

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, January 24, 2017 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 December 20, 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

National Association of Agricultural Educators - Keely DiTizio

Cumberland Student of the Month - Mekhi Scippio

Upper Pittsgrove Student of the Month - Ezekiel Goldsboro

D. Presentations-

SCVTS/SCSSSD Public Review of the District HIB Grades

**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 November 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.

	January 24, 2017
Business Administrator/Board Secretary	Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month November 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of November 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 November 30, 2016 to December 31, 2016.

F. Warrants

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

- Bills paid December 2016, January 2017
- Check Voided December 2016
- Board Payment Approval List Benefits Posting November 2016, December 2016

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G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator for Board of Education Approval of PARS Proposal No. 16-0378, Lead in Drinking Water Testing in the Estimated Total of \$3,180.00 for the Salem County Vocational Technical Schools.

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve PARS Proposal No. 16-0378, Lead in Drinking Water Testing in the Estimated Total of \$3,180.00 for the Salem County Vocational Technical Schools.

ESTIMATED PROJECTED COST

PARS has recently been awarded a contract with the Hunterdon County Educational Services Commission (HCESC) of which SCVTS is a member. This cost estimate is based on the rates that have been accepted by HCESC for the contract term. PARS will provide the services described in the above Scope of Work in accordance with the attached Terms and Conditions. The cost to complete this project will be invoiced on a unit rate basis as outlined in the table below.

TASK	RATE	QUANTITY	COST
QAPP	\$80.00	4 Hours	\$320.00
Sampling Plan	\$80.00	16 Hours	\$1,280.00
Drinking Water Sample Collection	\$15.00	40 Samples	\$600.00
Drinking Water Sample Analysis	\$24.50	40 Samples	\$980.00
ESTIMATED TOTAL			\$3,180.00

Should SCVTS request additional samples be collected and analyzed above the number proposed, SCVTS will be invoiced \$15.00 each per additional sample collected and \$24.50 each per sample analysis based on the two-week turnaround time.

2. Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with E.C.P. Business Machines, of Malaga, New Jersey, for \$598.00 for the Intimus S.14.95 shredder effective from March 1, 2017 to February 28, 2018.

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve a service contract with E.C.P. Business Machines, of Malaga, New Jersey, for \$598.00 for the Intimus S.14.95 shredder effective from March 1, 2017 to February 28, 2018.

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- 3. Request and Recommendation by the Business Administrator for Board of Education Approval of the Xtel Communications Inc. Agreement for the Salem County Vocational Technical Schools and the Salem County Special Services School District for a total of \$4,915.00 to provide telecommunications services for Ethernet for internet access, IP Addresses, and Ethernet point-to-point.**

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve the Xtel Communications Inc. agreement for the Salem County Vocational Technical Schools and the Salem County Special Services School District for a total of \$4,915.00 to provide telecommunications services for Ethernet for internet access, IP Addresses, and Ethernet point-to-point.

- 4. Request and Recommendation by the Business Administrator for Board of Education Approval of a Service Contract for Reliable Power Plus, LLC, of Cedarville, New Jersey, for semi-annual generator maintenance for all generators. The service would be for one (1) year from March 1, 2017 to February 28, 2018 for the fee of \$1,395.00 for the Career Center and \$400.00 for the Salem Campus for a total of \$1,795.00.**

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve a service contract for Reliable Power Plus, LLC, of Cedarville, New Jersey, for semi-annual generator maintenance for all generators. The service would be for one (1) year from March 1, 2017 to February 28, 2018 for the fee of \$1,395.00 for the Career Center and \$400.00 for the Salem Campus for a total of \$1,795.00.

- 5. Request and Recommendation for Board of Education Approval of the Agreement between the Vocational Technical School District of the County of Salem and the Salem County Vocational Schools Administrators Association effective July 1, 2016 to June 30, 2019.**

It is recommended that the Board of Education approve the Agreement between the Vocational Technical School District of the County of Salem and the Salem County Vocational Technical Schools Administrators Association.

- 6. Request and Recommendation by the Business Administrator for Board of Education Approval of a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 school year.**

It is recommended that the Board of Education grant approval to request from the Executive County Superintendent a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 school year.

Under the Accountability Regulations that are specified in N.J.A.C. 6A:23A-5.3, the district may seek a waiver to participate in SEMI if the district has forty (40) or fewer Special Education – Medicaid eligible students as per the December 1, 2016 Special Education Student Count and information provided by Public Consulting Group (PCG), the New Jersey SEMI vendor.

The district, based upon information provided by Public Consulting Group (PCG), has documented that there are only twenty-three (23) Special Education students eligible for the SEMI program with total budgeted revenue of \$8,417.45.

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7. Request and Recommendation by the Business Administrator for Board of Education Approval of a 2015-2016 Billing Adjustment of \$173 full time and \$86.50 shared time to be billed to our sending districts based upon their Average Daily Enrollment.

It is requested that upon the recommendation of the business administrator that the Board of Education approve a 2015-2016 Billing Adjustment of \$173 full time and \$86.50 shared time to be billed to our sending districts based upon their Average Daily Enrollment. Said adjustment will bring the 2015-2016 tuition charges to the following per student rates.

In-County Full Time	\$2,673	Out of County Full Time	\$4,988
In-County Shared Time	\$836	Out of County Shared Time	\$2,494

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Alexis Flowers as a Full Time Instructional Assistant-TLC Program.

It is requested by the Superintendent that the Board of Education approve the employment of Alexis Flowers, Full Time Instructional Assistant-TLC Program, \$22,176 (prorated), effective January 4, 2017.

2. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Lindsey Doran as the Fitness Center Moderator for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve Ms. Lindsey Doran as the Fitness Center Moderator at a rate of \$30.00 an hour for four hours per week (from 3 to 4 pm), beginning January 30, 2017. The schedule of days will be coordinated and approved by the Career and Technical High School Principal. Ms. Doran will submit timesheets for payment.

3. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Jami Munyan as the Substitute Fitness Center Moderator for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve Mrs. Jami Munyan to serve as a substitute Fitness Center Moderator on an as needed basis at a rate of \$30.00 an hour, beginning January 30, 2017. She will be scheduled by the Career and Technical High School Principal in absence of the Fitness Center Moderator.

4. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Julius Enausai as the Substitute Fitness Center Moderator for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve Mr. Julius Enausai to serve as a substitute Fitness Center Moderator on an as needed basis at a rate of \$30.00 an hour, beginning January 30, 2017. He will be scheduled by the Career and Technical High School Principal in absence of the Fitness Center Moderator.

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

It is recommended by the Superintendent that the Board of Education approve the salary modification of the following individuals as part of the 2016-2017 Adult Basic Education grant program. The original salary allocation was approved at the July 1, 2016 Board of Education meeting.

Name	Position	2016-2017 Salary
Maria Alleva	ABE/ESL/Civics Intake Specialist	70% of salary from July 1, 2016 to June 30, 2017 - not to exceed \$52,920.00

6. Request and Recommendation for Board of Education Approval of the First Reading of CTHS Athletic Program Coach Job Descriptions for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve the first reading of the following job descriptions for the CTHS Athletic program coach job descriptions for the 2017-2018 school year:

- Cross Country Coach - Boys
- Cross Country Coach - Girls
- Volleyball Coach - Boys
- Volleyball Coach - Girls
- Head Basketball Coach - Boys
- Head Basketball Coach - Girls
- Assistant Basketball Coach - Boys
- Assistant Basketball Coach - Girls

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
2016 National Association of Agricultural Educators Convention, Las Vegas, NV November 29 – December 3, 2016 Originally Approved at the August 2, 2016 Board Meeting	Keely DiTizio	\$100.00 – Difference in baggage cost	\$100.00 difference in baggage cost – (Acct# 11-140-100-580-53-002)
SMART Board Training, Improving Teachers Use of Technology, SCVTS, January 30, 2017	SCVTS Teachers	\$1,299.00	\$1,299.00 NCLB Title IIA

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USDA Foods Conference, Hyatt Regency, New Brunswick, NJ - January 25, 2017	Roland Carter	\$27.50 mileage \$10.00 tolls No registration fee	\$37.50
Bistro Boot Camp CIA, Hyde Park, NY March 6, 2017 – March 10, 2017	Brian Quinn	\$560.00 – Hotel (5 nights) \$1750.00 – Course total \$104.16 – mileage \$115.00 meals	\$2529.16 – Account #11- 310-100-580- 11-002 \$340.00 Substitute
Automotive Training Center, Warminster, PA March 15, 2017	Garry Dolbow	\$34.72 mileage \$10.00 tolls	\$44.72 \$85.00 Substitute
Microsoft Innovative Educator Training, Improving Teachers Use of Technology, EIRC, Blackwood, NJ, April 25-26, 2017	Jennifer Bates Other Staff TBD	\$300.00 registration	\$300.00 NCLB Title IIA
Goggle Level 2 Training, Improving Teachers Use of Technology, EIRC, Blackwood, NJ, May 9, 2017	Jennifer Bates	\$400.00 registration	\$400.00 NCLB Title IIA

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of a Professional Service Provider Agreement with Rutgers University.

It is recommended by the Superintendent that the Board of Education approve a Professional Service Provider Agreement with Rutgers University from January 10, 2017 to April 1, 2017 as part of a pilot program with Friends Village and Rutgers University to train Certified Nurse Aides to become Home Health Aides with a Medication Aide Certification. SCVTS will be paid the sum of \$800 upon completion of the agreement for services provided to Rutgers University for the Medication Aide course.

2. Request and Recommendation for Board of Education Approval for the SCVTS Adult Education Programs at SCC to Participate in a Scholarship Program With the New Jersey Cooperative Education Association for the 2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the SCVTS Adult Education Programs at Salem Community College to participate in a scholarship program offered by the New Jersey Cooperative Education Association (NJCEA) for the 2017 school year. The NJCEA scholarship program is offered to cooperative education coordinators who belong to the State organization (NJCEA) and their students. Eligible coordinators will nominate and submit applications of student candidates. The student will attend a panel interview and present a

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scholarship package that includes a resume, letter of recommendation from an employer, and letter of recommendation from a school administrator, teacher or counselor. Scholarship awards range from \$1,475 to \$2,625.

3. Request and Recommendation for Board of Education Approval to Become a Test Site for the National Retail Federation Foundation for Professional Certifications & Credentials 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 Retail Federation Foundation to offer Customer Service and Sales Certification Exams for the Salem County community through an agreement with the Salem County One-Stop. All students are enrolled by the Salem County One-Stop. The cost for the program is \$1,225 which includes access to online curriculum and instructor training. Testing costs are \$55 per student. This test site agreement expires January 1, 2018.

4. 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
Field Street School, Food Nutrition Demonstration, 144 Field Street, Penns Grove, NJ	Ten (10) Academy of Ag students and one (1) chaperone	January 24, 2017	\$274.26 – BR Williams (Acct# 11-000-270-512-53-002) \$85.00 Substitute
FFA State Officer Candidate’s School, South Hunterdon Regional High School, Lambertville, NJ	Five (5) FFA members and one (1) chaperone	January 28, 2017	\$274.26 – BR Williams (Acct# 11-000-270-512-29-002)
Quality Koi, 104 Quillytown Rd, Penns Grove, NJ 08069 Students to engage in hands-on activities in the fields of aquaculture and aquaponics.	Thirteen (13) FFA students and the FFA advisor	2-3 times per month during the second semester. Specific dates will be arranged and agreed upon by Quality Koi, the Career and Technical High School Principal, and the FFA instructor	\$307.18 per trip BR Williams Bus Company. (Acct # 11-000-270-512-29-002)

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Philadelphia New Car Show, 1101 Arch Street. Philadelphia, PA 19107	Thirty-five (35) Auto Tech students and one (1) chaperone	February 3, 2017	\$307.18 – BR Williams Bus (Acct# 11-000-270-512-06-002 \$85.00 Substitute
AFJROTC Drill and Ceremony, Glasgow High School, Newark, DE	Fifteen (15) AFJROTC Cadets and two (2) chaperones	February 4, 2017	\$307.18 – BR Williams Bus (Acct# 11-000-270-512-40-002)
FFA Advocacy & Legislative Leadership Day, The College of NJ Ewing, NJ	Fifteen (15) FFA members and one (1) chaperone	February 23, 2017	\$250.00 SCVTS Bus \$85.00 Substitute
Delaware Valley FFA Leadership Conference, Delaware Valley University, 700 East Butler Ave., Doylestown, PA 18901	Ten (10) FFA members and one (1) chaperone	February 25, 2017	\$250.00 SCVTS Bus Driver (Substitute not needed
Salem County Science Fair, SCC	Twenty-five (25) Biology students and one (1) instructor	March 2, 2017 and March 3, 2017	\$614.36 – BR Williams (Acct# 11-000-270-512-53-002 \$170.00 Substitute
Universal Technical Institute, Warminster, PA	Forty-five (45) Auto Tech and Auto Collision students and two (2) instructors	March 10, 2017	\$307.18 – BR Williams (Split between Acct#s 11-310-100-580-05-002 and 11-310-100-580-06-002) \$85.00 Substitute
The Restaurant School at Walnut Hill College, Philadelphia, PA	Twenty-four (24) Culinary Arts and Baking students and two (2) instructors	March 16, 2017	307.18 BR Williams (Acct# 11-000-270-512-11-002)
Regional High School Dance Festival, Governor School for the Arts, Norfolk, VA	Seven (7) Dance Academy Students and one (1) chaperone	March 16, 17, 18 and 19, 2017	\$805.00 registration
Field Street School, Food Nutrition Demonstration, 144 Field Street, Penns Grove, NJ	Ten (10) Academy of Ag students and one (1) chaperone	March 29, 2017	\$274.26 – BR Williams (Acct# 11-000-270-512-53-002) \$85.00 Substitute

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5. Request and Recommendation for Board of Education Approval of an Additional Chaperone to Attend a Trip to The Culinary Institute of America in Hyde Park, NY on February 7-8, 2017.

It is requested by the Superintendent that the Board of Education approve Bruce Connell, Culinary Arts Instructor, as an additional chaperone for the trip to the Culinary Institute of America in Hyde Park, NY on February 7-8, 2017. This trip was previously approved at the October 18, 2016 board meeting. Updated costs for the trip are listed below.

Cost to District

Transportation (BR Williams) - plus hotel for driver \$1000.00

Acct# 11-000-270-512-11-002

Hotel – \$110.00 each (Brian Quinn and Bruce Connell only, students paying for themselves)

Chaperone Fee - \$75.00 per night per chaperone (Acct# 11-140-100-101-11-002)

Breakfast included – students are responsible for other meals

Substitute - \$85.00 per day

6. 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.	FFA	AG Day T-Shirt Sale – Short Sleeve - \$15 Long Sleeve - \$20	January 25, 2017 – February 1, 2017
B.	FFA	Valentine’s Day Flower-Gram Sale Cost \$2 - \$3 each	February 1, 2017 – February 14, 2017
C.	SkillsUSA	Super Football Friday – Students and Staff are invited to wear their favorite football jersey for \$2	February 3, 2017
D.	NJFEA	Bake sale to raise money for duffel bag service project. Students will sell baked goods and drinks on a traveling cart during first block. Items will cost \$.25 - \$1.00 each	February 16, 2017
E.	FFA	Dining to Donate – (Restaurant TBD) 10% proceeds go to FFA	February 21, 2017
F.	HOSA	Scentsy Candle Sale	March 1, 2017 – March 24, 2017

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7. Request and Recommendation for Board of Education Approval of the Career and Technical High School Parent and Athlete Agreement.

It is requested by the Superintendent that the Board of Education approve the draft of the Career and Technical High School Parent and Athlete Agreement. At implementation of the full athletics program this agreement will be part of a full Student Parent Athletic Handbook which will contain additional information pertaining to the operation and participation in the Career and Technical High School's Athletic program.

B. Old Business:

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.

POLICY:

1. It is recommended by the Superintendent that the Board of Education approve the first reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):

P & R 1510	Americans with Disabilities Act (M) (Revised)
P 2415.30	Title I - Educational Stability for Children in Foster Care (M) (New)
P & R 2418	Section 504 of the Rehabilitation Act of 1973 - Students (M) (New)
P & R 5116	Education of Homeless Children (Revised)
P 5330.04	Administering an Opioid Antidote (New)
P & R 8330	Student Records (M) (Revised)

INFORMATIONAL ITEMS

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

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 November 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

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Date

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E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending November 30, 2016 to December 31, 2016.

F. Warrants

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

- Board Payment Approval List November 2016, December 2016

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, December 14, 2016 Special Education/ Nonpublic/ Vocational/Homeless/ Public Students Transportation Bid Summary/Recommendations.

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

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 and SpamTrakker system for one year (February 22, 2017 to February 21, 2018) for \$1,050.00 for the Salem County Special Services School District.

3. Request and Recommendation by the Business Administrator for Board of Education Approval of PARS Proposal No. 16-0379, Lead in Drinking Water Testing in the Estimated Total of \$3,970.00 for the Salem County Special Services School District.

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- 5. Request and Recommendation by the Business Administrator for Board of Education Approval of a Service Contract for Reliable Power Plus, LLC, of Cedarville, New Jersey, for semi-annual generator maintenance for all generators. The service would be for one (1) year from March 1, 2017 to February 28, 2018 for the fee of \$1,395.00 for the Career Center and \$400.00 for the Salem Campus for a total of \$1,795.00.**

It is requested that upon the recommendation of the Business Administrator that the Board of Education approve a service contract for Reliable Power Plus, LLC, of Cedarville, New Jersey, for semi-annual generator maintenance for all generators. The service would be for one (1) year from March 1, 2017 to February 28, 2018 for the fee of \$1,395.00 for the Career Center and \$400.00 for the Salem Campus for a total of \$1,795.00.

- 6. Request and Recommendation by the Business Administrator for Board of Education Approval of Allied Elevator, of Pennsauken, New Jersey, to perform the annual hydraulic relief pressure test on the elevator at the Cumberland Campus for a total fee of \$645.75.**

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It is recommended that the Board of Education upon the recommendation of the business administrator approve Allied Elevator, of Pennsauken, New Jersey, to perform the annual hydraulic relief pressure test on the elevator at the Cumberland Campus for a total fee of \$645.75.

7. Request and Recommendation for Board of Education Approval of an Addendum to the Salem County Special Services School Employees Association Negotiated Agreement.

It is recommended that the Board of Education upon the recommendation of the business administrator approve an addendum to the Salem County Special Services School Employees Association negotiated agreement.

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

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

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 Employment of Kelly Bonner as a Full Time Instructional Assistant-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Kelly Bonner, Full Time Instructional Assistant-Cumberland Campus, \$17,874 (prorated) IA-2, effective January 25, 2017.

2. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Eileen Farrell as a Full Time Instructional Assistant-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Eileen Farrell, Full Time Instructional Assistant-Salem Campus, \$19,874 (prorated), effective January 17, 2017.

3. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Jamie Ramsey as a Full Time Instructional Assistant-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Jamie Ramsey, Full Time Instructional Assistant-Salem Campus, \$17,774 (prorated), effective January 3, 2017.

4. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Shannon Jones as a Full Time Instructional Assistant-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Shannon Jones, Full Time Instructional Assistant-Cumberland Campus, \$18,674 (prorated), effective January 3, 2017.

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- 5. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Melissa Gonzalez as a Full Time Instructional Assistant-Cumberland Campus to the Upper Pittsgrove Campus**
It is requested by the Superintendent that the Board of Education approve the employment of Melissa Gonzalez, Full Time Instructional Assistant-Cumberland Campus to Upper Pittsgrove Campus, effective January 3, 2017.
- 6. Request and Recommendation of the Superintendent for Board of Education Approval of Stipend Employment of Christopher Sipple Full Time Instructional Assistant-Daretown.**
It is requested by the Superintendent that the Board of Education approve the stipend employment of Christopher Sipple, Full Time Instructional Assistant-Daretown to the stipend position of Computer Lab/Life Skills Trainer Daretown Campus, \$2,000 (prorated), effective January 3, 2017.
- 7. Request and Recommendation of the Superintendent for Board of Education Approval of Stipend Employment of Jean Pileri Level II-Program Secretary (Related Services & Upper Pittsgrove School Secretary).**
It is requested by the Superintendent that the Board of Education approve the stipend employment of Jean Pileri, Program Secretary - Related Services to the stipend position of Level II-Program Secretary (Related Services & Upper Pittsgrove School Secretary), \$3,000 retroactively to effective July 1, 2016.
- 8. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Ashley Krykewycz as a Full Time Speech Language Specialist.**
It is requested by the Superintendent that the Board of Education approve the employment of Ashley Krykewycz, Full Time Speech Language Specialist, \$53,440 (prorated), effective January 17, 2017.
- 9. Request and Recommendation of the Superintendent for Board of Education Approval of Salary Step Increase of Michelle Moore, Daretown Instructor.**
It is requested by the Superintendent that the Board of Education approve the Salary Step Increase of Michelle Moore, Instructor-Daretown, from MA-8 (\$58,490) to MA+30-8 (\$60,100 prorated), effective January 3, 2017.
- 10. Request and Recommendation of the Superintendent for Board of Education Approval of Salary Step Increase of Michael Pavesi, Salem Campus Instructor.**
It is requested by the Superintendent that the Board of Education approve the Salary Step Increase of Michael Pavesi, Instructor-Salem Campus, from MA-6 (\$54,230) to MA+30-6 (\$57,450 prorated), effective January 15, 2017.
- 11. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA Leave for Linda Shute, Instructional Assistant, Salem Campus.**
It is requested by the Superintendent that the Board of Education approve the FMLA Leave of Linda Shute, School Nurse-Daretown Campus, effective December 5, 2016 with a return date of January 5, 2017.

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12. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA Leave for Lisa DeMers, Instructional Assistant, Salem Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA Leave of Lisa DeMers, Instructional Assistant-Salem Campus, effective January 2, 2017 with no present return date, but not to exceed 12 weeks as permissible by law.

13. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA and NJFLA Leave for Cassandra Gotthardt, Instructional Assistant, Salem Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA Leave of Cassandra Gotthardt, Instructional Assistant-Salem Campus, effective on or about February 6, 2017, for 12 weeks, ending on or about April 28, 2017. Additionally, requesting the use of NJFLA beginning on or about February 28, for 12 weeks, ending on or about May 12, 2017.

14. Request and Recommendation of the Superintendent for Board of Education Approval of the Leave of Absence for Cassandra Gotthardt, Instructional Assistant, Salem Campus.

It is requested by the Superintendent that the Board of Education approve the Leave of Absence for Cassandra Gotthardt, Instructional Assistant-Salem Campus, effective on or about May 15, 2017 until June 30, 2017.

15. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Diane Hitchner, Instructional Assistant, Daretown Campus.

It is requested by the Superintendent that the Board of Education approve the resignation of Diane Hitchner, Instructional Assistant-Daretown Campus, effective January 12, 2017.

16. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Gina Pace, Instructional Assistant, Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the resignation of Gina Pace, Instructional Assistant-Cumberland Campus, effective January 20, 2017.

PROFESSIONAL DEVELOPMENT

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Cost of Sub	Total Cost
<i>Social Interactions: Using iPad Apps to Promote Social Communication</i> On Demand Webinar to be held in the Prep Center January 30, 2017 - Inservice Training	Related Services Staff	\$239 for Webinar	N/A	\$239
<i>2017 American Occupational Therapy Association Annual Conference</i> Philadelphia, PA - March 31, 2017	Carolyn Holladay	\$520 Registration \$40.50 Mileage and Parking	N/A	\$560.45

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<i>L.E.A.D. 2nd Annual Prevention Training Conference Atlantic City, NJ - February 28, 2017</i>	Jack Swain	Complimentary Registration	N/A	\$0
<i>L.E.A.D. 2nd Annual Prevention Training Conference Atlantic City, NJ - February 27, 2017</i>	Jim Helder	\$100 Registration \$75 - Meals, mileage, tolls & parking	N/A	\$175.000
<i>MOVE International Training, at Hartwood School, 625 Hagadorn Road, Mason, Michigan, April 26-28, 2017</i>	Natalie Chick	\$1,100 registration	N/A	\$1,100.00

2. Request and Recommendation for Board of Education Approval of Handle With Care Recertification Training.

It is recommended by the Superintendent that the Board of Education approve Kirby Jones to provide Handle With Care Trainer training on January 25, 2017 for Special Services Staff. The cost of the one (1) day recertification training not to exceed \$2,500.

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of 2017 Extended School Year dates, times and rates.

It is recommended by the Superintendent that the Board of Education approve the dates, times and rates for the 2017 Extended School Year (ESY) program:

Monday, July 10, 2017 through Thursday, August 17, 2017
 Staff: 8:30 a.m. – 3:00 p.m. (*with a ½ hour unpaid lunch*)
 Students: 8:45 a.m. – 2:45 p.m.
 Cumberland Campus and RDS - Salem

2. Request and Recommendation for Board of Education Approval of the Field Trip Requests for the 2016-2017 School Year.

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

Please note that transportation costs have been estimated. Quotes were not received in time for Board Meeting.

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
Daretown	Unless Project (Phila. Zoo) Philadelphia, PA	2/24/17	\$0.00	\$325.00	\$22.75	\$347.75
Upper Pittsgrove	Franklin Institute Philadelphia, PA	2/10/17	\$365.05	\$325.00	\$22.75	\$712.80
Upper Pittsgrove	The Funplex Mt. Laurel, NJ	2/3/17	\$479.00	\$375.00	\$26.25	\$880.25

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B. Old Business:

- 1. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)** It is recommended that the Board of Education accept and approve the HIB report as presented.
- 2. The Fiscal Action Assessment for the 2016 Administrative Review at Salem County Special Services #033-04635 Results.**

POLICY:

2. It is recommended by the Superintendent that the Board of Education approve the first reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):

P & R 1510	Americans with Disabilities Act (M) (Revised)
P 2415.30	Title I - Educational Stability for Children in Foster Care (M) (New)
P & R 2418	Section 504 of the Rehabilitation Act of 1973 - Students (M) (New)
P & R 5116	Education of Homeless Children (Revised)
P 5330.04	Administering an Opioid Antidote (New)
P & R 8330	Student Records (M) (Revised)

INFORMATIONAL ITEMS

- 1. Request and Recommendation for Board of Education to Accept the Student Placement Report for the Month of December.**
It is recommended that the Board of Education to accept the Student Placement Report for the month of December. This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.
- 2. 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:

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