

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, December 20, 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

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

IV. MINUTES

It is recommended that the Board of Education approve the Minutes and Executive Minutes from the November 22, 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.
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.

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VII. BOARD OF EDUCATION BUSINESS

A. Old Business-

B. New Business-

C. Correspondence-

D. Presentations

- Audit Summary - Ray Colavito
- Upper Pittsgrove Student of the Month - Azaiah Phillips

**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 October 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	December 20, 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 October 2016. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of October 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.

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending September 30, 2016 to November 30, 2016.

F. Warrants

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

- Bills paid November 2016, December 2016
- Checks Voided November 2016

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Business Administrator for Board of Education Approval of the SCVTS 2017-2018 School Year Tuition.

It is recommended by the School Business Administrator that the Board of Education approve the SCVTS 2017-2018 School Year Tuition as follows:

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SCVTS Full	\$2,800.00
SCVTS Share Time	\$1,400.00
SCVTS Full Time – Out of County	\$5,027.00
SCVTS Shared Time – Out of County	\$2,514.00

- 2. Request and Recommendation for Board of Education Approval of Primepoint for Salem County Vocational Technical School District. This service is for the tracking of medical benefits and benefit eligibility to satisfy ACA compliance for the district at an estimated annualized total of \$4,710.00.**

It is recommended that the Board of Education approve Primepoint for Salem County Vocational Technical School District. This service is for the tracking of medical benefits and benefit eligibility to satisfy ACA compliance for the district, which we are currently cannot handle in-house. The cost is an estimated annualized total of \$4,710.00.

- 3. Request and Recommendation for Board of Education to Accept and Approve the CAFR for the fiscal year ended June 30, 2016 and the Synopsis of Audit for the fiscal year ended June 30, 2016 and the Corrective Action Plan submitted by the Business Administrator for the Salem County Vocational Technical School District.**

It is recommended that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2016 and the Synopsis of Audit for the fiscal year ended June 30, 2016 and the Corrective Action Plan submitted by the Business Administrator for the Salem County Vocational Technical School District.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Vocational Technical School District were read and discussed:

REC. #	SUBHEADING	CORRECTIVE ACTION APPROVED BY THE BOARD
1	ADMIN. PRACTICES & PROCEDURES	DISTRICT WILL INCREASE TREASURER'S SURETY BOND TO \$175,000.
2	FINANCIAL PLANNING, ACCOUNTING & REPORTING	PROCEDURES TO RECORD BANK TRANSFERS BETWEEN GENERAL ACCOUNT AND PAYROLL WILL BE REVIEWED AND REVISED TO ENSURE THAT ACTUAL BANK TRANSFERS AGREE TO AMOUNTS RECORDED IN THE DISTRICT'S ACCOUNTING SOFTWARE PROGRAM.
3		CAPITAL LEASES WILL BE DISTRICT SPECIFIC AND CODING CLARIFIED BREAKING OUT SUPPLIES FROM EQUIPMENT WITH THE RECEIPT AND REDEMPTION OF ANY RELATED CAPITAL LEASE AMOUNTS CLEARLY AND SEPARATELY ALLOCATED.

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4		CAPITAL LEASES WILL BE DISTRICT SPECIFIC AND BUDGETS REVISED TO MEET CURRENT LEASES AND ANY PROPOSED PURCHASES.
5		REALIGNMENT OF STUDENT ACTIVITIES ACCOUNTING AND MOVE TO IN-HOUSE PAYROLL.
6		AS PART OF THE YEAR END CLOSE OUT PROCEDURES AN ADDITIONAL REVIEW OF THE SPECIAL REVENUE FUND ACCOUNTS RECEIVABLE WILL BE CONDUCTED TO PROVIDE COMPLETE AND ACCURATE TITLE I BALANCES.
7		AS PART OF THE YEAR END CLOSE OUT PROCEDURES AN ADDITIONAL REVIEW OF THE SPECIAL REVENUE FUND ACCOUNTS RECEIVABLE WILL BE CONDUCTED TO PROVIDE COMPLETE AND ACCURATE ABS BALANCES.
8		AS PART OF THE YEAR END CLOSE OUT PROCEDURES AN ADDITIONAL REVIEW OF THE SPECIAL REVENUE FUND ACCOUNTS RECEIVABLE WILL BE CONDUCTED TO PROVIDE COMPLETE AND ACCURATE SBYS BALANCES. DISTRICT NO LONGER RECEIVES THIS GRANT.
NONE	SCHOOL PURCHASING PROGRAM	
NONE	SCHOOL FOOD SERVICE	
9	OTHER ENTERPRISE FUNDS	REVIEW OF RECEIVABLES TO DETERMINE COLLECTABILITY IN BCCEC/ETTC.
10	STUDENT BODY ACTIVITIES	REVIEW AND REVISE STUDENT ACTIVITIES PROCEDURES TO ASSURE THAT THE STUDENT ACTIVITIES ACCOUNT IS RECONCILED ON A MONTHLY BASIS.
11	ASSA	AN ADDITIONAL CHECKING STEP OF THE INDIVIDUAL SCHOOLS INFORMATION HAS BEEN PERFORMED TO INSURE CORRECT ENTRY ON THE ASSA REPORT.

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NONE	PUPIL TRANSPORTATION	
NONE	FACILITIES AND CAPITAL ASSETS	
12	MISC.	ADDITIONAL STAFFING AS WELL AS REASSIGNMENT OF SUPERVISION AND PERFORMANCE OF DUTIES WILL BE IMPLEMENTED.
STATUS OF P/Y FINDINGS		
1		MOVE TO IN-HOUSE PAYROLL
2		DATA IS NOW INPUT IN A TIMELY MANNER TO ALLOW FOR AGREEMENT OF RECORDS.
3		AS PART OF THE YEAR END CLOSE OUT PROCEDURES AN ADDITIONAL REVIEW OF THE SPECIAL REVENUE FUND ACCOUNTS RECEIVABLE WILL BE CONDUCTED TO PROVIDE COMPLETE AND ACCURATE TITLE I BALANCES.
4		AS PART OF THE YEAR END CLOSE OUT PROCEDURES AN ADDITIONAL REVIEW OF THE SPECIAL REVENUE FUND ACCOUNTS RECEIVABLE WILL BE CONDUCTED TO PROVIDE COMPLETE AND ACCURATE ABS BALANCES.
5		AS PART OF THE YEAR END CLOSE OUT PROCEDURES AN ADDITIONAL REVIEW OF THE SPECIAL REVENUE FUND ACCOUNTS RECEIVABLE WILL BE CONDUCTED TO PROVIDE COMPLETE AND ACCURATE SBYS BALANCES. DISTRICT NO LONGER RECEIVES THIS GRANT.
6		REVIEW OF RECEIVABLES TO DETERMINE COLLECTABILITY IN BCCEC/ETTC.

4. Request and Recommendation by the Business Administrator for Board of Education Approval of Access Ability, of Bethlehem, PA, to service the vertical wheelchair lift in the SCVTS Multi-Purpose Room for \$395 for one maintenance visit per year.

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve Access Ability, of Bethlehem, PA, to service the vertical wheelchair lift in the SCVTS Multi-Purpose Room for \$395 for one maintenance visit per year.

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- 5. Request and Recommendation by the Business Administrator for Board of Education Approval of K12USA, from Island Heights, New Jersey, for a service subscription to MessageGuard Appliance for our e-mail archiving appliance system for one year (February 22, 2017 to February 21, 2018) for \$1,050.00.**

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve K12USA, from Island Heights, New Jersey, for a service subscription to MessageGuard Appliance for our e-mail archiving appliance system for one year (February 22, 2017 to February 21, 2018) for \$1,050.00.

- 6. Request and Recommendation by the Business Administrator for Board of Education Approval of the revised SCVTS' School Integrated Pest Management Plan. The plan was previously approved at the August board meeting but as of November 1st the school changed and approved at the October board meeting a new contractor, Hoffman's Exterminating Company, Inc., from Mantua, New Jersey.**

It is requested that upon recommendation from the Business Administrator that the Board of Education approve the revised SCVTS' School Integrated Pest Management Plan. The plan was previously approved at the August board meeting but as of November 1st the school changed and approved at the October board meeting a new contractor, Hoffman's Exterminating Company, Inc., from Mantua, New Jersey.

IX. SUPERINTENDENT'S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

- 1. Request and Recommendation for Board of Education Approval of the Employment of Samuel DeShields as a Full Time Level III Custodian.**

It is recommended by the Superintendent that that Board of Education approve the employment of Samuel DeShields as a full time Level III Custodian Step 3 \$24,584 (prorated) to begin December 14, 2016.

- 2. Request and Recommendation for Board of Education Approval of the Employment of Benjamin Winch as a Part Time Step 1 Custodian.**

It is recommended by the Superintendent that that Board of Education approve the employment of Benjamin Winch as a part time Step 1 Custodian at the rate of \$11.78 per hour (no benefits) to begin December 13, 2016.

- 3. Request and Recommendation for Board of Education Approval of the Employment of MaryJane Brace as a Part Time Food Service Aide Step 6 (\$85% of \$12,667) prorated (no benefits).**

It is recommended by the Superintendent that that Board of Education approve the employment of MaryJane Brace as a part time Step 6 Food Service Aide at the prorated rate of \$85% of \$12,667 (no benefits) to begin December 5, 2016.

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4. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of MaryJane Brace, part time food service aide.

It is requested by the Superintendent that the Board of Education approve the resignation of MaryJane Brace, part-time food service aide, effective December 12, 2016.

5. Request and Recommendation of the Superintendent for Board of Education Approval of Increasing the Minimum Wage.

It is requested by the Superintendent that the Board of Education approve the increase in minimum wage from \$8.38 to \$8.44 an hour. This increase is recommended for the first pay in January 2017.

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Paula Leo.

It is requested by the Superintendent that the Board of Education approve the resignation of Paula Leo, Math Instructor, effective January 27, 2017.

7. Request and Recommendation for Board of Education Approval of the Resignation of David Scott, Jr.

It is requested by the Superintendent that the Board of Education approve the resignation of David Scott, Jr., part-time custodian, effective December 23, 2016.

8. Request and Recommendation of the Superintendent for Board of Education Approval of Longevity Pay for Stephanie Petrolongo.

It is requested by the Superintendent that the Board of Education approve the retroactive longevity pay for Stephanie Petrolongo at \$600. Mrs. Petrolongo was overlooked for this pay which was due to her.

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
Best Practices for Improving Classroom Management, 12 Centre Drive, Monroe Twp., NJ, December 2, 2016 (Mileage and registration approved at November 22, 2016 Board Meeting)	Nicole Pham	\$27.37 (tolls)	\$27.37 Acct # 11-140-100-580-55-002

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NJASA Techspo Conference, Atlantic City, NJ, January 26-27, 2017 (Mileage and tolls approved at the November 22, 2016 meeting)	Karlyle Adams	\$425.00 registration	\$425.00 (NCLB IIA - effective classroom use of technology)
Section 504 in New Jersey Seminar at the Wyndham Hotel in Mount Laurel, NJ, February 10, 2017	Katie Belutty	\$27.90 (mileage) \$199.99 (registration)	\$227.89 mileage and registration – Acct# 11-000-240-580-38-001
Section 504 in New Jersey Seminar at the Wyndham Hotel in Mount Laurel, NJ, February 10, 2017	Jason Helder	\$21.70 (mileage) \$224.98 (registration and seminar manual)	\$246.68 mileage and registration – Acct# 11-000-240-580-38-001
Power School Users Group – NJ Conference, Atlantic City Convention Center, Atlantic City, NJ, March 6, 2017 – March 8, 2017	Helen Hoffman	\$38.75 (mileage) \$300.00 (registration fee) \$385.00 (hotel and meal costs)	\$502.98 Mileage, registration, hotel and meal costs – Acct# 11-000-230-580-28-001
Tech Talk Live 2017, Burle Business Park, Lancaster, PA, May 1, 2017 - May 3, 2017	Karlyle Adams	\$350.00 reg. \$89.00 hotel/each night \$31.62 mileage \$10.00 tolls \$10.00 parking/each night	\$678.62

PROGRAMS:

- 1. Request and Recommendation for Board of Education Approval to Accept Additional Perkins Secondary Funds in the Amount of \$19,734 and to Approve a Revised 2016-2017 Perkins Spending Plan for Secondary Programs.**

It is recommended by the Superintendent that the Board of Education approve additional funds awarded by the State of New Jersey for the FY16 Secondary Perkins Grant in the amount of \$19,734. A revised Perkins Spending Plan for Secondary funds is also being recommended for approval to expend these funds. A roll call vote is requested.

- 2. Request and Recommendation for Board of Education Approval of Modifications to the 2016-2017 Perkins Post Secondary Spending Plan.**

It is requested by the Superintendent that the Board of Education approve modifications to the 2016-2017 Perkins Post-Secondary Spending Plan due to changes in prices and program needs. The revised Perkins Post-Secondary Spending Plan is attached.

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3. Request and Recommendation for Board of Education Approval to accept 2015-2016 Carryover Funds from the NJDOE for the NCLB Title IA and Title IIA Grants for use During the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education grant approval to accept 2015-16 carryover funds from the NJDOE for the No Child Left Behind Consolidated Title IA and Title IIA Grant. The funds will be used during the 2016-17 school year to improve program offerings.

Title IA	\$28,691
Title IIA	\$10,237

4. Request and Recommendation for Board of Education Approval to Become a Test Site for the National Work Readiness Credential for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School Adult Education Program to become a Test Site for the National Work Readiness Credential to assess career readiness in partnership with the National Work Readiness Council, a national non-profit workforce development, training and advocacy organization. Students taking the career readiness assessment will be registered through the Salem County One-Stop. The cost for the National Work Readiness Credential is \$2,750 for 50 learners which includes access to curriculum, assessments and the credential. This test site agreement expires November 29, 2017.

5. Request and Recommendation for Board of Education Approval of an Authorized Test Center Agreement with Certiport and the Salem County Vocational Technical School District for Microsoft Office Certification Exams.

It is recommended by the Superintendent that the Board of Education approve an Authorized Test Center Agreement with Certiport and the Salem County Vocational Technical School District to offer Microsoft Office Certification Exams for the Salem County community through an agreement with the Salem County One-Stop. All students are enrolled in the Microsoft Office Program by the Salem County One-Stop. The cost for the certification exams is \$1,557.50.

6. Request and Recommendation for Board of Education Approval of a Memorandum of Understanding with Data Recognition Corporation to Operate the SCVTS TASC Test Center January 1, 2016 to December 31, 2020.

It is recommended by the Superintendent that the Board of Education approve the Memorandum of Understanding with Data Recognition Corporation to operate the SCVTS TASC Test Center for GED testing at the SCVTS campus, as well as the Salem County Correctional Facility, the Cumberland County Correctional Facility and the Salem County One Stop. This Memorandum of Understanding is effective January 1, 2017 to December 31, 2020.

7. Request and Recommendation for Board of Education Approval of the Seventeenth Annual Air Force Junior ROTC Military Ball.

It is recommended by the Superintendent that the Board of Education approve one hundred and twenty (120) students and twelve (12) chaperones to participate in the Seventeenth Annual Air Force Junior ROTC Ball on Friday, January 27, 2016 from 6:30pm to 10:00pm at the Riverview Inn in Pennsville, NJ.

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Cost to Student:

120 x \$40.00 per student \$4800.00 (Acct # ROTC Student Activity)
Entertainment (DJ) \$ 300.00 (Acct # ROTC Student Activity)

Cost to District:

12 x \$40.00 per chaperone \$480.00 (Acct #11-401-100-610-029-02)

8. 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
AACA Auto Museum Inc., Hershey, PA Trip approved at October 18, 2016 Board Meeting. Requesting approval for cost of admission.	Thirteen(13) Auto Collision students and one (1) chaperone	November 21, 2016	\$55.00 Acct# 11-310-100-610-05-002
Field Street School, Food Nutrition Demonstration, 144 Field Street, Penns Grove, NJ	Ten (10) Academy of Ag students and one (1) chaperone	November 29, 2016	\$131.25 SCVTS Bus Driver (Acct# 11-000-270-512-53-002)
Field Street School, Food Nutrition Demonstration, 144 Field Street, Penns Grove, NJ	Ten (10) Academy of Ag students and one (1) chaperone	December 20, 2016	\$131.25 SCVTS Bus Driver (Acct# 11-000-270-512-53-002) \$85.00 Substitute
Automotive Training Center Tour, Warminster, PA	Thirty (30) Auto Tech students and one (1) chaperone	January 13, 2017	\$307.18 BR Williams (Acct# 11-000-270-512-06-002) \$85.00 Substitute
EIRC Live Surgery Workshop, Camden County College, Blackwood, NJ	Fifteen (15) Adult Education Students and two (2) chaperones	January 13, 2017	\$307.18 BR Williams

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Boston Outpatient Rehab Facility Tour, Pennsville, NJ	Fifteen (15) Allied Health students and one (1) chaperone	January 19, 2017 (January 26, 2017 - alternate date due to bad weather, if needed)	\$150.00 SCVTS Bus Driver (Acct# 11-000-270-512-03-002) \$85.00 Substitute
BCIT – HOSA Southern Regional Conference, 695 Woodland Road, West Hampton, NJ	Five (5) Allied Health students and one (1) chaperone	January 21, 2017	\$400.00 BR Williams (Acct# 11-000-270-512-03-002)
HOSA State Conference Union County Tech, Scotch Plains, NJ	Fifteen (15) Allied Health students and one (1) chaperone	March 18, 2017 and March 19, 2017 (Not overnight)	\$300.00 SCVTS Bus Driver HOSA Student Activity Account
Salem County Special Services, Cumberland Campus, Salem Campus, Classroom Observation/Student Interaction	Ten (10) Childcare students and one (1) chaperone	Winter 2016/Spring 2017	\$137.50 SCVTS Bus Driver (Acct# 11-000-270-512-04-002) \$85.00 Substitute
Head Start/Early Head Start, Classroom Observation/Student Interaction, Penns Grove, NJ	Fifteen (15) Childcare students and one (1) chaperone	Winter 2016/Spring 2017	\$100.00 SCVTS Bus Driver (Acct# 11-000-270-512-04-002) \$85.00 Substitute

- 9. 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.	Class of 2020	Yankee Candle Sale	March 13, 2017 – April 10, 2017
B.	Class of 2020	Cinderella Cheesecake Fundraiser Prices range from \$20 - \$25 each	February 21, 2017 – March 7, 2017
C.	NTHS	4th Annual Yard Give Charity Event	April 29, 2017 (7am – 1pm)

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B. Old Business:

1.

INFORMATIONAL ITEMS

CTHS Principal's Report
CTHS Discipline Report
SCVTS Program Enrollment Report

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

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

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 October 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

December 20, 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 October 2016. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of October 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.

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending September 30, 2016 to November 30, 2016.

F. Warrants

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

- Board Payment Approval List November 2016

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G. 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 2016-2017 Transportation Contracts and Contract Addenda.

2. Request and Recommendation of the Superintendent for Board of Education Approval of the QSAC District Improvement Plan for Salem County Special Services School District.

It is recommended by the Superintendent that the Board of Education approve the QSAC District Improvement Plan for Salem County Special Services School District.

3. Request and Recommendation for Board of Education Approval of an Addendum between Advantage Security, Inc. and Salem County Special Services School District, located at the RDS building. Scope of work: Service ticket #57757 found no video from old cameras at front entrance way and front door. Installation cost \$885.00.

It is recommended that the Board of Education approve an addendum between Advantage Security, Inc., and Salem County Special Services School District, located at the RDS building. The Addendum as follows:

1. 2 – Genesis HD 180p Varifocal Bullet Cameras
2. 2 – Weatherproof Camera Boxes
3. Labor, Wire, Hardware

Scope of work: Service ticket #57757 found no video from old cameras at front entrance way and front door. Installation cost \$885.00.

4. Request and Recommendation for Board of Education Approval to write off the following 2015-2016 receivables for Salem County Special Services School District.

It is recommended that the Board of Education approve to write off the following 2015-2016 receivables for Salem County Special Services School District.

Name	Service	Invoice #	Amount
R. S.	AHS Tuition	C387-15	\$ 7,858.41
	AHS Tuition	C426-15	\$ 1,822.24
	AHS Tuition	C437-15	\$ 2,277.80
	AHS Tuition	C527-15	\$ 1,138.90
	Total		\$13,097.35

5. Request and Recommendation for Board of Education Approval to write off the following 2015-2016 receivables for Salem County Special Services School District.

It is recommended that the Board of Education approve to write off the following 2015-2016 receivables for Salem County Special Services School District.

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Name	Date	Service	Invoice #	Amount
Lakewood BOE	8/31/14	Extended School Year	C9-15	\$.10
Fairfield Twp. BOE	2/28/15	CST-Related Services	C397-15	\$.50
Stow Creek Township	4/30/15	Non Public Services	C502-15	\$.80
Elmer BOE	5/31/15	Alternative Tuition	C630-15	\$.40
Washington Township	5/31/15	One-On-One Aide	C652-15	\$.40
Cumberland Regional BOE	12/31/15	One-On-One Aide	C274-16	\$.04
Salem City BOE	12/31/15	RDS-Special Education	C320-16	\$.28
Woodbine BOE	4/30/16	Child Study Team	C759-16	\$.08

- 6. Request and Recommendation for Board of Education Approval of Primepoint for Salem County Special Services School District. Service for the tracking of medical benefits and benefit eligibility to satisfy ACA compliance for the district at an estimated annualized total of \$8,706.00.**

It is recommended that the Board of Education approve Primepoint for Salem County Special Services School District. This service is for the tracking of medical benefits and benefit eligibility to satisfy ACA compliance for the district, which we currently cannot handle in-house. The cost is an estimated annualized total of \$8,706.00.

- 7. Request and Recommendation for Board of Education Approval of a Shared Services Agreement between County of Cumberland and the Board of Education of the Salem County Special Services School District for County Aid.**

It is recommended that the Board of Education approve a Shared Services Agreement between County of Cumberland and the Board of Education of the Salem County Special Services School District for County Aid.

- 8. Request and Recommendation for Board of Education Approval of a Standard Alarm Sales/Monitoring/Service Contract for Salem County Special Services School District-Daretown School at a rate of \$26.00 per month.**

It is recommended that the Board of Education approve a Standard Alarm Sales/Monitoring/ Service Contract for Salem County Special Services School District-Daretown School at a rate of \$26.00 per month.

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9. Request and Recommendation for Board of Education to Accept and Approve the CAFR for the fiscal year ended June 30, 2016 and the Synopsis of Audit for the fiscal year ended June 30, 2016 and the Corrective Action Plan submitted by the Business Administrator for the Salem County Special Services School District.

It is recommended that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2016 and the Synopsis of Audit for the fiscal year ended June 30, 2016 and the Corrective Action Plan submitted by the Business Administrator for the Salem County Special Services School District.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Special Services School District were read and discussed:

REC. #	SUBHEADING	CORRECTIVE ACTION APPROVED BY THE BOARD
1	ADMIN. PRACTICES & PROCEDURES	DISTRICT WILL INCREASE TREASURER'S SURETY BOND TO \$160,000.
2	FINANCIAL PLANNING, ACCOUNTING & REPORTING	UNRECORDED LIABILITY RELATED TO PRIOR YEARS HUB INVOICES RECEIVED AFTER THE CLOSE.
3		THE DISTRICT WILL FOLLOW THROUGH WITH ALLOCATION OF PRINCIPLE AND INTEREST.
4		NO CORRECTIVE ACTION IS WARRANTED AS THE ERROR WAS THE RESULT OF AN INADVERTENT DOUBLE POSTING OF A YEAR-END CASH TRANSFER WITHIN THE DISTRICT'S ACCOUNTING SOFTWARE PROGRAM.
NONE	SCHOOL PURCHASING PROGRAM	
NONE	SCHOOL FOOD SERVICE	
NONE	STUDENT BODY ACTIVITIES	
NONE	ASSA	
NONE	PUPIL TRANSPORTATION	
5	FACILITIES AND CAPITAL ASSETS	ALL FUTURE CAPITAL LEASES WILL BE DISTRICT SPECIFIC THE DISTRICT WILL FOLLOW THROUGH WITH ALLOCATION OF PRINCIPLE AND INTEREST.

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6	MISC.	ADDITIONAL STAFFING AS WELL AS REASSIGNMENT OF SUPERVISION AND PERFORMANCE OF DUTIES WILL BE IMPLEMENTED.
NONE	STATUS OF P/Y FINDINGS	

10. Request and Recommendation by the Business Administrator for the Board of Education Approval to Authorize Salem County Special Services School District to enter into a contract with US OMNI Employee Benefits Services Group to provide 403B Compliance Services.

It is recommendation by the Business Administrator that the Board of Education approve to authorize Salem County Special Services School District to enter into a contract with US OMNI Employee Benefits Services Group to provide 403B compliance services.

XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

**A. New Business:
PERSONNEL:**

1. Request and Recommendation of the Superintendent for Board of Education Approval of Increasing the Minimum Wage.

It is requested by the Superintendent that the Board of Education approve the increase in minimum wage from \$8.38 to \$8.44 an hour. This increase is recommended for the first pay in January 2017.

2. Request and Recommendation of the Superintendent for Board of Education Approval of Longevity Pay for Kendel Watson.

It is requested by the Superintendent that the Board of Education approve the retroactive longevity pay for Kendel Watson at \$800 per year. Mrs. Watson was overlooked for this pay due to her for the last 3 years.

3. Request and Recommendation of the Superintendent for Board of Education Approval of One Salary Increment for Sol Flores.

It is requested by the Superintendent that the Board of Education approve the retroactive salary increment for Sol Flores, IA Salem Campus. Sol Flores provided the district with a copy of her Substitute Certificate making her eligible for a one time salary increment according to the negotiated contract. Sol Flores will go from IA Step 6, \$18674 to IA Step 7, \$19,174, effective September 1, 2016.

4. Request and Recommendation of the Superintendent for Board of Education Approval of Jean Pillieri as a Program Secretary for Related Services.

It is requested by the Superintendent that the Board of Education approve the retroactive salary increment for Jean Pillieri, Related Services Program Secretary. Jean Pillieri has been the secretary of Related Services since 2007. Related Services is an enterprise fund. As such, CST and EIP program secretaries are both confidential and Mrs. Pillieri is not. It is recommended that the Board of Education approve Mrs. Pillieri as the Confidential Program Secretary retroactive to July 1, 2016, at the adjusted salary of \$38,000 from \$34,934.

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- 5. Request and Recommendation for Board of Education Approval to Employ Andrea Stomel as a Speech Language Specialist (13 hours per week at the Salem Campus) at the rate of \$76.00/hour through Therapy Source.**

It is recommended by the Superintendent that the Board of Education approve Andrea Stomel as a Speech Language Specialist (13 hours per week at the Salem Campus), effective December 13, 2016 through June 30, 2017 at the hourly rate of \$76.00/hour through Therapy Source.

- 6. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Deborah Lashbrook as a Substitute Instructor.**

It is requested by the Superintendent that the Board of Education approve the employment of Deborah Lashbrook, Substitute Instructor, \$85/day, effective January 3, 2017.

- 7. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Debbie Wagner as a Part-Time Non-Public Nurse.**

It is requested by the Superintendent that the Board of Education approve the employment of Debbie Wagner, Part-Time Non-Public Nurse, \$24/hour, effective December 15, 2016.

- 8. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Leevon Lacy as an Instructional Assistant at Upper Pittsgrove.**

It is requested by the Superintendent that the Board of Education approve the employment of Leevon Lacy, IA Upper Pittsgrove Campus, IA Step 3, \$17,974, effective December 9, 2016.

- 9. Request and Recommendation for Board of Education Approval of Christina Calabrese Stone, Daretown Teacher, for a clinical placement for the Spring of 2017.**

It is recommended by the Superintendent that the Board of Education approve Christina Calabrese Stone, Teacher at the Daretown School, for a clinical placement for the Spring 2017 through Rowan University for her Teacher of Students with Disabilities Certificate. Ms. Calabrese Stone will be mentored by Michelle Moore, Secondary Math Teacher. The student is required to complete 120, five days a week for six weeks.

- 10. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Experience for Grace Leonard, Speech Therapy student, for the months of December 2016 and January 2017.**

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Experience for Grace Leonard, Speech Therapy student, for the months of December 2016 and January 2017. Ms. Leonard will be supervised by Jane Whittinghill at the Cumberland Campus.

- 11. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Experience, Level 1, for Rachel Gavigan, Stockton University Occupational Therapy student.**

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Experience, Level I, for Rachel Gavigan, Stockton University Occupational Therapy student, from February 1, 2017 through April 12, 2017. Ms. Gavigan will be doing observation once a week and will be supervised by our OTs and COTAs.

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12. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Experience, Level 1, for Sarah Leayman, Philadelphia University Occupational Therapy student.

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Experience, Level 1, for Sarah Leayman, Philadelphia University Occupational Therapy student, from March 27, 2017 through May 19, 2017. Ms. Leayman will be doing observation once a week and will be supervised by our OTs and COTAs.

13. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Experience, Level II, for Jillan Randsdorp, Philadelphia University Occupational Therapy student.

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Experience, Level II, for Jillan Randsdorp, Philadelphia University Occupational Therapy student, from March 27, 2017 through May 19, 2017. Ms. Randsdorp will be transitioning to provide OT services, fully supervised by one or our OTs.

14. Request and Recommendation of the Superintendent for Board of Education Approval Establishing a Salary Guide for Internal Substitute Nurses.

It is recommended by the Superintendent that the Board of Education approve a salary guide for internal substitute nurses at the rate of \$100 per day from day 1 to 10, then \$120 from days 10 and beyond.

15. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Jacob Poeppel, Instructional Assistant-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the resignation of Jacob Poeppel, Instructional Assistant-Salem Campus, effective December 28, 2016.

PROFESSIONAL DEVELOPMENT

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Cost of Sub	Total Cost
ESY-Legal Standard/Programs/Transportation <i>Sponsored by NJPSAFEALegal One</i> Monroe, NJ - January 24, 2017	Todd Slimm	No Registration Fee Mileage & Tolls \$33.25	N/A	\$33.25
Mental Health Issues Bundle <i>Sponsored by Legal One</i> Monroe, NJ - February 9, 2017 Monroe, NJ - March 22, 2017 Online Course - Suicide Prevention	Todd Slimm	\$300 Registration Fee Mileage and Tolls - \$55.57	N/A	\$355.57
Section 504 in New Jersey <i>Sponsored by PESI</i> Mt. Laurel, NJ - February 10, 2017	Todd Slimm	\$199.99	N/A	\$199.99

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Addressing Staff Mental Health Issues <i>Sponsored by Legal One</i> Monroe, NJ - February 9, 2017	Jack Swain	\$150 Registration Fee	N/A	\$150
Addressing Student Mental Health Issues <i>Sponsored by Legal One</i> Monroe, NJ - March 22, 2017	Stacy Lockwood	\$150 Registration Fee Mileage & Tolls- \$55.57	N/A	\$150
EIRC Becoming a Mentor Educator: Methods for Success Oct. 19, 2016 -Blueprint for Becoming a Successful Mentor Educator Blackwood, NJ	Brian Cummings	Mileage Only- Registration previously approved on 9/27/16	N/A	

PROGRAMS:

1. Request and Recommendation for Board of Education Approval for a second 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 second 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 from February 16-19, 2017.

2. Request and Recommendation for Board of Education Approval of the Field Trip Requests for the Months of January and February, 2017.

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	Edelman Planeteria at Rowan	1/13/17	\$0.00	\$254.00	\$17.78	\$271.78
Cumberland Campus	Wood Lanes	1/20/18	\$198.00	1,350.00	\$94.50	\$1,642.50
Upper Pittsgrove	Wood Lanes	1/27/17	\$102.00	\$254.00	\$17.78	\$373.78
Cumberland Campus	Wood Lanes	1/27/17	\$180.00	1,350.00	\$94.50	\$1,624.50
Cumberland Campus	Wood Lanes	2/3/17	\$171.00	1,350.00	\$94.50	\$1,615.50
Cumberland Campus	Wood Lanes	2/10/17	\$171.00	1,350.00	\$94.50	\$1,615.50

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Upper Pittsgrove	Edelman Planeteria at Rowan	1/13/17	\$0.00	\$254.00	\$17.78	\$271.78
Cumberland Campus	Wood Lanes	1/20/18	\$198.00	1,350.00	\$94.50	\$1,642.50
Upper Pittsgrove	Wood Lanes	1/27/17	\$102.00	\$254.00	\$17.78	\$373.78

B. Old Business:

1.

INFORMATIONAL ITEMS

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

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

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

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

3. Request and Recommendation for Board of Education Approval to Accept and Approve the Affirmative Action Report SCSSSD (May Be Appropriate for Closed Session) (Handout)

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

4. Principal's/Administrator's Reports

Cumberland Campus
Daretown
Salem Campus
Upper Pittsgrove

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.

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.

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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:
STRIVE; SCVTS Negotiated Agreement

- 5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

- 6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

- 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

- 8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:

- 9. Matters involving quasi-judicial deliberations, and specifically:

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

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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