recommended by the Superintendent that the Board of Education approve the transfer of Elisabeth Doyle from Part-Time Food Service Aide to Full Time Food Service Aide, effective September 12, 2016. Mrs. Doyle was listed as a Step 2 at \$9.87/hour. That rate did not match the negotiated agreement. It is requested that Mrs. Doyle be placed at Step 9, \$13,471. This new rate matches the salary guide currently in place.

5. Request and Recommendation by the Superintendent for Board of Education Approval of the Revision of the following Part Time Food Service Aides Contracts.

It is recommended by the Superintendent that the Board of Education approve the revision of the following Part-Time Food Service Aides Contracts, effective October 1, 2016.

1. Mrs. Angelina Karpolorich was listed as a Step 3 \$9.55/hour. That rate did not match the negotiated agreement. It is requested that Mrs. Karpolorich be placed at Step 3, \$10,576 (85% of \$12,442) No Benefits. This new rate matches the salary guide currently in place.
2. Mrs. Linda Dunner was listed as a Step 3 \$9.55/hour. That rate did not match the negotiated agreement. It is requested that Mrs. Dunner be placed at Step 3, \$10,576 (85% of \$12,442) No Benefits. This new rate matches the salary guide currently in place.

6. Request and Recommendation by the Superintendent for Board of Education Approval of Victoria Cabral as a Full Time IA for the Learning Center.

It is recommended by the Superintendent that the Board of Education approve the employment of Victoria Cabral as a full time Instructional Assistant-The Learning Center for the 2016-17 school year beginning September 19, 2016. It is recommended that her salary be Step-11 Paraprofessional (\$16,015). (Prorated)

7. Request and Recommendation by the Superintendent for Board of Education Approval of Maegan R. Wright as a Part Time Student Food Service Aide.

It is recommended by the Superintendent that the Board of Education approve the employment of Maegan R. Wright as a Part-Time Student Food Service Aide for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be \$8.25 per hour No Benefits.

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8. Request and Recommendation by the Superintendent for Board of Education Approval of Cathy E. Koziel as a Part Time Food Service Aide.

It is recommended by the Superintendent that the Board of Education approve the employment of Cathy E. Koziel, as a Part-Time Food Service Aide for the 2016-17 school year beginning October 1, 2016. It is recommended that her salary be Step 3 \$10,576 (85% of \$12,442) (Prorated) No Benefits. This new rate matches the salary guide currently in place.

9. Request and Recommendation by the Superintendent for Board of Education Approval of Lisa Moore as a Part Time IA for the Learning Center.

It is recommended by the Superintendent that the Board of Education approve the employment of Lisa Moore, Part-Time Instructional Assistant-The Learning Center for the 2016-17 school year beginning September 19, 2016. It is recommended that her salary be Step-11 Paraprofessional \$6,086 No Benefits (38% of \$16,015).

10. Request and Recommendation by the Superintendent for Board of Education Approve the Resignation of Terry Eckler as a Part Time Food Service Aide.

It is recommended by the Superintendent that the Board of Education approve the resignation of Part-Time Food Service Aide, Terry Eckler, effective September 30, 2016.

11. Request and Recommendation by the Superintendent for Board of Education Approve the Resignation of Alexis Flowers as a Full Time Learning Center Aide.

It is recommended by the Superintendent that the Board of Education approve the resignation of Full-Time Learning Center Aide, Alexis Flowers, effective September 23, 2016.

12. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and mentors for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2016-17 school year. Under state guidelines novice instructors are required to pay the mentioned fee to the district who is then required to release the funds to the mentor upon successful completion of the program. Once approved payment schedules will be set up with each novice instructor to collect the fee. Contracts will be sent out between the novice instructor, mentor, and board of education.

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Novice Instructor	Mentor	Fee /Program
Arthur Mendini	Kimberly Bunting	\$550.00/CEAS
Carly Chaapel	Nicole Pham	\$1,000.00/CE
Stephanie Hoffman	Brian Quinn	\$550.00/CEAS
Matthew DiTizio	Brian Quinn	\$550.00/CEAS
Eric Lockwood	Nicole Pham	\$1,000.00/CE

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
EIRC Becoming a Mentor Educator: Methods for Success Oct. 19, 2016 -Blueprint for Becoming a Successful Mentor Educator January 11, 2017 -Maintaining Your Mentor Educator Program: A Collaboration Opportunity	Keely Weinberger-DiTizio Elizabeth Bernat-Duaimé Kimberly Bunting	\$260.00	\$780.00
TPC Trainco ControlLogic: Fundamentals, Communications, Apps & Troubleshooting, Philadelphia, PA, October 19-20, 2016	Danut Chiriac	\$1,100.00 reg. \$28.52 mileage \$8.00 tolls	\$1,136.52 Perkins Secondary
The Early Educators Leadership Conference Leesburg, Virginia, October 12, 2016 – October 15, 2016	Tracy Westog	No cost to district	\$255.00 Substitute

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<p>Conference: Career and Technical Education Series: Establishing Meaningful PLCs in CTE Setting Foundation for Educational Administration Conference Center Monroe, NJ October 19, 2016</p>	<p>Jason Helder</p>	<p>\$149.00 registration \$22.94 mileage</p>	<p>\$171.94 Total cost Acct# 11-000-240-580-38-001</p>
<p>CHI Schools, Educational Symposium, History in the Making, Houston, TX, October 20 - 22, 2016</p>	<p>Monica Burkhardt</p>	<p>\$378.20 airfare No cost for registration, hotel and meals</p>	<p>\$378.20</p>
<p>National Career Academy Coalition Annual Conference, Tampa Marriott Waterside, Tampa, FL, November 7-9, 2016</p>	<p>Jennifer Bates John Swain</p>	<p>\$650 registration \$424 hotel \$216 meals \$108 parking \$50 transportation</p>	<p>\$2,896 Perkins Post Secondary Funds</p>
<p>FABTECH 2017 -Industry Trade Show and Seminars Las Vegas Convention Center Las Vegas, Nevada November 15, 2016 – November 18, 2016</p>	<p>Stephanie Hoffman</p>	<p>\$50.00 registration Approx. \$723.00 travel and hotel \$352.00 meals</p>	<p>\$1125.00 Total cost Acct# 11-310-100-580-18-002 reimbursement at approved GSA guidelines \$255.00 Substitute (leaving the night of November 15th)</p>
<p>National ACTE Conference for Career and Tech Education Teachers Las Vegas, Nevada November 30, 2016 – December 3, 2016</p>	<p>Matt DiTizio</p>	<p>\$545.00 registration Approx. \$350.00 travel \$204.40 hotel \$352.00 meals</p>	<p>\$1451.40 Total costs Acct# Perkins Post Secondary Funds reimbursement at approved GSA guidelines. \$425.00 substitute</p>

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National ACTE CareerTech Vision Conference, Las Vegas, Nevada, November 30- December 3, 2016	Jason Helder John Swain	\$650 registration \$432 hotel \$256 meals \$108 parking \$50 transportation	\$2,992.00 paid through Perkins Post Secondary Funds
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PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the 2016-2017 Uniform State Memorandum of Agreement.

It is recommended by the Superintendent that the Board of Education approve the 2016-17 Uniform State Memorandum of Agreement between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board’s commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment. In the near future, an official signing of the agreement will take place between the district and law enforcement officials (Handout).

2. Request and Recommendation for Board of Education Approval to Utilize the Danielson Tool for Staff Evaluations for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the Danielson Tool to be used for staff evaluations for the 2016-2017 school year in accordance with Policy 3222.

3. Request and Recommendation for Board of Education Approval for the Adult Medical Assistant and Phlebotomy Students to Host a Blood Drive at Salem Community College.

It is recommended by the Superintendent that the Board of Education approve the Adult Medical Assistant and Phlebotomy students to host a blood drive coordinated by The American Red Cross at the Salem Community College Student Center - Donaghay Hall on Thursday, September 29, 2016 from 9:00 AM to 2:00 PM. Adult program students who volunteer will receive 10 hours of volunteer experience with the American Red Cross. Salem Community College has approved our request to host the blood drive on their campus.

4. Request and Recommendation for Board of Education Approval to Accept 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 accept 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.

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5. Request and Recommendation for Board of Education Approval of Riverview Family Success Center, Penns Grove, NJ as an Adult Literacy Program Site.

It is recommended by the Superintendent that the Board of Education approve the Riverview Family Success Center in Penns Grove, NJ as an Adult Literacy Program Site for the 2016-2017 school year.

6. Request and Recommendation for Board of Education Approval of a Dual Credit Agreement between Salem Community College and Salem County Vocational Technical Schools.

It is recommended by the Superintendent that the Board of Education approve the dual credit agreement between Salem Community College and the Salem County Vocational Technical School for the 2016-2017 academic year. The agreement allows students to earn college credits while attending SCVTS.

7. Request and Recommendation for Board of Education Approval to Utilize Career and Technical Education Classes and Programs as Internal Cooperative Education Placements for the 2016-2017 School Year.

Approval to utilize career and technical education classes and programs as internal cooperative education placements. In order for students to utilize this option for credit, students must have successfully completed two years of their career and technical education program. Students will be held to the same academic expectations as cooperative education and receive credits for successful completion. Students will work as a shop foreman exercising twenty-first century skills, assisting teachers with hands-on instruction for new students and completing special projects. Internal cooperative education can also be utilized for students in need of additional preparation time for industry based exams. Through internal cooperative education, students will be able to provide assistance to academic teachers under guidelines and accountability set forth by the CTHS Principal.

8. Request and Recommendation for Board of Education Approval of GED Testing Dates for the Remainder of the 2016 Calendar Year.

It is recommended by the Superintendent that the Board of Education approve GED testing dates for the remainder of 2016. Annually, the Bureau of Adult Education and Family Literacy requests the Salem County Vocational Technical School’s Board of Education to serve as the approved test center for Salem County. A list of those dates follow:

2016	
September	September 8 & 9
October	October 24 & 27
November	November 21 & 22
December	December 15 & 16

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9. Request and Recommendation for Board of Education Approval to Accept a Grant for the Career and Technical High School from the Salem Health & Wellness Foundation Board/Community Foundation of New Jersey.

It is recommended by the Superintendent that the Board of Education accept a grant award in the amount of \$2,500.00 to the Career and Technical High School from the Salem Health & Wellness Foundation Board/Community Foundation of NJ. The grant funds will be utilized to support the school garden maintenance and agriculture science activities. The money will be deposited into the Garden Club Student Activity Account.

10. Request and Recommendation for Board of Education Approval to Accept a Grant Award from the NJ FFA Foundation in the amount of \$1,000.00.

It is recommended by the Superintendent that the Board of Education accept a grant award for the Career and Technical High School in the amount of \$1,000.00 from the NJ FFA Foundation. The grant funds will be utilized to support the FFA LEAD Conference. The money will be deposited into the FFA Student Activity Account.

11. Request and Recommendation for Board of Education Approval to Accept a Donation for the Career and Technical High School FFA Club in the amount of \$500.00.

It is recommended by the Superintendent that the Board of Education accept a donation for the Career and Technical High School FFA Club in the amount of \$500.00 from the United Natural Foods, Inc.. The donation will be utilized to support the FFA. The money will be deposited into the FFA Student Activity Account.

12. Request and Recommendation to Approve Guest Artist, Sanchel Brown, to Visit the Dance Academy Hosted at Schalick High School During October and November, 2016.

It is requested by the Superintendent that the Board of Education approve a guest artist, Sanchel Brown, to visit the Dance Academy on October 11th and 12th 2016 and November 1st thru November 4th 2016. These visits are to further develop the students contemporary and African and Contemporary technique with an emphasis on fully body isolations, body rhythm and phrase work. Students will have an opportunity to train with Ms. Brown and learn from her extensive training in various West African techniques through her training at L'Ecole De Sable. Students will also focus on flow and individual expression and performance execution in Contemporary techniques. Ms. Brown will also work with students on their performance for the Winter Dance Concert. The total cost of the visits is \$1,500.00 (6 visits @ \$250 each).

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13. Request and Recommendation to Approve Guest Artist, Greg Anmuth, to Visit the Dance Academy Hosted at Schalick High School During October and November, 2016.

It is requested by the Superintendent that the Board of Education approve a guest artist, Greg S. Anmuth, to visit the Dance Academy hosted at Schalick High School on October 13th and 14th 2016 and November 15th thru November 18th 2016. The visit is to further develop the students contemporary and jazz dance technique with an emphasis on isolations and phrase work. Students will have an opportunity to train in the Giordano method of Jazz focusing on body isolations, body alignment and advanced phrase work. Students will also focus on flow and individual expression and performance execution in Contemporary techniques. Mr. Anmuth will also work with students on their performance for the Winter Dance Concert. The total cost of the visits is \$1,500.00 (6 visits @ \$250 each).

14. 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 approve the first reading for the textbooks listed below for the Career and Technical High School for the 2016 – 2017 school year. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

Textbooks	Class	ISBN
Elementary Statistics: Pearson Education Inc. 2015	Statistics	978-0-321-91121-6
PreCalculus with Limits: Cengage Learning 2014	PreCalculus	978-1-285-05943-3

15. Request and Recommendation for Board of Education Approval to Declare the Week of Respect and School Violence & Vandalism Awareness Week during the Month of October 2016 for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education grant approval to declare the week of October 3 through October 7, 2016 as the "Week of Respect", in accordance with the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and October 17 through October 21, 2016 as "School Violence & Vandalism Awareness Week", in accordance with the requirements of title 18A:36-5.1.

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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
Philadelphia Art Museum, Philadelphia, PA	Thirteen (13) Adult Cosmetology Students and one (1) Instructor	September 28, 2016	\$307.18
Hill Creek Farms, Mullica Hill, NJ	Six (6) Agriculture Science students and one (1) instructor	October 4, 2016	\$62.50 - SCVTS Bus Acct #11-000-270-512-53-002 \$85.00 Substitute
19th Annual Endless Summer Cruisin' Ocean City Convention Hall, Ocean City, MD	Twenty (20) Auto Tech students and one (1) instructor	October 7, 2016	\$455.00 – BR Williams Bus Acct# 11-000-270-512-06-002 \$85.00 Substitute
Funny Farm Rescue, Mayslanding, NJ	Nine (9) Agriculture Science students and one (1) instructor	October 18, 2016	\$307.18 – BR Williams Bus Acct# 11-000-270-512-53-002 \$85.00 Substitute
Starlight Fleet Fishing, Wildwood, NJ	Forty (40) CTHS Senior Class students	October 8, 2016 October 22, 2016 (raindate)	\$307.18 – BR Williams Bus - Student Activity – All Classes
The College of New Jersey, Ewing, NJ	Fifteen (15) NJFEA Club members and one (1) advisor	October 11, 2016	\$187.50 - SCVTS Bus – Student Activity – All Classes \$85.00 Substitute
Towman Exposition, Baltimore Convention Center, Baltimore, MD	Twenty (20) Automotive Technology students and one (1) instructor	November 18, 2016	\$455.00 – BR Williams Bus – Acct# 11-000-270-512-06-002 \$85.00 Substitute

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G and G Farm Market, Logan Township, NJ	Twenty-four (24) ChildCare and TLC students and two (2) instructors	October 25, 2016	\$307.18 - BR Williams Bus – Acct# 11-000-270-512-04-002 \$85.00 Substitute
NTHS Broadway Show, New York, NY	Eighty (80) NTHS students and two (2) chaperones	March 29, 2017	\$1000.00 – BR Williams Bus (Student Activity Account – NTHS) \$170 Substitute

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

Community Service Project	Date	District Cost
Meals on Wheels Giant Pumpkin Carve, Salem County Fairgrounds, Pilesgrove, NJ - FFA Club members	September 24, 2016	N/A

18. Request and Recommendation for Board of Education Approval of an Agreement with Cape May County Technical Education Center to Allow A Student to Attend the National FFA Convention Under the Supervision of Keely DiTizio, SCVTS FFA Advisor.

It is recommended by the Superintendent that the Board of Education approve one student from Cape May County Technical Schools to attend and participate at the National SkillsUSA Competition and Leadership Conference in Indianapolis, Indiana from October 18-22, 2016 under the supervision of the SCVTS FFA Advisor, Keely DiTizio. Cape May County Technical Schools is responsible for all costs for the student to attend.

19. 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.	NTHS	Charitable Frog – Students donate loose change to help raise money for supplies to be sent to the military personnel serving overseas.	September 1, 2016 – June 15, 2017

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B.	FFA	Cookie Dough Sale (The Cookie Dough Fundraiser) \$20 each	October 1, 2016 to October 30, 2016
C.	Class of 2020	Road Side Clean-Up, Mannington, Township, NJ - \$300	Weekends during the month of October 2016
D.	Yearbook	Yummy Lix Gourmet Lollipops - \$1.00 each (profits will help finance the yearbook's financial obligations throughout the year).	October 1, 2016 – June 1, 2017
E.	Class of 2020	Florida Indian River Groves Fruit Sale – prices vary through catalog	October 3, 2016 – November 1, 2016
F.	Class of 2018	SCVTS Spirit Wear Items (lanyards, drawstring bags, hoodies and sweatpants with the SCVTS logo) Cost \$5 - \$35	October 19, 2016 – June 30, 2017
G.	Class of 2020	Parent/Teacher night out – Wine tasting at Monroeville Winery catered by Naples. Cost \$35.00	October 21, 2016
H.	SkillsUSA	Trunk or Treat – SCVTS Staff Parking Lot (\$5 donation)	October 26, 2016 6pm – 8pm
I.	All Classes – Class of 2017	Halloween Dance \$5.00	October 30, 2015
J.	Class of 2020	Paint Night (to be held in the cafeteria) Cost \$35.00	November 9, 2016
K.	Class of 2017	Tastefully Simple (20-30% profit on each item sold)	November 7, 2016 – December 9, 2016
L.	All Classes – Class of 2017	Hoagie Sale – Dodge's Market \$6.00 each	November 23, 2016 and December 23, 2016 delivery dates

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B. Old Business:

1.

INFORMATIONAL ITEMS

1. Information regarding a CTHS student (ID#100806) who has requested to independently manage her diabetes in school on a daily basis. (Information available upon request).

2. **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.

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

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 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.

Business Administrator/Board Secretary	September 27, 2016
	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 month July 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of July 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 (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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending August 25, 2016 to September 23, 2016.

F. Warrants

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

- Board Payment Approval List August 2016

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval of a Lease Agreement between Salem Community College and Salem County Special Services School District from July 1, 2016 through June 30, 2017.

It is recommended that the Board of Education approve a lease agreement between Salem Community College and Salem County Special Services School District for the lease of DAV-101 (Classroom), DAV-102 (Secretary area), DAV-102A (Office), DAV-102B (Office), DAV-103 (Classroom), DAV-105 (Classroom), DAV-107 (Classroom), DAV-109, DAV-122 (Office), DAV-126 (Office), Mezzanine (Classroom area & a cafeteria area), Concession Stand (breakfast service) and the Fieldhouse for gym activities Monday – Friday when school is in session September through June, except as noted in the attached lease with Salem Community College commencing July 1, 2016 through June 30, 2017 for an annual amount of \$102,000.

2. Request and Recommendation for Board of Education Approval of the Internal Controls Section of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.

It is recommended that the Board of Education approve the Internal Controls Section of the Operations Manual to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies.

3. Request and Recommendation by the School Administrator for the Board of Education Approval of a Bid to Procure Snow Removal Quotes for both Districts Salem County Vocational Technical School and Salem County Special Services School District for Services from November 1, 2016 to March 31, 2017.

It is recommended by the school administrator that the Board of Education approve a bid to procure snow removal quotes for both school districts Salem County Vocational Technical School and Salem County Special Services School District for services from November 1, 2016 to March 31, 2017.

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- 4. Request and Recommendation that upon the Recommendation of the Director of Related Services that the Board of Education Give Approval of the hiring for the 2016-2017 School Year of an afternoon bus driver to transport a student from the Upper Pittsgrove ASD program. Furthermore, the Board authorizes the Business Administrator to draw up a contract with Upper Deerfield who will pay the Salem County Special Services School District for the costs of this transportation agreement.**

Resolved that upon the recommendation of the Director of Related Services that the Board of Education approve the hiring for the 2016-2017 school year of an afternoon bus driver to transport a student from the Upper Pittsgrove ASD program. Furthermore, the Board authorizes the Business Administrator to draw up a contract with Upper Deerfield who will pay the Salem County Special Services School District for the costs of this transportation agreement.

- 5. Request and Recommendation for Board of Education Approval of the 2017-2018 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.**

It is recommended that the Board of Education approve the 2017-2018 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2017-2018 Budget Development Calendar
SCVTS/SCSSSD**

9/30/2016	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
10/03/16-10/31/16	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
11/15/2016	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
11/22/2016	DISCUSS GUIDELINES WITH BOARD
12/21/2016	SECOND DRAFT
1/13/2017	DRAFT USED TO CALCULATE TUITION
2/6/2017	ISSUE TUITION RATES
2/28/2017	BOARD APPROVAL OF BUDGET

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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6. Request and Recommendation by the School Business Administrator for the Board of Education Approval of Advertising a Request for Proposal for a School Attorney for the School District.

It is recommended by the school business administrator that the Board of Education approve advertising a request for proposal for a school attorney for the school district. The school attorney must provide the following services to include, but not be limited to:

- Have school district experience of at least five (5) years;
- Provide list of school district clients and contact information;
- Provide CV's for all attorney associates which your school represented;
- Provide rates of partners, associates, paralegals, and miscellaneous fees, etc.;

Include this in your proposal.

7. Request and Recommendation for Board of Education to Accept the Following Bids for Landscaping Maintenance Services Received on September 15, 2016 at noon.

It is recommended that the Board of Education accept the following bids for landscaping maintenance services received on September 15, 2016 at noon.

Clover IPM Landscaping & Maintenance, Inc. 10 Broadleaf Road Levittown, PA 19057	\$14,300.00
Wright's lawn Service, LLC P.O. Box 81 Cedarville, NJ 08311	\$25,230.00

Be it resolved that the board award the bid to Clover IPM Landscaping & Maintenance, Inc., from Levittown, PA, effective October 1, 2016 through June 30, 2017 for the Salem County Special Service School District sites at the Cumberland Campus and the Daretown Campus. Six companies received the bid package and two responded. A copy of the "Summary of Bid" for both companies follows.

8. Request and Recommendation by the School Business Administrator for the Board of Education Approval of a Service Agreement between the Salem County Special Services School District for PARS Environmental, Inc. of Robbinsville, NJ, to conduct the 2015 Right to Know Survey and other services.

It is recommended by the School Business Administrator that the Board of Education approve a service agreement between the Salem County Special Services School District for PARS Environmental, Inc., of Robbinsville, New Jersey, to conduct the 2015 Right-to-Know Survey and other services (Written/Hazardous Communication Plan, MSDS/SDS Binders, Online MSDS/SDS Database, and 6-Month Surveillance Fall 2016/Spring 2017) for the 2016-17 school year in the amount of \$5,800.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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9. Request and Recommendation by the School Business Administrator for the Board of Education Approval of Advertising a Request for Proposal for a School Physician for the Salem County Special Services School District.

It is recommended by the school business administrator that the Board of Education approve advertising a request for proposal for a school physician for the Salem County Special Services School District. The school physician must be Board certified in Salem County and provide the following services to include, but not be limited to:

- Physical Examinations
- Health Screenings/Health Histories
- Revise/Approve Nursing Services Plan
- Drug Testing
- Alcohol Testing
- CDL Physicals
- Mantoux Testing
- Prepare an annual rate and individual rates for these services.

10. 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 2016-2017 Transportation Contracts and Contract Addenda, 2016-2017 School Year Jointure.

XI. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

**A. New Business:
PERSONNEL:**

1. Request and Recommendation for Board of Education Approval of the revised Substitute List for the 2016-2017 school year.

It is recommended by the Superintendent that the Board of Education approve the revised District Substitute List for the 2016-2017 school year. All substitutes listed are approved for the Salem County Vocational Technical Schools and Salem County Special Services School District, unless otherwise noted.

2. Request and Recommendation for Board of Education Approval to Accept the FMLA Leave for Monica Owens, EIP Secretary.

It is recommended by the Superintendent that the Board of Education approve the FMLA request for Monica Owens, EIP secretary, beginning November 7, 2016 and will return on or about December 5, 2016.

3. Request and Recommendation for Board of Education Approval to Accept the FMLA Leave for Lorraine Byard, Cumberland Campus Instructional Assistant.

It is recommended by the Superintendent that the Board of Education approve the FMLA request for Lorraine Byard, Cumberland Campus Instructional Assistant, beginning September 1, 2016 and will return on or about October 31, 2016.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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4. Request and Recommendation for Board of Education Approval to Transfer Amanda Wirth from Instructional Assistant-Upper Pittsgrove Campus to Instructor - Cumberland Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the transfer of Amanda Wirth at the Cumberland Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be MA-1 (\$53,440).

5. Request and Recommendation for Board of Education Approval to Increase Barbara Briar, District Courier, from \$15.75/Hour to \$16.00/Hour.

It is recommended by the Superintendent that the Board of Education approve the salary increase of Barbara Briar, District Courier, from \$15.75/hour to \$16.00/hour, effective July 1, 2016 through June 30, 2017. This salary is in addition to a \$7,500.00 gas and car allowance. The hours of work are to be approved by the Superintendent, or his designee, as they may vary due to district needs, while remaining at or under the 24 hours per week.

6. Request and Recommendation for Board of Education Approval to Employ Nicole Corson, School Psychologist for Child Study Team, at the Rate of \$42,752 (80% of \$53,440) Effective September 1, 2016.

It is recommended by the Superintendent that the Board of Education approve Nicole Corson, School Psychologist for Child Study Team, at the rate of \$42,752 (80% of \$53,440) (MA-4), effective September 1, 2016 for the 2016-2017 school year.

7. Request and Recommendation for Board of Education Approval to Employ Emmanuel Sanders as a Full Time Instructional Assistant-Cumberland Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Emmanuel Sanders as a full time Instructional Assistant-Cumberland Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be IA Step-4 (\$18,074).

8. Request and Recommendation for Board of Education Approval to Employ Amy Wright as a Full Time Instructional Assistant-Salem Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Amy Wright as a full time Instructional Assistant-Salem Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be IA Step-1 (\$17,774).

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9. Request and Recommendation for Board of Education Approval to Employ Christian Lucas as a Full Time Instructional Assistant-Salem Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Christian Lucas as a full time Instructional Assistant-Salem Campus for the 2016-17 school year beginning October 1, 2016. It is recommended that her salary be IA Step-1 (\$17,774) Prorated.

10. Request and Recommendation for Board of Education Approval to Employ Diane Hitchner as a Full time Instructional Assistant-Daretown Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Diane Hitchner as a full time Instructional Assistant-Daretown Campus for the 2016-17 school year beginning September 15, 2016. It is recommended that her salary be IA Step-4 (18,074) prorated.

11. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Kathryn Wirth from the Salem Campus to the Upper Pittsgrove Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the voluntary transfer of Kathryn Wirth, Instructional Assistant, from the Salem Campus to the Upper Pittsgrove Campus. It is recommended that the Board of Education approve this voluntary transfer effective September 1, 2016.

12. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Jacqueline Johnson from the Cumberland Campus to the Salem Campus for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the voluntary transfer of Jacqueline Johnson, Instructional Assistant, from the Cumberland Campus to the Salem Campus. It is recommended that the Board of Education approve this voluntary transfer effective September 1, 2016.

13. Request and Recommendation for Board of Education Approval to Accept the Resignation of Sayeesa Watson, Instructional Assistant-Salem Campus, effective August 18, 2016.

It is recommended by the Superintendent that the Board of Education accept the resignation of Sayeesa Watson, Instructional Assistant-Salem Campus effective August 18, 2016.

14. Request and Recommendation for Board of Education Approval to Employ Barbara Briar as a Substitute Instructional Assistant for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Barbara Briar as a substitute Instructional Assistant for the 2016-17 school year beginning September 1, 2016 at the rate of \$60.00 per day.

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15. Request and Recommendation for Board of Education Approval to Employ Brielle DeMers as a Substitute Instructional Assistant for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Brielle DeMers as a substitute Instructional Assistant for the 2016-17 school year beginning September 1, 2016 at the rate of \$60.00 per day.

16. Request and Recommendation for Board of Education Approval to Employ Laura K. Norbury as a Substitute Instructional Assistant for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Laura K. Norbury as a substitute Instructional Assistant for the 2016-17 school year beginning September 1, 2016 at the rate of \$60.00 per day.

17. Request and Recommendation for Board of Education Approval of After School Bus Drivers for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the employment of Judy Locke and William Pennock as After School Bus Drivers for the 2016-17 school year beginning October 1, 2016 at the rate of \$25.00 per hour. It is requested that Judy Locke and William Pennock, both current job coaches, be approved to alternate days to cover the daily transporting of a student home from Upper Pittsgrove School. Time sheets will be utilized for pay and kept for billing of the sending district. District school buses will be utilized to transport the student. The hours requested fall outside of both employees current workday.

18. Request and Recommendation for Board of Education Approval to Compensate Instructional Assistants who Substitute in the Absence of the School Nurse.

It is requested by the Superintendent to compensate instructional assistants who substitute as a school nurse. Under Article 10, letter J of the contracted agreement, instructional assistants who substitute for teachers are compensated at the rate of \$50 per day. It is recommended that a properly certificated instructional assistant be compensated at the rate of \$100 per day of the regular nurse pay of \$135.

19. Request and Recommendation for Board of Education Approval of Student/Club Advisors for the 2016-2017 School year.

Name	Position	Stipend
Christian Miguel	Interpreter Cumberland	\$2,000
Leidy Shicay	Interpreter Daretown	\$2,000

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Sol Flores	Interpreter Salem	\$2,000
Eric Fizur	Computer Lab Monitor/Life Skills Trainer	\$2,000
Stacy Lockwood	Teacher in Charge Daretown	\$2,000
Michelle Brown Brenda Russell Jill Reistle	Teacher in Charge Cumberland	\$4,000 total (\$1,333.34 each)
Brenda Russell	District Newsletter	\$2,000
Bridgit Vit	Special Olympics	\$2,000

20. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 2016-17 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2016-17 school year. Under state guidelines novice instructors are required to pay the mentioned fee to the district who is then required to release the funds to the mentor upon successful completion of the program. Once approved payment schedules will be set up with each novice instructor to collect the fee. Contracts will be sent out between the novice instructor, mentor, and board of education.

Novice Instructor	Mentor	Fee /Program
Matthew Karr	Brian Cummings	\$550.00/CEAS
Amanda Hollenweger-Spence	Jill Reistle	\$550.00/CEAS
Amanda Wirth	Brenda Russell	\$550.00/CEAS
Caitlyn Fagely	Sara Spina	\$550.00/CEAS
Ian Poinsett	Tracy Parente	\$1,000.00/CE
Lindsey Raleigh	Lindsay Quinn	\$1,000.00/CE
Janice Jenkins	Melissa Dickson	\$1,000.00/CE
Deidre Richart	Stacy Willingmyre	\$1,000.00/CE

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:

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Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Cost of Sub	Total Cost
EIRC Becoming a Mentor Educator: Methods for Success Oct. 19, 2016 -Blueprint for Becoming a Successful Mentor Educator January 11, 2017 -Maintaining Your Mentor Educator Program: A Collaboration Opportunity	Brian Cummings - Alternative Brenda Russell - Cumberland Tracy Parente - Daretown Lindsay Quinn - Salem	\$260		\$1040
Human Resource Law: What You Need to Know. December 14, 2016 Atlantic City Convention Center	John R. Swain Frank Maurer	\$349 each 120 miles = \$37.20/Maurer Tolls & Parking = \$25 est./Maurer	N/A	\$760.20
<i>Brazelton Neonatal Behavioral Assessment & Newborn Behavioral Observation</i> Sponsored by Brazelton Institute, Boston, MA July 8-9, 2016	Shawn Rebman	<i>All costs previously approved except: Meals-2 days @\$69 per day Paid for by Grant</i>	NA	\$138
<i>Anxiety Disorders in Children & Adolescents</i> Sponsored by PESI - Holiday Inn, Cherry Hill, NJ November 16, 2016	Carrie Bermudez	\$199 - Registration \$31 - Mileage	\$85	\$315.00
<i>The Wizarding World of Clinical Education</i> Sponsored by Stockton-Galloway, NJ October 28, 2016	Stephanie Weiser	Free Registration	N/A	No Cost
<i>ASHA Convention</i> Sponsored by ASHA-Philadelphia, PA November 17-19, 2016	Stephanie Weiser	\$285 Registration Parking & Tolls \$67.90	N/A	\$352.90
<i>Special Education Law in New Jersey</i> Sponsored by PESI Mt. Laurel, NJ - October 5, 2016	Lisa Davis	\$219 Registration	\$85	\$304

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PROGRAMS:

1. Request and Recommendation for Board of Education Approval of Rowan University as a Transitional Career Program (TCP) work site.

It is recommended by the Superintendent that the Board of Education approve Rowan University as a Transitional Career Program (TCP) work site. Students will begin working in the dining hall for the new freshman dorm with the possibility of work opportunities opening up to us on campus later this year.

2. Request and Recommendation for Board of Education Approval for a Fundraiser through LuLaRoe, a clothing company. Proceeds will go towards SCSSSD prom.

It is recommended by the Superintendent that the Board of Education approve a fundraiser for the Special Services Prom through LuLaRoe, an online clothing company. This will be organized through an online pop up boutique through hostess, Candice Evans. Orders will be placed through the personal email and facebook page of Julie D’Attilio, Teacher at the Salem Campus. A 10% contribution will be made by the hostess on every item sold. The company also contributes with matching limits on items sold. The fundraiser will run during the month of November.

3. Request and Recommendation for Board of Education Approval for a Mum Fundraiser for the Cumberland Campus.

It is recommended by the Superintendent that the Board of Education approve a Mum fundraiser for the Cumberland Campus beginning on September 19, 2016 with order pick up on October 5, 2016. The fundraiser has been coordinated by Nikki Kelly, Teacher. The Mums are provided by Huffman Farms, will be in 8” pots, and will cost \$6.00 each.

4. Request and Recommendation for Board of Education Approval to Utilize the Danielson Tool for Staff Evaluations for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the Danielson Tool to be used for staff evaluations for the 2016-2017 school year in accordance with Policy 3222.

5. Request and Recommendation for Board of Education Approval of the Field Trip Requests for the Months of June, July and August.

It is recommended by the Superintendent that the Board of Education approve the following field trips for the 2016-2017 school year:

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
Upper Pittsgrove	The McCann Farm (Monroeville, NJ)	10/14	\$152.00	\$270.00	\$18.90	\$440.90

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	Ride wagon, pick pumpkins, corn maze, view animals to enhance social skills, science lessons on pumpkins and animals					
Salem Campus	Johnson's Corner Farm (Medford, NJ) Pick pumpkins and enhance social skills.	10/28	\$1,280.00	\$858.00	\$ 60.06	\$2,198.06

6. Request and Recommendation for Board of Education Approval of the 2016-2017 Uniform State Memorandum of Agreement.

It is recommended by the Superintendent that the Board of Education approve the 2016-17 Uniform State Memorandum of Agreement between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board’s commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment. In the near future, an official signing of the agreement will take place between the district and law enforcement officials (Handout).

B. Old Business:

1.

INFORMATIONAL ITEMS

1. 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.

2. Principal’s/Administrator’s Reports

Salem Campus

XII. 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.

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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.

XIII. 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:

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- 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:
Litigation Updates for SCVTS & SCSSSD
- 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: Related Services; SCVTS Termination
- 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.

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XV. ADJOURNMENT