

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, March 28, 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 of the February 28, 2017 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.

VII. BOARD OF EDUCATION BUSINESS

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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- A. Old Business**
- B. New Business**
- C. Correspondence**

Dr. James D'Amato - Daretown - Salem County Science Fair Awards. Fifteen Daretown students had projects entered in the event this year:

- 1. Ivan Pacheco and Bret Warfield - First Place in their respective divisions.
- 2. Keira Jones and Desarae Ladner - First Place in Team Competition
- 3. Laquan Nunez and Brandon Broadwater - Third Place in Team Competition

D. Presentations

CTHS Science Fair Winners - Jason Helder
Daretown Science Fair Winner - Desarae Ladner
Board Goals- Update
Jessica Sears - Unless Project
Cumberland Campus Student of the Month - Luis Pedraza-Rivera
Upper Pittsgrove Student of the Month - Devonte Henry
Retirement Resolution - Ruby Stratton

**VIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**

A. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending January 31, 2017 to February 28, 2017

B. Warrants

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

- Bills paid February 2017
- Board Payment Approval List Benefits Posting January 2017, February 2017

C. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator for Board of Education Approval of the Maximum Travel Budget for Salem County Vocational Technical School.

It is recommended by the Business Administrator that the Board of Education approve the Maximum Travel Budget for Salem County Vocational Technical School as follows:

The Board of Education, pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), authorizes an annual maximum amount per employee not to exceed \$1,500.00 for the 2017-2018 school year for regular business travel only for which prior Board approval is not required. This is the same rate applied to fiscal year 2016-2017.

- a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
- b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events free of charge. It also includes regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.

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- c. Regular school district business travel as authorized in this Policy requires approval of the Superintendent prior to obligating the district to pay related expenses and prior to attendance at the travel event.
 - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
 - (2) Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.

2. Request and Recommendation by the Business Administrator for Board of Education Approval to Accept the Donation from Spirit Chrysler, Dodge, Jeep, Ram, Inc. in the Amount of \$350 for the Second Annual Car Show to Pay for Supplies and Materials used for the car show.

It is recommended by the Business Administrator that the Board of Education accept the donation from Spirit Chrysler, Dodge, Jeep, Ram, Inc. in the Amount of \$350 for the Second Annual Car Show to pay for supplies and materials used for the car show.

3. Request and Recommendation by the Business Administrator for Board of Education Approval to Accept the Donation from the New York Times.

It is recommended by the Business Administrator that the Board of Education accept the donation from the New York Times. Nicole Cerqueira, a teacher at SCVTS, arranged for the District to have access to the New York Times online edition.

4. Request and Recommendation by the Business Administrator for Board of Education Approval of the Accounting Section of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.

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

5. Request and Recommendation for Board of Education Approval of a Contract between The Learning Center (TLC) and the parents of the children enrolled in the Program.

It is recommended that the Board of Education approve a contract between The Learning Center (TLC) and the parents of the children enrolled in the program. The contract will begin Summer 2017 throughout the 2017-18 School Year. The only major change to the contract is the cost per diem. This contract has been reviewed by legal counsel and provided for Board Member review.

6. Request and Recommendation by the Business Administrator for Board of Education Approval to Appoint John H. Bolil, Business Administrator as Public Agency Compliance Officer for the Salem County Vocational Technical School District for the 2017-2018 school year.

It is recommended that the Board of Education appoint John H. Bolil, Business Administrator as Public Agency Compliance Officer for the Salem County Vocational Technical School District for the 2017-2018 school year.

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- 7. Request and Recommendation by the Business Administrator for Board of Education Approval of the Revised 2017-2018 Preliminary Budget for Salem County Vocational Technical School subject to revision and approval of the County Office or NJ Department of Education.**

It is recommended by the Business Administrator that the Board of Education approve the revised 2017-2018 preliminary budget for Salem County Vocational Technical School subject to revision and approval of the County Office or NJ Department of Education.

Salem County Vocational- Technical School

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 9,625,111	\$1,828.758
Special Revenue Fund	\$ 1,002,000	-0-
Debt Service Fund	-0-	-0-
Total Base Budget	\$10,627,111	\$1,828,758

- 8. Request and Recommendation by the Business Administrator that the Board of Education Approve the Anaconda Protective Concept Proposal at a cost of \$1,650.00 for the Kitchen Hood Hydrostatic Testing Located at Salem County Vo-Tech High School.**

It is recommended by the business administrator that the Board of Education approve the Anaconda Protective Concept Proposal at a cost of \$1,650.00 for the kitchen hood hydrostatic testing located at Salem County Vo-Tech High School.

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

- 1. Request and Recommendation by the Superintendent for Board of Education Approval of Cherie D. Griscom as a Part-Time Time IA for the Learning Center.**

It is recommended by the Superintendent that the Board of Education approve the employment of Cherie D. Griscom as a part-time Instructional Assistant-The Learning Center for the 2016-17 school year beginning March 14, 2017. It is recommended that her salary be Step-11 Paraprofessional \$6,253 (prorated \$16,455) and \$12.66 per hour should overtime be required.

- 2. Request and Recommendation by the Superintendent for Board of Education Approval of Cherie D. Griscom as a Substitute Teacher-CTHS.**

It is recommended by the Superintendent that the Board of Education approve the employment of Cherie D. Griscom as a substitute Teacher-CTHS for the 2016-17 school year beginning March 14, 2017. It is recommended that her salary \$85 per day.

- 3. Request and Recommendation by the Superintendent for Board of Education Approval of the Payment to Ruby Stratton for Unused Sick, Personal, and Vacation Days Upon her Retirement, March 31, 2017.**

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It is recommended by the Superintendent that the Board of Education approve the payment of unused sick, personal, and vacation days to Ruby Stratton in accordance with the negotiated contract. Ms. Stratton will be retiring March 31, 2017.

It is recommended that Ms. Stratton be compensated for her one hundred unused sick days at the maximum of \$7500. It is further recommended that Ms. Stratton be compensated for her unused vacation days for this year as well as her earned vacation days for next school year at 15.5 vacation days for 2016-17, 11.25 earned vacation days for 2017-18 totaling 26.75 vacation days at \$159.33/diem. The sum of the total vacation days, minus any used prior to her final day total \$4,262.08.

- 4. It is recommended by the Superintendent that the Board of Education approve payment of the following stipends to instructors of the Creative and Performing Arts Academy hosted at Schalick High School. The stipends are part of the academy agreement with Schalick High School.**

Name	Amount	Rationale
Arthur Mendini	\$5,000	Director of the Technical Production & Music for the Spring Musical.
Rebekah Rickards	\$2,500	Choreographer for the Spring Musical

- 5. Request and Recommendation for Board of Education Approval of the Second Reading and Final Approval of Extracurricular Job Descriptions for the 2017-2018 School Year.**

It is recommended by the Superintendent that the Board of Education approve the second reading and final approval of the extracurricular job descriptions listed below for the 2017-2018 school year. The recommendation by the Superintendent for the second reading and final approval will occur at the March Board of Education meeting.

- 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	Participant(s)	Cost Per Participant	Total cost
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Improvement Activity or Workshop			
NJEA Region Conference, Atlantic City, NJ March 24, 2017	Carmen Porter	Funded by NJEA President Salary Reimbursement Voucher	\$85.00 substitute
CPR Recertification Course, Cooper Hospital, Camden, NJ March 30, 2017	Lisa Hartsough	\$21.51 mileage \$10.00 tolls	\$85.00 substitute
Set-up for SkillsUSA Competition (Dan is co-host for the SkillsUSA State Competition for Electrical Trade) Somerset, NJ April 6, 2017 – April 7, 2017	Dan Chiriac	\$27.28 mileage per day \$10.00 tolls	\$170.00 substitute
Social Media and Cyber Bullying Workshop 12 Centre Drive, Monroe, NJ April 10, 2017	Lacey DeBellis Frank Maurer	\$150 per person registration \$50.84 mileage \$5.60 est tolls	\$356.44
NJ School Nutrition Association Procurement Training- Provides QPA Credits on Wednesday at the Rutgers Eco Complex in Bordentown, NJ April 19, 2017	John Bolil Roland Carter	\$50, mileage \$34.41 and tolls \$4.00.	\$88.41
NEA Black Caucus, Annual Black Issues Conference, LA Airport Hotel, Los Angeles, CA April 20 2017 – April 21, 2017	Carmen Porter	All costs covered by NEA	\$170.00 substitute
High School Instructors Workshop, E-Learning and the New NATEF/Student Perf. Tracking, Camden County College, Blackwood, NJ May 3, 2017	Garry Dolbow	\$16.74 mileage \$10.00 tolls	\$85.00 substitute
High School Instructors Workshop, E-Learning and the New NATEF/Student Perf. Tracking, Camden County College, Blackwood, NJ May 3, 2017	Al Roeske	\$16.74 mileage \$10.00 tolls	\$85.00 substitute
6th Annual Population Health Forum, Mount Laurel, NJ May 12, 2017	Frank Maurer	\$0	\$26.88 mileage and tolls
56th Annual Correctional Education Association Region I	Angel Brown	\$200 (3 day registration)	\$249.55 ABS/ABE

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Conference, Cape May, New Jersey May 30 - June 2, 2017		\$39.55 mileage \$10.00 tolls	Adult Literacy Grant
56th Annual Correctional Education Association Region I Conference, Cape May, New Jersey May 30 - June 2, 2017	Maria Alleva Margaret Griner-Siniavsky Roxanne Ross	\$125 (1 day registration) \$ 43.95 mileage \$10.00 tolls	\$536.85 ABS/ABE Adult Literacy Grant
Boot Camp for Ag Teachers, Owens Farm, Sunbury, PA June 2, 2017 – June 5, 2017	Keely DiTizio	\$110.36 – Mileage, \$550.00 – Registration Fee, Hotel - \$182.00 and \$127.50 - Meals/Incidentals Per the GSA Guidelines	\$969.86 (Mileage, Registration Fee, Hotel and Meals/Incidentals) Acct# 11-140-100- 580-53-002 \$170.00 Substitute
CASE Agricultural Power and Technology Training, Iowa State University, Ames, Iowa June 5, 2017 – June 16, 2017	Matt DiTizio	\$14.57 – Mileage, \$2750.00 – Registration Fee, \$350.00 – Air/Travel, \$178.50 – Meals/Incidentals Per the GSA Guidelines	\$3293.07 - (Mileage, Registration Fee, Air/Travel and Meals/Incidentals) CASE Grant – NJ Dept. of Agriculture/ Perkins Post Secondary Grant \$850.00 Substitute
2017 NAEYC Professional Learning Institute, Early Childhood Leadership Conference, San Francisco, CA June 11, 2017 – June 14, 2017	Tracy Foster	\$885.00 – Hotel, \$1100.00 – Air/Travel (Estimate), \$395.00 – Registration, \$178.50 – Meals/Incidentals Per the GSA Guidelines	\$2558.50 – (Hotel, Air/Travel, Registration and Meals/Incidentals) Acct# 11- 310-100- 580-04-002 \$255.00 Substitute

PROGRAMS:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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1. Request and Recommendation for Board of Education Approval to Apply for the FY2017 Opportunity Partnership Training Grant in the Amount not to Exceed \$300,000.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the FY2017 Opportunity Partnership Training Grant. The grant is designed to provide industry needed occupational training to displaced workers, to support the development of high-quality employer-driven partnerships, to build career pathways in the state’s key industries, and to increase the number of adults who have obtained an industry-valued credential. Grants awards not to exceed \$300,000 per proposal.

2. Request and Recommendation for Board of Education Approval to Apply for the Workforce Innovation and Opportunity Act, Title II, Adult Education and Family Literacy Grant (July 1, 2017 to June 30, 2020) in the amount of \$585,580 for FY18.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the Workforce Innovation and Opportunity Act, Title II, Adult Education and Family Literacy Grant (July 1, 2017 to June 30, 2020) in the amount of \$585,580 for FY18. This is a new three-year competitive grant program. The purpose of the grant is to provide all required adult basic education, literacy, and English as a second language services consistent with the statutory requirements outlined in Title II of the Workforce Innovation and Opportunity Act (WIOA) of 2014.

3. Request and Recommendation for Board of Education Approval of Adult Post Secondary Program Offerings and Tuition Costs Beginning January 2017.

CTE Post Secondary Program	Program Hours	Cost*
Office Management/ Administrative Assistant	600	Per Session \$46,200 Per Client \$3850

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

4. Request and Recommendation for Board of Education Approval of the Current List of Career and Technical Education Adult Postsecondary Perkins Eligible Programs.

It is recommended by the Superintendent that the Board of Education approve the current list of career and technical education Adult Postsecondary programs offered by SCVTS which are eligible for Perkins Grant funds. This list is updated annually by the Office of Career Readiness.

5. Request and Recommendation for Board of Education Approval of Adult Post Secondary Education Program Classes for the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve the following Adult Education Program classes for the 2016-2017 school year. Certificates will be issued to students completing the classes. Approved Perkins PostSecondary funds will be utilized to cover the cost of the classes.

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Class	Cost	Date
Gel and Acrylic Certification class (Sherry Violetti)	Not to exceed \$500	April 10, 2017
Barbering Certification class (Jose Matos)	Not to exceed \$500	May 22, 2017

6. Request and Recommendation for Board of Education Approval of the Second Reading and Approval to Purchase for the Following Textbook at the SCVTS Adult Education Program for the 2016 – 2017 School Year.

It is recommended by the Superintendent that the Board of Education grant approval of the first reading for the following textbook for use at the SCVTS Adult Education Program for the 2016-2017 school year. The textbook is available in the Board Conference Room for review. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

Textbook	Class/Program	ISBN
Assisting with Patient Care, 2nd Edition Textbook/Workbook	Patient Care Technician	9780323024969/ 9780323026581

7. Request and Recommendation for Board of Education Approval of FFA Members to Participate in a Community Service Project with the Carney’s Point Humane Society on April 8, 2017.

It is recommended by the Superintendent that the Board of Education approve FFA members to participate in a community help project at Carney’s Point Humane Society, in Carney’s Point on April 8, 2017. The students will volunteer to care for the animals. Activities include cleaning cages and litter boxes, walking dogs, brushing the animals, etc.

8. Request and Recommendation for Board of Education Approval of a 5K Run Fundraiser to be held at SCVTS Sponsored by the SCVTS Educational Foundation on May 4, 2017.

It is recommended by the Superintendent that the Board of Education approve the use of school grounds in conjunction with sponsorship of the SCVTS Educational Foundation Board of Trustees to host a memorial 5K Run fundraiser on May 4, 2017. The event will take place from 3:00pm to 8:00pm and utilize the physical education recreational fields behind the Career and Technical High School and the school gym. All participants will sign a release form prior to participation. All funds raised will support the Ian Bradley Memorial Scholarship housed by the SCVTS Educational Foundation. Ian Bradley was a 2015 graduate of the Career and Technical High School from the CADD and Air Force Junior ROTC program. After graduation, Ian served the United States Air force.

9. Request and Recommendation for Board of Education Approval to Accept the CASE Grant from the NJ Department of Agriculture in the amount of \$10,000.00.

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It is recommended by the Superintendent that the Board of Education accept CASE grant funds from the Department of Agriculture in the amount of \$10,000.00. The Grant is to be utilized for costs associated with CASE Institute of Professional Development and classroom supplies.

10 Request and Recommendation for Board of Education Approval of the Annual NTHS/FFA/Garden Club Spring Service Project on April 21, 2017.

It is recommended by the Superintendent that the Board of Education approve the Annual NTHS/FFA/Garden Club Spring Service Project on Friday, April 21, 2017. Students in the NTHS, FFA and Garden Club will participate in a Spring Service Project. FFA will be helping to restore the trails and tree signs at the county park located behind the RDS building. The Garden Club will be planting, mulching, and weeding in the school garden spaces. NTHS will be sending out an email to all staff asking them if they need student help for this day in getting much needed spring cleaning or organization done.

11. Request and Recommendation for Board of Education Approval of the 2017-2018 School Calendar.

It is recommended by the Superintendent that the Board of Education approve the SCVTS 2017-2018 school calendar.

12. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD 2017-2018 Calendar of Holidays for Twelve Month Employees.

It is recommended by the Superintendent that the Board of Education approve the SCVTS/SCSSSD 2017-2018 calendar of holidays for twelve month employees.

13. 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
Broadway Dance Center and the Broadway Show “Aladdin”, NYC	Thirty-two (32) Dance Academy students and (1) chaperone	April 19, 2017	Schalick High School Academy Funding – Acct# 11-310-100-580-96-001
FFA, Spring Career Development Events, Cook Campus, Rutgers, New Brunswick, NJ	Thirty-six (36) FFA students and one (1) Advisor	April 27, 2017	BR Williams - \$307.19 Acct# 11-000-270-512-29-002 \$85.00 Substitute
FFA, Agriscience Fair , Rutgers Eco Complex, Bordentown, NJ	Twelve (12) FFA students and one (1) FFA advisor	May 3, 2017	BR Williams - \$307.19 Acct# 11-000-270-512-29-002 \$85.00 Substitute
Camp Creek Run,	Twenty (20) Environmental	May 5, 2017	BR Williams -

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Marlton, NJ	Occupations students and one (1) chaperone		\$307.19 Acct #11-000-270-512-53-002 \$85.00 Substitute
State Board of Cosmetology, BCIT	Thirty-two (32) CTHS and Adult Cosmetology students and two (2) chaperone	May 15, 2017	BR Williams – \$307.19 Acct# 11-000-270-512-10-002 \$85.00 Substitute
Cruisin Ocean City, Ocean City Convention Hall, Ocean City, MD	Forty-eight (48) Automotive Tech students and one (1) chaperone	May 19, 2017	BR Williams - \$307.19 Acct# 11-000-270-512-06-002 \$85.00 Substitute
Salem County Community College SCC Registration Day	Thirty (30) Seniors and one (1) School Counselor	May 25, 2017	BR Williams - \$307.19 Acct# 11-000-270-512-29-002
The Funplex, Mt. Laurel, NJ	Fifty (50) Class of 2018 students and two (2) chaperones	June 1, 2017	BR Williams - \$307.19 S/A Account \$170.00 Substitute
Six Flags Great Adventure, Jackson, NJ	Thirty (30) Class of 2017 students and two (2) chaperones	June 2, 2017	BR Williams - \$307.19 S/A Account \$170 Substitute
Raceway Park, Englishtown, NJ	Forty-eight (48) Auto Tech students and one (1) chaperone	June 9, 2017	BR Williams - \$307.19 Acct# 11-000-270-512-06-002

14. 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.	Garden Club	Smoothie Fundraiser – Garden Club will be selling smoothies every Wednesday in F2 (Ms. Carly’s class) Cost- \$2.00 or \$1.00 per 6 oz. There will be a \$.25 discount to those who brings in their own cup	March 29, 2017 – June 15, 2017
B.	Class of 2018	Hershey’s Assortment Fundraiser Cost - \$2.00 each	April 1, 2017 – June 30, 2017
C.	FFA	Bake Sale at NTHS Yard Give and Car Show held at SCVTS	April 29, 2017

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D.	SkillsUSA	SCVTS Spelling Bee – (Open to all current SCVTS students) Cost - \$5.00 to be a contestant and \$2.00 to watch	May 4, 2017 7pm
E.	Class of 2020	Wine Glass Painting Event at Salem Oak Winery in Pedricktown, NJ Cost - \$35.00 pp	May 13, 2017 12pm – 4pm
F.	Class of 2020	Wine and Cheese Tasting Event at Salem Oak Winery in Pedricktown, NJ Cost – \$30.00 pp	May 26, 2017 6pm – 9pm

POLICIES:

1. Request and Recommendation for Board of Education Approval to Approve the first reading of the policies listed below.

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 2460 Special Education
- R 2460.1 Special Education - Location, Identification and Referral
- R 2460.8 Special Education - Free and Appropriate Public Education
- R 2460.9 Special Education - Transition From Early Intervention Programs to Preschool Programs
- R 2460.15 Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
- P 2467 Surrogate Parents and foster Parents

INFORMATIONAL ITEMS

- CTHS Principal’s Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report
- Upcoming Events - Adult Education Program
- Holtec International Correspondence

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.

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

A. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending January 31, 2017 to February 28, 2017

B. Warrants

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

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- Board Payment Approval List February 2017

C. 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, C.J. Bus Service, Inc. - Route Y1118.

2. Request and Recommendation by the Business Administrator for Board of Education Approval of the Maximum Travel Budget for Salem County Special Services School District.

It is recommended by the Business Administrator that the Board of Education approve the Maximum Travel Budget for Salem County Special Services School District as follows:

The Board of Education, pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), authorizes an annual maximum amount per employee not to exceed \$1,500.00 for the 2017-2018 school year for regular business travel only for which prior Board approval is not required. This is the same rate applied to fiscal year 2016-2017.

- a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
- b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events free of charge. It also includes regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
- c. Regular school district business travel as authorized in this Policy requires approval of the Superintendent prior to obligating the district to pay related expenses and prior to attendance at the travel event.
 - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
 - (2) Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.

3. Request and Recommendation by the Business Administrator for Board of Education Approval of the PULSE Program Proposal for Cumberland Campus.

It is recommended by the Business Administrator that the Board of Education approve the attached PULSE Program Proposal from Millville Rescue Squad for the provision, maintenance, and usage training for an Automatic External Defibrillator (AED). This will provide the AED, a CPR ready-pack, maintenance of the equipment including replacement of pads and batteries, and on-site certification for up to 7 employees.

4. Request and Recommendation by the Business Administrator for Board of Education Approval of the Revised 2017-2018 Preliminary Budgets for Salem

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County Special Services School District and Salem Campus (RDS) subject to revision and approval of the County Office or NJ Department of Education.

It is recommended by the Business Administrator that the Board of Education approve the revised 2017-2018 preliminary budgets for Salem County Special Services School District and Salem Campus (RDS) subject to revision and approval of the County Office or NJ Department of Education.

Salem County Special Services School District

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$8,875,226	\$250,000
Special Revenue Fund	-0-	-0-
Debt Service Fund	-0-	-0-
Total Base Budget	\$8,875,226	\$250,000

Salem Campus (RDS)

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$3,281,960	-0-
Special Revenue Fund	-0-	-0-
Debt Service	-0-	-0-
Total Base Budget	\$3,281,960	-0-

5. Request and Recommendation by the Business Administrator for Board of Education Approval of the Accounting Section of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.

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

6. Request and Recommendation by the Business Administrator for Board of Education Approval to Appoint John H. Bolil, Business Administrator as Public Agency Compliance Officer for the Salem County Special Services School District for the 2017-2018 school year.

It is recommended that the Board of Education appoint John H. Bolil, Business Administrator as Public Agency Compliance Officer for the Salem County Special Services School District for the 2017-2018 school year

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 Appointing Lindsay Raleigh as the Anti-Bullying Specialist-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the appointment of Lindsay Raleigh as the Anti-Bullying Specialist- Salem Campus. Ms. Raleigh will be replacing Mr. Poppell who has left the district.

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

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It is requested by the Superintendent that the Board of Education approve the employment of Melissa Joyce, Full Time Instructional Assistant-Salem Campus, \$18,074 (prorated) IA-4, effective March 20, 2017.

3. Request and Recommendation of the Superintendent for Board of Approval of Increased Hours for Arlene Padden, Speech Language Specialist-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve an increase in hours for Arlene Padden for up to 21 hours per week. Arlene is a speech language specialist contracted through Therapy Source. She works at the Cumberland Campus and this request is in response to an increase in the student body. It is requested this be approved beginning January 1, 2017.

4. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Sharon Weldon as a Substitute Teacher/Paraprofessional-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Sharon Weldon, Substitute Teacher-Salem Campus, \$85.00 Teacher/\$60.00 Paraprofessional, beginning July 1, 2017. If utilized during the ESY program, ESY rates will apply.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the transfer of Michelle Martins as a Full Time Instructional Assistant-Daretown Campus to Full Time Paraprofessional - Salem Campus.

It is requested by the Superintendent that the Board of Education approve the transfer of Michelle Martins, Full Time Instructional Assistant-Daretown Campus, \$18,674 (prorated) IA-6 to Full Time Paraprofessional-Salem Campus, \$31,446 (prorated) BMS/JC-3, effective April 1, 2017.

6. Request and Recommendation of the Superintendent for Board of Education Approval of a Clinical Practicum Experience for Colleen Reilly.

It is requested by the Superintendent that the Board of Education approve a Colleen Reilly (Philadelphia University) for her Level 1 occupational therapy clinical practicum experiences through Salem County Special Services from March 27, 2017 to April 25, 2017. Colleen will be doing this observational practicum experience under the supervision of Lisa Loomis and will never be unsupervised with students.

7. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA Leave for Donald McGowan, Jr., Instructor-Alternative Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA Leave of Donald McGowan, Jr., Instructor-Alternative Campus, effective March 8, 2017 with an anticipated return date of March 16, 2017.

8. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA Leave and NJFLA for Stephanie Weiser, Speech Therapist-Related Services

It is requested by the Superintendent that the Board of Education approve the FMLA Leave of Stephanie Weiser, Speech Therapist-Related Services, effective April 19, 2017 with an anticipated return date of June 30, 2017. It is then requested that the NJFLA be on or about May 8, 2017 with an anticipated return date of June 30, 2017.

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9. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA Leave for Lisa Foutz, Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA Leave of Lisa Foutz, Paraprofessional-Cumberland Campus, effective March 14, 2017 with an anticipated return date of March 31, 2017.

10. Request and Recommendation of the Superintendent for Board of Education Approval of the NJFLA Leave for Kimberly Devers, LDTC-Related Services.

It is requested by the Superintendent that the Board of Education approve the NJFLA Leave of Kimberly Devers, LDTC-Related Services, effective March 13, 2017 with an anticipated return date of March 17, 2017.

11. Request and Recommendation of the Superintendent for Board of Education Approval of the Resignation of Melissa Gonzalez, Instructional Assistant, Upper Pittsgrove Campus.

It is requested by the Superintendent that the Board of Education approve the resignation of Melissa Gonzalez, Instructional Assistant-Upper Pittsgrove Campus, effective April 21, 2017.

12. Request and Recommendation of the Superintendent for Board of Education Approval for the Revised Salary Rate for the 2017 ESY Program.

It is recommended by the Superintendent that the Board of Education approve the corrected salary rate for the 2017 Extended School Year Program. The incorrect amount was posted last month and it is recommended that the correct amount be approved.

Position	Incorrect Salary	Correct Salary
Job Coach	\$35/hour	\$30/hour

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
NJPSA/FEA Legal One - Anti-Bullying Specialist Certificate Program (Bullying 101 for Counselors) Online Training	Lindsay Raleigh	\$25 online	N/A	\$25.00
<i>“Ready for the Real World!”</i> Sponsored by Cooper University - Mt. Laurel, NJ March 21, 2017	Jane Smith	\$45 Registration \$22.35 Mileage	\$135	\$202.35
<i>Educator’s Conference</i> Sponsored by MCCC Holocaust Center Mercer Community College, Mercer, NJ	Vincent Opanel	No Registration Fee \$16.43 Mileage	\$85	\$101.43
<i>Social Media and Cyber Bullying Workshop</i> 12 Centre Drive, Monroe, NJ April 10,	Dr. Karen Stallings Stacy Lockwood	\$150 registration per person Car pool	\$120	\$870.00

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2017	John Bilinski Lindsey Raleigh Jane Whittinghill	\$60 sub		
<i>ADHD Sensory and Social Emotional Challenges</i> Sponsored by Summit Wilmington, DE April 19, 2017	Lucia Ingraldi	\$209 Registration \$11.60 Tolls & Mileage	N/A	\$220.60
<i>MOVE International Training, at Hartwood School, 625 Hagadorn Road, Mason, Michigan, April 26-28, 2017</i>	Natalie Chick	Registration approved 1/24/17 \$258 Flight \$250 Car Rental \$50 Gas \$147.50 Meals \$200 Hotel	N/A	\$906.10

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of Salem County Special Services Completion Exercises to be held on June 6, 2017.

It is the recommendation of the Superintendent that the Board of Education approve the Salem County Special Services Completion Exercises on June 6, 2017 at 6 p.m. in the Career and Technical High School Auditorium.

2. Request and Recommendation for Board of Education Approval of the following Community Based Instruction sites:

It is recommended by the Superintendent that the Board of Education approve the following sites for Community Based Instruction:

Joe's Butcher Shop
711 Gershal Avenue
Norma, NJ 08318

Main Meats
1370 South Main Street
Vineland, NJ 08360

Marcacci Meats
1853 Vine Road
Vineland, NJ 08360

Santori's Produce & Deli
868 North Main Road
Vineland, NJ 08360

ShopRite
2102-2130 North Second Street
Millville, NJ 08332

3. Request and Recommendation for Board of Education Approval of the 2017-2018 School Calendar.

It is recommended by the Superintendent that the Board of Education approve the 2017-2018 school calendar.

4. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD 2017-2018 Calendar of Holidays for Twelve Month Employees.

It is recommended by the Superintendent that the Board of Education approve the SCVTS/SCSSSD 2017-2018 calendar of holidays for twelve month employees.

5. Request and Recommendation for Board of Education Approval of the Field Trip Requests for the Months of March and April.

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It is recommended by the Superintendent that the Board of Education approve the following field trips for the months of March and April:

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
Upper Pittsgrove	Camden Adventure Aquarium	3/31/17	\$337.50	\$325.00	\$22.75	\$685.25
Upper Pittsgrove	Levoy Theater Millville, NJ	4/19/17	\$144.00	\$268.00	\$18.76	\$430.76
Cumberland Campus	Levoy Theater Millville, NJ	4/19/17	\$232.00	\$536.00	\$37.52	\$805.52

POLICY:

1. Request and Recommendation for Board of Education Approval to Approve the first reading of the policies listed below.

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 2460 Special Education
- R 2460.1 Special Education - Location, Identification and Referral
- R 2460.8 Special Education - Free and Appropriate Public Education
- R 2460.9 Special Education - Transition From Early Intervention Programs to Preschool Programs
- R 2460.15 Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
- P 2467 Surrogate Parents and foster Parents

B. Old Business:

1.

INFORMATIONAL ITEMS

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

It is recommended that the Board of Education to accept the Student Placement Report for the month of February.

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

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

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

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

- 4. Principal's/Administrator's Reports**
 - Cumberland Campus
 - Daretown

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.
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:

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- 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:
Rebekah J Rickards

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

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

FURTHER RESOLVED that the Board of Education will/will not return to open session to conduct business at the conclusion of the executive session.

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XV. ADJOURNMENT