

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES – NOVEMBER 22, 2016

The Regular meeting of the Special Services School District and Vocational Technical School District of the County of Salem Board of Education was held at the Salem County Vocational Technical School, Board Conference Room, Woodstown, NJ, County of Salem, on Tuesday, November 22, 2016 at 7:00 p.m.

The Board Secretary led the group in the Pledge of Allegiance to the Flag.

The Board Secretary called the meeting to order at 7:00 a.m. at which time the following statement was read: “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.

CALL TO ORDER

Members Present: Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett,

Mr. Earl Ransome, Mrs. Julie Smith

Members Absent: Mr. James Davis, Ms. Margaret Nicolosi

Others Present: John Swain, Superintendent; Jennifer Bates, Assistant Superintendent; John Bolil, Business Administrator/Board Secretary; Jason Helder, CTHS Principal; Frank Maurer, Director of Special Programs/Human Resources, Todd Slimm, Principal SCSSSD Cumberland Campus, Jane Whittinghill, Director of Related Services and Autism Programs, James D’Amato, Principal SCSSSD Daretown School; Marie Alleva, Patty Bomba, Brenda Russell, Michelle Brown

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the Minutes of October 11, 2016 and Minutes and Executive Minutes of the October 18, 2016 Board of Education Meeting.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the acceptance of Agenda Addenda items for SCVTS of the Superintendent and Business Administrator.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the acceptance of Agenda Addenda items for SCSSSD of the Superintendent and Business Administrator.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

**AUDIENCE PARTICIPATION I / RECOGNITION OF FREEHOLDER
LIAISON – None**

AUDIENCE
PARTICIPATION I

OLD BUSINESS **Old Business:** None

NEW BUSINESS **New Business:** None

CORRESPONDENCE **Correspondence:**

- Stem Innovation Award
- Thank you note from Christian

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PRESENTATIONS **Presentations:**

- Pre-School Curriculum - Brenda Russell
- Upper Pittsgrove Student of the Month - Isaiah Langston
- Daretown Elementary Student of the Month - Jericho Diaz
- Daretown Secondary Student of the Month - Ivan Pacheco
- Cumberland Student of the Month - Darnell Henry

(Pages 7665-7666)

**BOARD SECRETARY/BUSINESS ADMINSTRATOR’S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the following:

BOARD SECRETARY’S REPORT

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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.
(Pages 7666-7672)

Business Administrator/Board Secretary November 22, 2016

Date

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 of September 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of September 2016.
(Pages 7672-7673)

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.

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.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

APPROVE TRANSFERS

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the transfer list of funds for the month ending September 30, 2016 to October 31, 2016.

(Page 7673)
Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

APPROVE
WARRANTS

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the following:

- Bills paid September 2016, October 2016
- Checks Voided October 2016
- Board Payment Approval List October 2016

(Pages 7673-7677)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve to accept a donation from “South Jersey Wheelmen Bicycle Club” in the amount of \$50.00.

(Page 7677)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

APPROVE TO
ACCEPT A
DONATION FROM
SOUTH JERSEY
WHEELMEN
BICYCLE CLUB

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the 2016-2017 EMC Software License Agreement for the Salem County Vocational Technical School in the amount of \$17,637.00.

APPROVE THE
2016-2017 EMC
SOFTWARE
LICENSE
AGREEMENT

Application:

School Budget, Accounting Reporting System	\$ 4,825.00
Requisition System	\$ 3,200.00
Accounts Receivable System	\$ 4,100.00
School Payroll System	\$ 2,412.00
Agency Accounting System	
School Personnel Information System	\$ 3,100.00
Fixed Assets Account System	
Activities Accounting System	
Total	\$17,637.00

(Page 7678)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education accept a response to our request for proposal from Comegno Law Group for a school attorney for Salem County Vocational Technical School. The legal services are as follows:

ACCEPT A
RESPONSE TO OUR
REQUEST FOR
PROPOSAL FROM
COMEGNO LAW
GROUP FOR A
SCHOOL ATTORNEY

Attorneys (Partners & Associates)

<u>Services</u>	<u>Hourly Rate</u>
All Services, i.e., Special Counsel, Special Education, Labor and Personnel, Construction, Court Time, etc.	\$175
<u>Paralegals</u>	
All Services, i.e., Special Counsel, Special Education, Labor and Personnel, Construction, Court Time, etc.	\$ 85

Billable Expenses (Other Costs/Expenses, including, but not limited to the following)

- Courier and other delivery expenses (including Federal Express, postage, etc.);
- On line legal research;

- Litigation expenses (including court costs, expert fees, subpoena fees, court reporter service, court reporting fees, etc...);
- Travel expenses (including mileage, tolls, lodging, meal, etc...);
- Photocopying;
- Scanning; and
- Telecopying.

As there were no other responses the Business Administrator recommends the acceptance of the proposal for the 2016-2017 school year.

(Pages 7678-7691)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Comment: Mr. Moffett asked about responses.

Response: Mr. Bolil noted it was sent to three firms and only one responded.

Comment: Mr. Donelson asked why there is no difference in Partners & Associates and rates Associated should be less.

APPROVE A
CONTRACT WITH
RICOH TO UPDATE
OUR SOFTWARE TO
DOCUWARE

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a contract with Ricoh to update our software to DocuWare in place of the Fortis document management system. The total cost is \$6,579.00.

(Pages 7692-7696)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

APPROVE
CONTRACT FOR
SUPPLEMENTAL
SNOW PLOWING

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a contract for supplemental snow plowing effective December 1, 2016 through April 30, 2017 to Wright's Lawn Service, LLC. Based upon the attached specifications, quotes were received on October 12, 2016 for Supplemental Snow Removal for the Salem County Board for Vocational Education and the Salem County Special Service School District. Seven companies were contacted for a quote. A copy of the contract, as proposed, is attached.

SPECIFICATIONS

Wright's Lawn Service

Truck with Blade	\$135.00/hr.
Backhoe	\$155.00/hr.
Snow Blowing per man	\$ 50.00/hr.
Salt (Asphalt)	\$ 33.00 per 100 lbs. Spread
Calcium Chloride (Concrete)	\$ 55.00 per 100 lbs. spread

Specifications were sent to:

Mike's Lawn Service P.O. Box 150 Harrisonville, NJ 08039	Delaware County Lawn and Landscape 130 Quaker Road Pennsville, NJ 08070
Henson's Chimney Service 507 Glassboro Road Woodstown, NJ 08098	Sutton & Sons Construction Co. 22 King Street Pennsville, NJ 08070
Richard E. Pierson Construction 426 Swedesboro Road Pilesgrove, NJ 08098	*Wright's Lawn Service, LLC P.O. Box 81 Cedarville, NJ 08311

Iron Hills Landscaping
624 Haines Neck Road
Woodstown, NJ 08098

* Lowest acceptable quote.

(Pages 7696-7697)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a service agreement between the Salem County Vocational Technical School District for PARS Environmental, Inc., of Robbinsville, New Jersey, to conduct the Right-to-Know Survey with the Written Hazardous Communication Plan, Online MSDS/SDS Database, and 6-Month Surveillance Fall 2016/Spring 2017 for the 2016-17 school year in the amount of \$5,050.

APPROVE A SERVICE AGREEMENT BETWEEN THE SCVTS AND PARS ENVIRONMENTAL, INC.

(Pages 7697-7698)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the Comprehensive Maintenance Plan for Salem County Board for Vocational Education Career and Technical High School for the 2015-2018 school year.

APPROVE THE COMPREHENSIVE MAINTENANCE PLAN FOR CTHS

(Page 7698)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a Confidential Record of Destruction Agreement with The Tab Group, Tab Shredding, Inc. of West Berlin, NJ to shred confidential records for Salem County Vocational Technical School District for the period from October 20, 2016 to October 20, 2017.

APPROVE A CONFIDENTIAL RECORD OF DESTRUCTION AGREEMENT WITH TAB GROUP

Confidential Records Picked up \$7.00 Price Per 50lb Unit

(Pages 7698-7699)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education accept the bids for Laser Simulator Bid Package Received on October 28, 2016.

ACCEPT THE BID FOR LASER SIMULATOR BID PACKAGE

Lasershot \$72,266.00
4214 Bluebonnet Drive
Stafford, TX 77477

FAAC (Milo) \$52,860.00
1195 Oak Valley
Ann Arbor, MI 48108

(Page 7700)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve to write off select student cafeteria balances from the food service account for Salem County Vocational Technical Schools.

APPROVE TO WRITE OFF SELECT STUDENT CAFETERIA BALANCES

NAME	AMOUNT	NAME	AMOUNT
K. R.	\$66.50	J. P.	\$3.50
A. E.	\$20.70	G. S.	\$3.50
J. W.	\$16.65	M. P.	\$3.30
J. P.	\$16.20	L. L.	\$3.00
S. H.	\$13.75	L. F.	\$2.95
J. C.	\$13.25	S. S.	\$2.75
C. L.	\$11.75	E. K.	\$2.50
E. M.	\$11.00	J. G.	\$2.50
E. M.	\$10.50	J. H.	\$2.35
A. D.	\$10.00	J. H.	\$2.35
H. W.	\$9.75	N. R.	\$2.25
C. G.	\$9.10	D. D.	\$2.25
K. Z.	\$7.00	S. G.	\$2.25
T. H.	\$6.25	J. T.	\$1.75
B. F.	\$5.75	M. S.	\$1.50
J. K.	\$5.75	N. M.	\$1.40
C. M.	\$5.75	J. J.	\$1.25
T. H.	\$5.50	J. F.	\$1.20
C. R.	\$5.50	C. S.	\$1.05
K. L.	\$5.25	M. M.	\$1.00
J. N.	\$5.00	A. J.	\$0.75
B. S.	\$4.55	Z. T.	\$0.75
R. W.	\$4.50	C. O.	\$0.75
B. S.	\$4.50	E. S.	\$0.50
P. O.	\$3.50	C. B.	\$0.50
E. T.	\$3.50	E. F.	\$0.50
M. Z.	\$3.50	K. T.	\$0.50
K. S.	\$3.50	B. M.	\$0.40
A. S.	\$3.50	A. L.	\$0.25
C. D.	\$3.50	L. B.	\$0.25

Ayes (5) *Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith* Noes () Abstain () Non- Vote ()

Comment: Mr. Halter was impressed that the SCVTS write off was so small. Mr. Ransome agreed.

Superintendent’s Report – Vocational Technical School District

Personnel:

Moved by Mr. Ransome and seconded by Mr. Halter that the Board of Education approve the following:

- Accept the resignation of Victoria Cabral, Instructional Assistant-TLC effective October 31, 2016.
(Page 7700)
- Accept the resignation of Angelina Karpolorich, Food Service Aide effective November 24, 2016.
(Page 7700)
- Angelina Karpolorich as an Substitute Instructor, effective November 28, 2016 at \$85/day no benefits.

APPROVE
PERSONNEL

- Melinda Baker as an Substitute Instructor, effective November 1, 2016 at \$85/day no benefits.
- Shaylen Pearson as a Part-Time ESL Instructor-Adult Education, effective November 1, 2016 at \$13/hour until final certification is received, then \$31/hour.
- Revise the employment contract for Maegan Wright as an Student Food Service Aide. The previously approved contract was at the incorrect minimum salary of \$8.25 not \$8.38.
- Revise the employment contract for Roland Carter, Food Service Director for SCVTS and SCSSSD. It is requested that Roland Carter’s salary be revised to a combined amount \$98,925.

Comment: Mr. Halter questioned why?

Response: Mr. Bolil responded that the change was to make the amount pensionable.

- Employment contract of Jennifer Bates as Assistant Superintendent for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2016 through June 30, 2017. Final approval of Dr. Bates’s contract has been given by the Interim Executive Regional Superintendent, Margaret Nicolosi.

(Pages 7700-7703)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith Noes () Abstain () Non- Vote ()

Professional Development

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the following professional development activities and costs associated with the activities.

APPROVE
PROFESSIONAL
DEVELOPMENT

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
National FFA Convention, Indianapolis, IN, October 18, 2016 – October 22, 2016 Original Expenses Approved at the 8/30/16 Board Meeting	Keely DiTizio	\$35.01 Difference in airfare, \$50.00 – Difference in hotel, \$50.00 – Difference in baggage cost	\$135.01 – difference in airfare, hotel and baggage cost (Acct:#11-140-100-580-53-000)
McSiip Workshop - How the Brain Learns Mathematics – Maximizing Student Success Rowan University – Robin Hall, Room 212, Glassboro, NJ, November 17, 2016	Paula Leo	\$149.00 Registration \$10.54 mileage	\$159.54 Registration (NCLB Title IA) Mileage (Acct: #11-140-100-580-52-002)

FABTECH 2017 – Industry Trade Show and Seminars Las Vegas Convention Center, Las Vegas, Nevada, November 15, 2016 – November 18, 2016 Original Expenses Approved at the 9/27/16 Board Meeting	Stephanie Hoffman	\$146.00 Difference in airfare	\$146.00 difference in airfare (Acct:#11-310-100-580-18-002)
National ACTE CareerTech Vision Conference, Las Vegas, Nevada, November 30-December 3, 2016 Approved at September 27, 2016 meeting, air fare and hotel cost was not finalized at time of approval.	Jason Helder John Swain	\$942.00 air fare \$1,912 hotel	\$2,854 paid through Perkins Post Secondary Funds
Best Practices for Improving Classroom Management, 12 Centre Drive, Monroe Twp., NJ 08831, December 2, 2016	Nicole Pham	\$78.74 Mileage \$169.00 Registration	\$247.74 (Acct:#11-140-100-580-55-002)
EIRC Live Surgery Workshop, Camden County College, December 15, 2016	Frank Walsh Wandra Wells	\$18.60 mileage per person	\$37.20
NJASA Techspo Conference, Atlantic City, NJ, January 26-27, 2017	Karlyle Adams	\$425.00 registration \$26.04 mileage and \$10.00 tolls	\$461.04 Registration, mileage and tolls
AMTNJ's 26 th Annual Two-Day Conference, The National Conference Center & Holiday Inn, 399 Monmouth Street, East Windsor, NJ 08520, December 9, 2016 only	Eric Lockwood	\$30.38 Mileage \$205.00 Registration	\$235.38 Mileage - (Acct: 11-140-100-580-52-002) Registration - (NCLB IIA)
AMTNJ's 26 th Annual Two-Day Conference, The National Conference Center & Holiday Inn, 399 Monmouth Street, East Windsor, NJ 08520, December 9, 2016 only	Nicole Kopp	\$22.82 Mileage \$205.00 Registration	\$227.82 Mileage (Acct:#11-140-100-580-52-002) Registration (NCLB Title IIA)
PEOSH/NJADP 2016-17 Indoor Air Quality Training, Camden County Vo-Tech, Sicklerville, NJ, March 17, 2017	Kevin Shipman	Using district vehicle.	\$0
School IPM Coordinators Training, Camden County Vo-Tech, Sicklerville, NJ, May 5, 2017	Kevin Shipman	Using district vehicle.	\$0

Ayes (5) *Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith* Noes () Abstain () Non-Vote ()

APPROVE
PROGRAMS

Programs:

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the following:

- Membership in ACTE is approved for Matt DiTizio at a cost of \$100. Said amount had been included in the ACTE Conference registration fees approved on September 27, 2016.
- Payment for the mentoring completed by the following instructors during the 2015-16 school year by the Board of Education. During the mentoring of the novice instructors, payment arrangements were not made by the district with the novice instructors to collect the mentoring fees. As such, the mentors have not been paid the fees. According to state guidelines, the novice teacher is required to pay the district and the district is required to pay the mentor upon completion of the program, unless the district opts to pay the fee.

Mentor	Novice Instructor	Fee
Kimberly Bunting	Arthur Mendini	\$550/CEAS
Nicole Pham	Carly Chaapel Eric Lockwood	\$1,000/CE \$1,000/CE
Brian Quinn	Stephanie Hoffman Matthew DiTizio	\$550/CEAS \$550/CEAS

- Payment for the mentoring by the Board of Education. According to state guidelines, the novice teacher is required to pay the district and the district is required to pay the mentor upon completion of the program, unless the district opts to pay the fee. It is recommended that the Board of Education approve the district paying the fees, provided that the Novice instructor remain with the school district two years after obtaining the standard certification. If the novice instructor vacates the position prior they must reimburse the district the fee paid, prior to their last day.

Comment:

The question was raised by Mrs. Smith as to what was the difference between items 2 and 3?

Dr. Bates responded that they related to the ending and beginning of the process. She asked Dr. Bates to clarify #3.

Dr. Bates pointed out that the instructor pays the district and the district pays the mentors.

Mrs. Smith then asked how often were the workshops.

Dr. Bates said they were held 2-3 times in the summer.

- Reimbursement of current employees fingerprinting fees to obtain a School Bus driver's license of the district. Currently, the Board of Education reimburses employees the cost of the license itself. However, the state requires any individual who seeks a school bus driver's license to be fingerprinted. These fingerprints cannot be archived and the employee must pay the cost of the fingerprinting themselves, while meeting a request of the district to obtain a CDL.

- Accept 2015-16 carryover funds from the NJDOE for the Individuals with Disabilities Education Act (IDEA) Basic Grant. The funds will be used during the 2016-17 school year for increased contracted child study team services as a result of increased special education population and required services.
- Adult Post-Secondary Program Offerings and Tuition Costs Beginning January 2017.

CTE Post-Secondary Program	Program Hours	Cost*
Patient Care Technician (includes mandatory externship)	200	\$2,625
Medical Assistant (includes mandatory externship)	200	\$,2625
Certified Nurse Aide in Long Term Care Facilities (includes mandatory externship)	90	\$1,525
Home-Maker Home Health Aide (includes mandatory externship)	76	\$1,125
BLS Certification (American Heart Association)	8-10	\$70
Phlebotomy Technician plus 160 hour externship	210	\$1,475
Phlebotomy Technician (venipuncture experience only)	50	\$750
ECG Technician (ECG completion only)	50	\$750
National Retail Federation Customer Service and Sales Certification	75	\$1,125
Stackable: Phlebotomy Certification	25	\$375
Stackable: Home-Maker Home Health Aide for Certified CNA's	10	\$225
Stackable: ECG Certification	25	\$375
Stackable: Workplace Readiness Credential	46-50	\$750
Microsoft and Computer Literacy Training Series and Customer Service/Sales (Course are up to 12 students)		By session offered:

Level 1: Introduction to Computers and Office Suite	50	\$5,250
Level 2: Advanced Computers and Office Suite	50	\$5,250
Level 3: Microsoft Office- A Skills Approach	50	\$6,500
Level 4: Microsoft Office- Certification Course	50	\$6,500**
Workplace Readiness Credential (includes exam)	46-50	\$6,000
National Retail Federation Customer Service and Sales Certification (includes 2 exam fees)	55-75	\$6,500

*Cost may not include registration fees, books, uniforms, or external exam fees when applicable.

** Does not include exam fees of \$150 per exam (for up to four exams-\$600)

- A Training Partner Commitment Agreement with TeamLife Training Center and the Salem County Vocational Technical School District to offer Basic Life Saving trainings for the SCVTS and SCSSSD School District and the community. Wandra Wells, an employee at SCVTS, will receive her BLS instructor certification in December from the Team Life Training Center.
(Page 7703)
- A pilot program with Friends Village and Rutgers University to train Certified Nurse Aides to become Home Health Aides with a Medication Aide Certification. The Medication Aide Certification is new in New Jersey for Home Health Aides. The curriculum was developed by Rutgers University and they will be overseeing the program. The course will be held Wednesday evenings starting January 11, 2017 to March 1, 2017. Classes will be held at Salem Community College and Friends Village. There is no cost to the district for this program.
- The following revised affiliation agreements between the Board of Education of the Special Services School District and the Vocational School District of the County of Salem for the 2016-2017 school year to provide clinical facilities for students to complete appropriate clinical hours and experiences preparing students to earn certification in the EKG Technician, Patient Care Technician, Phlebotomist and Medical Assistant programs.

The Memorial Hospital of Salem
Cooper Hospital

(Pages 7704-7707)
- Career and Technical High School junior and senior prom at Brigalias Banquet facility in Sicklerville, NJ on May 11, 2017. The students will purchase tickets at the cost of \$65.00 each.

The Career and Technical High School will host a promenade in the multipurpose room from 5:00 – 6:00 PM for parent and student photographs. At 6:00 PM the

students will board a bus (subsidized by the school district at no cost to the students) that will transport them to the prom site. Four (4) fifty-five passenger Coach buses will be provided by Sheppard Bus Company that will pick up the students at SCVTS at 6:00 PM and take the students and chaperones to Brigalias in Sicklerville, NJ. The buses will pick up the students at the prom site and return trip back to SCVTS at 10:30pm. The estimated time of arrival back at SCVTS is 11:15pm. The cost for the (4) four buses will be \$3400.00 (\$850.00 per bus).

Cost to District:

4 buses x \$850.00	\$ 3400.00 (Acct # 11-000-270-512-029-02)
DJ Services	\$ 750.00 (Student Activity Account)
Deposit	\$ 500.00 (Student Activity Account)
Decorations/Favors	\$ 1000.00 (Student Activity Account)
Chaperone Fee (10)	\$ 450.00 (Acct # 11-401-100-610-029-02)

- 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
NJIT – Newark College of Engineering Career Day, Newark, NJ	Thirteen (13) Junior/Seniors and one (1) chaperone	December 2, 2016	SCVTS Bus - \$125.00 (Acct# 11-000-270-512-36-002)
Longwood Gardens, Kennett Square, PA	Twenty-five (25) Garden Club members and two (2) chaperones	December 9, 2016	\$307.18 - BR Williams Bus Garden Club Student Activity Account \$85.00 Substitute
M. Davis & Sons, Wilmington, DE	Twenty-five (25) Welding students and one (1) chaperone	December 14, 2016	\$307.18 - BR Williams Bus \$85.00 Substitute
Salem County Community College, Carney's Point, NJ	Fourteen (14) Allied Health students and one (1) instructor	January 11, 2017	SCVTS Bus - \$150.00 (Acct# 11-000-270-512-03-002) \$85.00 substitute
ATC/Automotive Training Center, Warminster, PA	Thirteen (13) Auto Collision students and (1) instructor	January 13, 2017	\$307.18 – BR Williams Bus (Acct #11-000-270-512-05-002) Substitute not needed
Southern NJ Regional HOSA Competition Location TBD	Ten (10) Allied Health students and one (1) instructor	January 28, 2017	\$274.26 BR Williams Bus – (Acct# 11-000-270-512-03-002) Substitute not needed
International Beauty Show, Javitz Center, NYC	Thirty-five (35) cosmetology students and one (1) instructor	March 14, 2017	\$475.00 BR Williams (Acct# 11-000-270-512-10-002) (Student Activity Account) \$85.00 substitute

- 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.	FFA	Poinsettia Sale – Cost - \$10.00 each	November 15, 2016 – December 15, 2016
B.	Garden Club	Candy cane grams Students/teachers/staff will be able to purchase a candy cane for \$1 and personalize a message to send to someone else for delivery on December 22, 2016.	November 30, 2016 to December 21, 2016
C.	Culinary Program	Christmas Cookies – assorted cookies will be sold	December 1 to 22, 2016
D.	FFA	Christmas Tree Sale \$40 - \$50 depending on size of tree All trees will be available at the SCVTS campus	December 1 to 23, 2016
E.	SkillsUSA	Volleyball Tournament 6 – 9pm, SCVTS Gym \$2 per player; \$1 to watch	December 2, 2016
F.	FFA	Breakfast with Santa 8 – 11am, SCVTS Cafeteria \$5 for kids 3-12yrs. \$10 for adults	December 17, 2016

- The SCVTS FFA Club and the Oakwood Summer Theatre to host a dinner theatre production of “Scrooge the Musical” in the SCVTS cafeteria on December 9, 2016 from 6:30 pm to 9:30 pm. The Italian Kitchen will be catering the dinner portion of the event. Tickets are \$25.00 which covers dinner and admission to the show. Money raised will be utilized for the Oakwood Summer Theatre summer show season. Members of the Oakwood Summer Theatre and SCVTS FFA members will serve the food. The FFA will earn a \$200 donation.
- FFA members to work with biologist and other volunteers to clean out Wood Duck boxes at Supawna Meadows National Wildlife Refuge on January 7, 2017. Students will help researchers create a report for NJ Fish and Wildlife indicating what species were found during the study.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

Old Business: None

POLICY

Policy:

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve and adopt the final reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):

- 1140 Affirmative Action Program – Policy (M)
- 1220 Employment of Chief School Administrator – Policy (M)
- 1310 Employment of School Business Administrator/Board Secretary –Policy
- 1523 Comprehensive Equity Plan – Policy (M)
- 1530 Equal Employment Opportunities – Policy & Regulation (M)
- 1550 Affirmative Action Program for Employment and Contract Practices – Policy (M)
- 2200 Curriculum Content – Policy & Regulation (M)
- 2260 Affirmative Action Program for School and Classroom Practices – Policy (M)
- 2411 Guidance Counseling - Policy & Regulation (M)
- 2414 Programs and Services for Students in High Poverty and in High Need School Districts -Regulation (M)
- 2423 Bilingual and ESL Education – Policy & Regulation (M)
- 2610 Educational Program Evaluation – Policy (M)
- C2622 Student Assessment – Policy (M)
- 3111 Creating Positions – Policy
- 3124 Employment Contract –Policy
- 3125 Employment of Teaching Staff Members – Policy (M)
- 3125.2 Employment of Substitute Teachers – Policy
- 3126 District Mentoring Program – Policy & Regulation
- 3141 Resignation –Policy
- 3144 Certification of Tenure Charges – Policy & Regulation
- 3159 Teaching Staff Member/School District Reporting Responsibilities –Policy
- 3231 Outside Employment as Athletic Coach –Policy
- 3240 Professional Development for Teachers and School Leaders – Policy (M)
- 3240 Professional Development for Teachers and School Leaders – Regulation
- 3244 In-Service Training –Policy & Regulation (M) (Abolished)
- 4159 Support Staff Member/School District Reporting Responsibilities –Policy
- 5305 Health Services Personnel – Policy
- 5330 Administration of Medication – Regulation (M)
- 5339 Screening for Dyslexia – Policy (M)
- 5350 Student Suicide Prevention –Policy
- 5350 Student Suicide –Regulation
- 5460 High School Graduation – Policy (M)
- 5514 Student Use of Vehicles on School Grounds - Policy
- 5514 Student Use of Vehicles – Regulation (Abolished)
- 5750 Equal Educational Opportunity – Policy (M)
- 5755 Equity in Educational Programs and Services – Policy (M)
- 7481 Unmanned Aircraft Systems (UAS also known as Drones) –Policy (New)
- 8441 Care of Injured and Ill Persons – Policy & Regulation (M)
- 8454 Management of Pediculosis – Policy (New)
- 8630 Bus Driver/Bus Aide Responsibility – Policy (M)
- 8630 Emergency School Bus Procedures – Regulation (M)
- 9541 Student Teachers/Interns – Policy

(Pages 7707-7751)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith

Noes ()

Abstain ()

Non-Vote ()

Information Reports

- CTHS Principals Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report
- Schalick Academy Award Winners – Italian Heritage Competition
- Graduation by Pathway Data Collection Report

(Pages 7751-7754)

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education accept and approve the Monthly HIB Report SCVTSD (May Be Appropriate for Closed Session) – None Ayes (5) *Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith* Noes () Abstain () Non- Vote ()

ACCEPT AND APPROVE THE MONTHLY HIB REPORT

BOARD SECRETARY/BUSINESS ADMINSTRATOR’S REPORT- SPECIAL SERVICES SCHOOL DISTRICT

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the following:

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of August 2016 and September 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.

BOARD SECRETARY’S REPORT

(Pages 7754-7766)

	<u>November 22, 2016</u>
Business Administrator/Board Secretary	Date

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

RECONCILIATION OF CASH FOR SCHOOL FUNDS REPORT

(Pages 7766-7770)

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.

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.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith Noes () Abstain () Non- Vote ()

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the transfer of funds for the months ending September 30, 2016 to October 31, 2016.

APPROVE TRANSFERS

(Page 7770)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith Noes () Abstain () Non- Vote ()

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the following:

APPROVE WARRANTS

- Board Payment Approval List October 2016

(Pages 7770-7771)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

**BOARD SECRETARY/BUSINESS ADMINSTRATOR’S NEW BUSINESS
SPECIAL SERVICES SCHOOL DISTRICT**

APPROVE THE
2016-17
TRANSPORTATION
CONTRACTS

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the 2016-2017 Transportation Contracts and Contract Addenda, 2016-2017 School Jointure.

(Pages 7772-7773)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

APPROVE THE
2016-17 EMC
SOFTWARE
LICENSE
AGREEMENT FOR
SCSSD

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the 2016-2017 EMC Software License Agreement for the Salem County Special Services School District in the amount of \$17,637.00.

Application:

School Budget, Accounting Reporting System	\$ 4,825.00
Requisition System	\$ 3,200.00
Accounts Receivable System	\$ 4,100.00
School Payroll System	\$ 2,412.00
Agency Accounting System	
School Personnel Information System	\$ 3,100.00
Fixed Assets Account System	
Activities Accounting System	
Total	\$17,637.00

(Page 7774)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

ACCEPT A
RESPONSE TO OUR
REQUEST FOR
PROPOSAL FROM
COMEGNO LAW
GROUP

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education accept a response to our request for proposal from Comegno Law Group for a school attorney for Salem County Special Services School District. The legal services are as follows:

Attorneys (Partners & Associates)

<u>Services</u>	<u>Hourly Rate</u>
All Services, i.e., Special Counsel, Special Education, Labor and Personnel, Construction, Court Time, etc.	\$175

Paralegals

All Services, i.e., Special Counsel, Special Education, Labor and Personnel, Construction, Court Time, etc.	\$ 85
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Billable Expenses (Other Costs/Expenses, including, but not limited to the following)

- Courier and other delivery expenses (including Federal Express, postage, etc.);
- On line legal research;
- Litigation expenses (including court costs, expert fees, subpoena fees, court reporter service, court reporting fees, etc...);
- Travel expenses (including mileage, tolls, lodging, meal, etc...);
- Photocopying;
- Scanning; and
- Telecopying.

As there were no other responses the Business Administrator recommends the acceptance of the proposal for the 2016-2017 school year.

(Page 7774-7787)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a One-on-One Bus Aide Agreement between Salem County Special Services School District and Bridgeton Public School District. Payment to district employees will be made at their regular hourly rate.

APPROVE A ONE-ON-ONE BUS AIDE AGREEMENT WITH SCSSSD & BRIDGETON PUBLIC SCHOOL DISTRICT

(Page 7788)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a Bus Aide/Bus Service Agreement between Salem County Special Services School District and Upper Deerfield School District. Payment to district employees will be made at their regular hourly rate.

APPROVE A BUS AID/BUS SERVICE AGREEMENT WITH SCSSSD & UPPER DEERFIELD SCHOOL DISTRICT

(Page 7788)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a contract for supplemental snow plowing effective December 1, 2016 through April 30, 2017 to Wright's Lawn Service, LLC. Based upon the attached specifications, quotes were received on October 12, 2016 for Supplemental Snow Removal for the Salem County Board for Vocational Education and the Salem County Special Service School District. Seven companies were contacted for a quote. A copy of the contract, as proposed, is attached.

APPROVE A CONTRACT FOR SUPPLEMENTAL SNOW PLOWING

SPECIFICATIONS

Wright's Lawn Service

Truck with Blade	\$135.00/hr.
Backhoe	\$155.00/hr.
Snow Blowing per man	\$ 50.00/hr.
Salt (Asphalt)	\$ 33.00 per 100 lbs. Spread
Calcium Chloride (Concrete)	\$ 55.00 per 100 lbs. spread

Specifications were sent to:

Mike's Lawn Service P.O. Box 150 Harrisonville, NJ 08039	Delaware County Lawn and Landscape 130 Quaker Road Pennsville, NJ 08070
Henson's Chimney Service 507 Glassboro Road Woodstown, NJ 08098	Sutton & Sons Construction Co. 22 King Street Pennsville, NJ 08070
Richard E. Pierson Construction 426 Swedesboro Road Pilesgrove, NJ 08098	*Wright's Lawn Service, LLC P.O. Box 81 Cedarville, NJ 08311
Iron Hills Landscaping 624 Haines Neck Road Woodstown, NJ 08098	

* Lowest acceptable quote.

(Pages 7788-7789)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve a Confidential Record of Destruction Agreement with The Tab Group, Tab Shredding, Inc. of West Berlin, NJ to shred confidential records for Salem County Special Services School District for the period from October 20, 2016 to October 20, 2017.

(Page 7790)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the Comprehensive Maintenance Plan for Salem County Special Services School District for the 2015-2018 school year.

(Page 7790)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve Jennifer Bates to attend Human Resource Law: What You Need to Know conference in Atlantic City on December 14, 2016, taking the place of Mr. Swain who will be on vacation that week. Registration is \$349 and was previously board approved on September 27, 2016 for Mr. Swain.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve to write off select student cafeteria balances from the food service account for Salem County Special Services School District.

NAME	SCHOOL	AMOUNT OWED	NAME	SCHOOL	AMOUNT OWED
Z. A.	ALTERNATIVE	\$255.25	V. V.	ALTERNATIVE	\$2.00
N. A.	ALTERNATIVE	\$61.00	Z. W.	ALTERNATIVE	\$263.00
J. B.	ALTERNATIVE	\$75.75	D. Z.	ALTERNATIVE	\$2.00
D. B.	ALTERNATIVE	\$15.75	J. B.	DARETOWN	\$747.25
M. C.	ALTERNATIVE	\$36.75	B. B.	DARETOWN	\$140.85
S. C.	ALTERNATIVE	\$8.50	J. D.	DARETOWN	\$24.20
H. D.	ALTERNATIVE	\$75.45	J. H.	DARETOWN	\$0.40
S. D.	ALTERNATIVE	\$350.25	A. K.	DARETOWN	\$22.75
R. D.	ALTERNATIVE	\$330.50	D. L.	DARETOWN	\$24.80
M. G.	ALTERNATIVE	\$37.25	D. L.	DARETOWN	\$9.05
D. G.	ALTERNATIVE	\$370.30	J. M.	DARETOWN	\$33.40
A. H.	ALTERNATIVE	\$2.00	L. N.	DARETOWN	\$96.50
Z. J.	ALTERNATIVE	\$67.50	J. P.	DARETOWN	\$72.60
R. K.	ALTERNATIVE	\$88.25	E. S.	DARETOWN	\$15.00
Z. M.	ALTERNATIVE	\$32.40	D. S.	DARETOWN	\$73.80
B. S.	ALTERNATIVE	\$32.00	J. S.	DARETOWN	\$13.75
D. S.	ALTERNATIVE	\$303.30	R. T.	DARETOWN	\$69.15
A. A.	SALEM	\$75.50	M. L.	SALEM	\$247.80
A. A.	SALEM	\$34.00	S. M.	SALEM	\$6.50
A. B.	SALEM	\$57.35	R. M.	SALEM	\$527.70
M. C.	SALEM	\$3.25	J. E. M.	SALEM	\$175.10
J. C.	SALEM	\$64.40	A. M.	SALEM	\$359.60
K. C.	SALEM	\$7.00	M. M.	SALEM	\$92.50
C. C.	SALEM	\$6.60	T. M.	SALEM	\$63.55

APPROVE A CONFIDENTIAL RECORD OF DESTRUCTION AGREEMENT WITH THE TAB GROUP

APPROVE THE COMPREHENSIVE MAINTENANCE PLAN FOR SCSSD

APPROVE JENNIFER BATES TO ATTEND HUMAN RESOURCE LAW: WHAT YOU NEED TO KNOW CONFERENCE

APPROVE TO WRITE OFF SELECT STUDENT CAFETERIA BALANCES

J. C.	SALEM	\$42.20	Z. M.	SALEM	\$54.60
J. C.-W.	SALEM	\$1,090.30	K. N.	SALEM	\$573.90
J. C.	SALEM	\$418.70	S. O.	SALEM	\$80.05
E. C.	SALEM	\$3.70	J. P.	SALEM	\$15.00
A. D.	SALEM	\$376.35	N. P.	SALEM	\$8.40
H. F.	SALEM	\$19.75	E. R.-W.	SALEM	\$36.90
E. F.	SALEM	\$819.15	J. R.	SALEM	\$71.80
S. F.	SALEM	\$7.10	K. R.	SALEM	\$84.60
C. F.	SALEM	\$49.60	A. S.	SALEM	\$172.15
S. G.	SALEM	\$122.50	C. S.	SALEM	\$20.75
R. G.	SALEM	\$252.20	D. S.	SALEM	\$327.30
J. H.	SALEM	\$99.00	I. S.	SALEM	\$51.10
J. H.	SALEM	\$81.80	L. S.	SALEM	\$74.65
B. J.	SALEM	\$320.25	N. S.	SALEM	\$72.80
D. J.	SALEM	\$48.25	A. T.	SALEM	\$1,062.60
M. J.-L.	SALEM	\$68.95	J. V.	SALEM	\$1,221.25
A. J.	SALEM	\$148.60	E. V.-P.	SALEM	\$556.25
C. J.	SALEM	\$78.20	K. W.	SALEM	\$490.35
D. J.	SALEM	\$432.00	N. W.	SALEM	\$155.60
R. J.	SALEM	\$76.20	J. Z.	SALEM	\$38.75
I. K.	SALEM	\$8.50			

Ayes (5) *Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith* Noes () Abstain () Non-Vote ()

Comment: Mr. Halter noted the large difference from SCVTS and asked if we contacted the families to see if they qualified for free & reduced lunches.

Response: Mr. Bolil noted that Mr. Carter is addressing this issue.

Superintendent’s Report – Special Services School District

Personnel:

Moved by Mr. Donelson and seconded by Mr. Halter that the Board of Education approve the following:

APPROVE
PERSONNEL

- Kathy Rieti-Neff as a School Social Worker for Child Study Team, effective October 1, 2016 at the daily rate of \$358.00/day, on an as needed basis, no benefits.
- Brittany Migoley as an Instructional Assistant-Daretown Campus, effective November 14, 2016 at the prorated salary of \$17,974.
- Melinda Baker as an Substitute Instructor, effective November 1, 2016 at \$85/day no benefits.
- The resignation of Leidy Shicay, Instructional Assistant-Daretown Campus effective November 4, 2016.
(Page 7791)
- April Hogate as a Clinical Practicum Student in physical therapy under the supervision of Catherine MacNeill. The experience will be from November 2016 to January 2017.
- Brenda Russell for an Administrative Internship under the Supervision of Dr. Jennifer Bates. Mrs. Russell is currently enrolled at Rowan University to complete her Supervisor Certification. This internship will be for the remainder of the 2016-2017 school year.

- Michelle Brown for an Administrative Internship under the Supervision of Dr. Todd Hackett-Slimm. Mrs. Brown is currently enrolled at Rowan University to complete her Supervisor Certification. This internship will be for the remainder of the 2016-2017 school year.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith Noes () Abstain () Non- Vote ()

APPROVE
PROFESSIONAL
DEVELOPMENT

Professional Development:

Moved by Mr. Donelson and seconded by Mr. Ransome 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
Keyboard Consultants Training - ½ day training at Upper Pittsgrove Site with Education Consultant - November 16, 2016	Upper Pittsgrove Teachers/ Instructional Aides	\$695		\$695
Conference For School Based OTs <i>Sponsored by BER</i> Voorhees, NJ - December 6, 2016	Shannon Leady	\$249 Registration \$9.90 Mileage	N/A	\$258.90
PEOSH/NJADP 2016-17 Indoor Air Quality Training, Camden County Vo-Tech, Sicklerville, NJ – March 17, 2017	John Carbonetta	Using district vehicle.		\$0
School IPM Coordinators Training, Camden County Vo-Tech, Sicklerville, NJ – May 5, 2017	John Carbonetta	Using district vehicle.		\$0
Legally Compliant IEPs <i>Sponsored by NJPSAFE</i> Mt. Laurel, NJ - December 5, 2016	Todd Slimm	\$150 Reg./ \$18.29 Mileage	N/A	\$168.29
Techspo 2017 <i>Sponsored by NJASA</i> Atlantic City, NJ January 26-27, 2017	Harry Rodriguez	\$425 Reg./ \$32.86 Mileage \$99 Room Rate	N/A	\$556.86

- The payment for the mentoring completed by the following instructors during the 2015-16 school year by the Board of Education. During the mentoring of the novice instructors, payment arrangements were not made by the district with the novice instructors to collect the mentoring fees. As such, the mentors have not been paid the fees. According to state guidelines, the novice teacher is required to pay the district and the district is required to pay the mentor upon completion of the program, unless the district opts to pay the fee.

Mentor	Novice Instructor	Fee
Brian Cummings	Matthew Karr	\$550/CEAS
Melissa Dickson	Janice Jenkins	\$1,000/CE
Stacy Willingmyre	Deidre Richart	\$1,000/CE

- The payment for the mentoring by the Board of Education. According to state guidelines, the novice teacher is required to pay the district and the district is required to pay the mentor upon completion of the program, unless the district opts to pay the fee. It is recommended that the Board of Education approve the district paying the fees, provided that the Novice instructor remain with the school district two years after obtaining the standard certification. If the novice instructor vacates the position prior they must reimburse the district the fee paid, prior to their last day.
- The reimbursement of current employees fingerprinting fees to obtain a School Bus driver's license of the district. Currently, the Board of Education reimburses employees the cost of the license itself. However, the state requires any individual who seeks a school bus driver's license to be fingerprinted. These fingerprints cannot be archived and the employee must pay the cost of the fingerprinting themselves, while meeting a request of the district to obtain a CDL.

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

Programs:

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education approve the following:

APPROVE
PRORAMS

- The offering of the extended school year program from July 10, 2017 to August 18, 2017.
- The following sites for the Transitional Career Program Job Shadowing for the 2016-2017 school year:

Alloway Village Hardware	Appel Farm
43 N. Greenwich Street	457 Shirley Road
Alloway, NJ 08001	Elmer, NJ 08318

- The following field trips for the 2016-2017 school year:

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
Upper Pittsgrove	Levoy Theater/McDonalds	12/8/16	\$120.00	\$260.00	\$18.20	\$398.20
Cumberland Campus	Levoy Theater - 10:30 show	12/8/16	\$256.00	\$1,280.00	\$89.60	\$1,625.60
Cumberland Campus	Levoy Theater - 12:30 show	12/8/16	\$384.00	\$1,020.00	\$71.40	\$1,475.40
Daretown	Pinnacle Parkour/Wendy's	12/16/16	\$450.00	\$260.00	\$18.20	\$728.20
Daretown	Friends Village/Wendy's	12/22/16	\$0.00	\$195.00	\$13.65	\$208.65
Upper Pittsgrove	Friends Village/Wendy's	12/22/16	\$0.00	\$164.00	\$11.48	\$175.48

Cumberland Campus	Holly City Family Center Pool (Millville, NJ) To promote physical fitness through swimming and aquatic exercise.	1/10/17	\$0.00	\$640.00	\$44.80	\$684.80
Cumberland Campus	Holly City Pool	1/24/17	\$0.00	\$960.0	\$67.20	\$1,027.20
Cumberland Campus	Holly City Pool	2/7/17	\$0.00	\$640.00	\$44.80	\$684.80
Cumberland Campus	Holly City Pool	2/21/17	\$0.00	\$640.00	\$44.80	\$684.80

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non-Vote ()*

ACCEPT AND APPROVE THE MONTHLY HIB REPORT

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education accept and approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) *None Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith* *Noes ()* *Abstain ()* *Non-Vote ()*

POLICY

Policy:

Moved by Mr. Donelson and seconded by Ms. Smith that the Board of Education approve and adopt the final reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):

- 1140 Affirmative Action Program – Policy (M)
- 1220 Employment of Chief School Administrator – Policy (M)
- 1310 Employment of School Business Administrator/Board Secretary – Policy
- 1523 Comprehensive Equity Plan – Policy (M)
- 1530 Equal Employment Opportunities – Policy & Regulation (M)
- 1550 Affirmative Action Program for Employment and Contract Practices – Policy (M)
- 2200 Curriculum Content – Policy & Regulation (M)
- 2260 Affirmative Action Program for School and Classroom Practices – Policy (M)
- 2411 Guidance Counseling – Policy & Regulation (M)
- 2414 Programs and Services for Students in High Poverty and in High Need School Districts – Regulation (M)
- 2423 Bilingual and ESL Education – Policy & Regulation (M)
- 2610 Educational Program Evaluation – Policy (M)
- C2622 Student Assessment – Policy (M)
- 3111 Creating Positions – Policy
- 3124 Employment Contract – Policy
- 3125 Employment of Teaching Staff Members – Policy (M)
- 3125.2 Employment of Substitute Teachers – Policy
- 3126 District Mentoring Program – Policy & Regulation
- 3141 Resignation – Policy
- 3144 Certification of Tenure Charges – Policy & Regulation
- 3159 Teaching Staff Member/School District Reporting Responsibilities – Policy
- 3231 Outside Employment as Athletic Coach – Policy

- 3240 Professional Development for Teachers and School Leaders – Policy (M)
- 3240 Professional Development for Teachers and School Leaders – Regulation
- 3244 In-Service Training - Policy & Regulation (M) (Abolished)
- 4159 Support Staff Member/School District Reporting Responsibilities –Policy
- 5305 Health Services Personnel – Policy
- 5330 Administration of Medication – Regulation (M)
- 5339 Screening for Dyslexia – Policy (M)
- 5350 Student Suicide Prevention –Policy
- 5350 Student Suicide – Regulation
- 5460 High School Graduation – Policy (M)
- 5514 Student Use of Vehicles on School Grounds – Policy
- 5514 Student Use of Vehicles – Regulation (Abolished)
- 5750 Equal Educational Opportunity – Policy (M)
- 5755 Equity in Educational Programs and Services – Policy (M)
- 7481 Unmanned Aircraft Systems (UAS also known as Drones) – Policy (New)
- 8441 Care of Injured and Ill Persons – Policy & Regulation (M)
- 8454 Management of Pediculosis – Policy (New)
- 8630 Bus Driver/Bus Aide Responsibility – Policy (M)
- 8630 Emergency School Bus Procedures – Regulation (M)
- 9541 Student Teachers/Interns – Policy

(Pages 7791-7835)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Old Business: None

Information Reports

Moved by Mr. Halter and seconded by Mr. Donelson that the Board of Education accept the Student Placement Report for the month of October.

ACCEPT THE
STUDENT
PLACEMENT
REPORT

(Page 7835)

Ayes (5) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith *Noes ()* *Abstain ()* *Non- Vote ()*

Principal’s/Administrator’s Reports

- Cumberland Campus
- Daretown
- Salem Campus
- Upper Pittsgrove

(Pages 7835-7837)

RECESS INTO EXECUTIVE SESSION

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 the Salem County Special Services School District and Salem County Vocational Technical School District, 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:

- x 4. Matters concerning negotiations, and specifically:
Shalick Academy: NJPSA: NJEA

- 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:

- x 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:
Assistant Superintendent Contract; Business Administrator Contract

- 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.

INTO EXECUTIVE
SESSION (8:57
P.M.)

EXECUTIVE SESSION I

Moved by Mr. Donelson and seconded by Mrs. Smith that the Board of Education adjourn into Executive Session, from which the general public is excluded, to discuss a personnel item. The results of this session will be made public immediately after or as soon thereafter as a decision is reached, if permitted by law (8:57 p.m.).

End closed session (9:58 p.m.).

Unanimously Approved

OUT OF EXECUTIVE
SESSION (9:58
P.M.)

APPROVE THE
EMPLOYMENT
CONTRACT OF
JOHN BOLIL,
BUSINESS
ADMINISTRATOR

Moved by Mr. Halter and seconded by Mr. Ransome that the Board of Education approve the employment contract of John Bolil, Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2016 through June 30, 2017. Final approval of Mr. Bolil's contract has been given by the Interim Executive Regional Superintendent, Margaret Nicolosi.

(Pages 7837-7839)

AUDIENCE PARTICIPATION II - None

AUDIENCE
PARTICIPATION II

Moved by Mrs. Smith and seconded by Mr. Halter that the Board of Education meeting be adjourned (10:00 p.m.).

ADJOURNED
MEETING (10:00
P.M.)

Unanimously Approved

Respectfully Submitted,

John H. Bolil

Business Administrator/Board Secretary