

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM
BOARD OF EDUCATION MINUTES – JANUARY 24, 2017

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, January 24, 2017 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. David Moffett, Mr. Earl Ransome,
Mrs. Julie Smith

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

Others Present: John Swain, Superintendent; Jennifer Bates, Assistant Superintendent;
John Bolil, Business Administrator/Board Secretary; Jason Helder, CTHS
Principal; Todd Slimm, Principal SCSSSD Cumberland Campus, Jane
Whittinghill, Director of Related Services and Autism Programs, Jim
Helder, Principal, Salem Campus (RDS); Marie Alleva, Nicole Cerqueira,
Tracy Westog-Foster, Elizabeth Duaima, Doug Painter, Freeholder Liaison

Moved by Mr. Donelson and seconded by Mrs. Smith that the Board of Education approve Minutes and Executive Minutes of the December 20, 2016 Board of Education Meeting.
Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the acceptance of Agenda Addenda items for SCVTS of the Superintendent and Business Administrator.
Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the acceptance of Agenda Addenda items for SCSSSD of the Superintendent and Business Administrator.
Ayes (4) Mr. Linwood Donelson III, 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: RDS Roof/HVAC Project (Investigative Report)

OLD BUSINESS

New Business: Board Goal 2016-2017 (County Board Members Meeting)

NEW BUSINESS

CORRESPONDENCE

Correspondence:

National Association of Agricultural Educators - Keely DiTizio
Cumberland Student of the Month - Mekhi Scippio
Upper Pittsgrove Student of the Month - Ezekiel Goldsboro

(Page 7944)

PRESENTATIONS

Presentations:

SCVTS/SCSSSD Public Review of the District HIB Grades – John Swain
SCVTS Teacher of the Year (Elizabeth Duaine) – Jason Helder

(Pages 7944-7945)

DISTRICT HIB SELF-ASSESSMENT

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education approve the District HIB Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights for SCVTS/SCSSSD.

(Pages 7944-7945)

*Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non-Vote ()*

Mr. Donelson asked why all the schools were the same.

We handle all schools in the same manner.

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

Moved by Mr. Donelson and seconded by Mr. Ransome 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 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.

(Pages 7945-7951)

Business Administrator/Board Secretary

January 24, 2017
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 November 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of November 2016.

(Pages 7951-7952)

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

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the transfer list of funds for the months ending November 30, 2016 to December 31, 2016.

APPROVE
TRANSFER

(Page 7952)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

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

APPROVE
WARRANTS

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

(Pages 7952-7956)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education approve the 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.

APPROVE THE
PARS PROPOSAL
NO. 16-0378, LEAD
IN DRINKING
WATER TESTING

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.

(Pages 7956-7957)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Ransome and seconded by Mr. Donelson 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.

APPROVE A
SERVICE CONTRACT
WITH E.C.P.
BUSINESS
MACHINES

(Page 7957)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE XTEL COMMUNICATIONS INC AGREEMENT FOR SCVTS&D & SCSSSD

Moved by Mr. Ransome and seconded by Mr. Donelson 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.

(Page 7958)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE A SERVICE CONTRACT FOR RELIABLE POWER PLUS, LLC

Moved by Mr. Ransome and seconded by Mr. Donelson 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.

(Pages 7958-7959)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

GRANT APPROVAL TO REQUEST FROM THE EXECUTIVE COUNTY SUPERINTENDENT A WAIVER OF COMPLIANCE WITH RESPECT TO THE DISTRICT'S PARTICIPATION IN THE (SEMI)

Moved by Mr. Ransome and seconded by Mr. Donelson 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.

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

ACKNOWLEDGE RECEIPT OF CERTIFIED TUITION ADJUSTMENT FOR 2015-2016

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education acknowledge receipt of certified tuition adjustment for 2015-2016 provided by the Department of Education.

(Page 7959)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Superintendent's Report – Vocational Technical School District

Personnel:

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

- Employment of Jessica Lutes, Math Instructor, \$51,550 (prorated) effective January 26, 2017.
- Employment of Alexis Flowers, Full Time Instructional Assistant-TLC Program, \$22,176 (prorated) effective January 4, 2017.

APPROVE PERSONNEL

- 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.
- 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.
- Mr. Julius Enaursai 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.
- 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

*Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()*

- 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

(Pages 7960-7963)

Ayes (2) Mr. David Moffett, Mr. Earl Ransome, Noes (2) Mr. Linwood Donelson III, Mrs. Julie Smith (#7) Abstain () Non- Vote ()

Mr. Donelson asked if we are currently budgeted for athletics.

Mr. Swain said yes.

Mr. Donelson noted we still need a second reading.

Mr. Donelson asked that we not put this up again until the Board approves the budget.

Professional Development

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

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
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

*Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()*

Programs:

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

- 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.

(Pages 7964-7966)

- 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 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.
(Pages 7966-7967)
- 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.
(Page 7968)
- 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)
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)
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

- 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

- 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

- 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.

(Pages 7968-7969)

*Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()*

Old Business:

OLD BUSINESS

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education accept and approve the HIB report as presented. (None)

*Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()*

Policy:

POLICY

Moved by Mr. Donelson and seconded by Mr. Ransome 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)

(Pages 7969-7993)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the first reading of additions made to *Policy 2411 – Guidance Counseling, initiated by the Policy Committee. Additions are in bold, underlined and italicized.

**Note: Policy 2411 was previously approved on November 22, 2016.*

(Pages 7993-7994)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Information Reports

- Assistant Superintendent Report
- CTHS Principals Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report

(Pages 7994-7997)

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

Moved by Mr. Donelson and seconded by Mr. Ransome 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 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.

(Pages 7997-8002)

	January 24, 2016
Business Administrator/Board Secretary	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 November 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of November 2016.

(Pages 8003-8004)

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

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the transfer of funds for the months ending November 30, 2016 to December 31, 2016.

APPROVE TRANSFERS

(Page 8004)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

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

APPROVE WARRANTS

- Board Payment Approval List November 2016, December 2016.

(Pages 8004-8005)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

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

Moved by Mr. Donelson and seconded by Mr. Ransome 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.

APPROVE THE 2016-2017 GCSSSD TRANSPORTATION

(Pages 8005-8007)

Ayes (4) Mr. Linwood Donelson III, Mr. Daryl Halter, Mr. David Moffett, Mrs. Julie Smith
Noes () Abstain (1), Ms. Margaret Nicolosi Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome 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.

APPROVE K12USA FOR A SERVICE SUBSCRIPTION TO MESSAGEGUARD APPLIANCE

(Page 8007)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve 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.

APPROVE PARS PROPOSAL NO. 16-0379, LEAD DRINKING WATER TESTING

ESTIMATED PROJECTED COST

PARS has recently been awarded a contract with the Hunterdon County Educational Services Commission (HCESC) of which SCSSSD 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	60 Samples	\$900.00
Drinking Water Sample Analysis	\$24.50	60 Samples	\$1,470.00
ESTIMATED TOTAL			\$3,970.00

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

(Pages 8007-8008)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Mr. Ransome asked why we are doing this.

Mr. Bolil stated that it was state mandate.

APPROVE XTEL
COMMUNICATIONS
INC AGREEMENT
FOR SCVTS &
SCSSSD

Moved by Mr. Donelson and seconded by Mr. Ransome 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.

(Pages 8008-8009)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE A
SERVICE CONTRACT
FOR RELIABLE
POWER PLUS, LLC

Moved by Mr. Donelson and seconded by Mr. Ransome 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.

(Pages 8009-8010)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE ALLIED
ELEVATOR

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education 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.

(Page 8010)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE AN
ADDENDUM TO THE
SCSSSEA
NEGOTIATED
AGREEMENT

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve an addendum to the Salem County Special Services School Employees Association negotiated agreement.

(Pages 8010-8011)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE THE
REVISED QSAC
DISTRICT
IMPROVEMENT
PLAN

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the revised QSAC District Improvement Plan for Salem County Special Services School District.

(Page 8011)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE
PERSONNEL

Superintendent's Report – Special Services School District

Personnel:

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

- Employment of Kelly Bonner, Full Time Instructional Assistant-Cumberland Campus, \$17,874 (prorated) IA-2, effective January 25, 2017.
- Employment of Eileen Farrell, Full Time Instructional Assistant-Salem Campus, \$19,874 (prorated), effective January 17, 2017.
- Employment of Jamie Ramsey, Full Time Instructional Assistant-Salem Campus, \$17,774 (prorated), effective January 3, 2017.
- Employment of Shannon Jones, Full Time Instructional Assistant-Cumberland Campus, \$18,674 (prorated), effective January 3, 2017.
- Employment of Melissa Gonzalez, Full Time Instructional Assistant-Cumberland Campus to Upper Pittsgrove Campus, effective January 3, 2017.
- 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.
- The prorated 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 (prorated) effective February 1, 2017.
- Employment of Ashley Krykewycz, Full Time Speech Language Specialist, \$53,440 (prorated), effective January 17, 2017.
- 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.
- 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.
- The FMLA Leave of Linda Shute, School Nurse-Daretown Campus, effective December 5, 2016 with a return date of January 5, 2017.
- 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.
- 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.
(Page 8011)
- The FMLA Leave of Sandra Graham, Instructional Assistant-Cumberland Campus, effective January 5, 2017 with no present return date, but not to exceed 12 weeks as permissible by law.
- The Leave of Absence for Cassandra Gotthardt, Instructional Assistant-Salem Campus, effective on or about May 15, 2017 until June 30, 2017.
(Page 8012)

- The resignation of Diane Hitchner, Instructional Assistant-Daretown Campus, effective January 12, 2017.
(Page 8012)
- The resignation of Gina Pace, Instructional Assistant-Cumberland Campus, effective January 20, 2017.
(Page 8012)
- The resignation of Darlene Asselta, Instructional Assistant-Daretown Campus, effective January 31, 2017.
- A Level II - Program Secretary - Related Services & Upper Pittsgrove School Secretary stipend in the amount of \$3,000 to be added an Addendum to the July 1, 2016 to June 30, 2019 Employees Agreement, retroactive to July 1, 2016.
(Page 8013)

Ayes (4) *Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith*
Noes () Abstain () Non- Vote ()

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
<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
<i>L.E.A.D. 2nd Annual Prevention Training Conference</i> Atlantic City, NJ - February 28, 2017	Jack Swain	Complimentary Registration	N/A	\$0
<i>L.E.A.D. 2nd Annual Prevention Training Conference</i> Atlantic City, NJ - February 27, 2017	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

Ayes (4) *Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith*
Noes () Abstain () Non- Vote ()

Moved by Mr. Donelson and seconded by Mr. Ransome 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.

APPROVE KIRBY JONES TO PROVIDE HANDLE WITH CARE TRAINING

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Mr. Donelson noted the large registration fee.

Programs:

APPROVE PROGRAMS

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

- 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

- The following 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

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Old Business:

Moved by Mr. Ransome and seconded by Mrs. Julie Smith that the Board of Education accept and approve the HIB report as presented. (None)

OLD BUSINESS

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Moved by Mr. Ransome and seconded by Mrs. Julie Smith that the Board of Education approve the Fiscal Action Assessment for the 2016 Administrative Review at Salem County Special Services #033-04635 Results.

(Page 8013)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE THE FISCAL ACTION ASSESSMENT FOR THE 2016 ADMINISTRATIVE REVIEW

POLICY

Policy:

Moved by Mr. Donelson and seconded by Mr. Ransome 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)

(Pages 8013-8037)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

APPROVE THE FIRST READING OF ADDITIONS MADE TO POLICY 2411- GUIDANCE COUNSELING

Moved by Mr. Donelson and seconded by Mr. Ransome that the Board of Education approve the first reading of additions made to *Policy 2411 – Guidance Counseling, initiated by the Policy Committee. Additions are in bold, underlined and italicized.

**Note: Policy 2411 was previously approved on November 22, 2016.*

(Page 8038)

Ayes (4) Mr. Linwood Donelson III, Mr. David Moffett, Mr. Earl Ransome, Mrs. Julie Smith
Noes () Abstain () Non- Vote ()

Information Reports

ACCEPT THE STUDENT PLACEMENT REPORT

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education 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.

(Page 8038)

Ayes (4) Mr. Linwood Donelson III, 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 8039-8040)

AUDIENCE PARTICIPATION II

AUDIENCE PARTICIPATION II - None

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:
Contractual – tuition adjustment

3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

4. Matters concerning negotiations, and specifically:
Contractual Interpretation of SCVTS Contract

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:
Adult School Litigation-Resolution of case.

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:
SCVTS Personnel Matter

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.

EXECUTIVE SESSION II

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 (8:02 p.m.).

End closed session (8:33 p.m.).

Unanimously Approved

INTO EXECUTIVE
SESSION (8:02
P.M.)

OUT OF EXECUTIVE
SESSION (8:33
P.M.)

ADJOURNED
MEETING
(8:35P.M.)

Moved by Mr. Ransome and seconded by Mr. Donelson that the Board of Education meeting be adjourned (8:35 p.m.).
Unanimously Approved

Respectfully Submitted,

John H. Bolil
Business Administrator/Board Secretary