

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM**

Reorganization of the Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Monday, July 11, 2017 at 7:00 p.m..

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. SWEARING IN OF BOARD OF EDUCATION MEMBERS

Mr. James Davis - three year term

Mr. Daryl Halter - three year term

IV. ROLL CALL

Mr. James Davis _____

Mr. Linwood Donelson III _____

Mr. Daryl Halter _____

Mr. Earl Ransome _____

Mr. David Moffett _____

Ms. Margaret Nicolosi _____

Mrs. Julie Smith _____

V. 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.

VI. REORGANIZATION OF THE BOARD OF EDUCATION

A. Election of Officers

1. President
2. Vice President

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B. Appointment of Committees

1. It is recommended that the Board of Education approve and accept the Board function as a Committee of the whole with Ad Hoc Committee assignments as needed.

VII. APPOINTMENTS AND DESIGNATIONS - SCVTS

A. It is Recommended that the Board of Education Approve the Following Resolution - Appointment and Designation of Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2017-2018 School Year.

1. Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2017 through June 30, 2018.
 - a. **Insurance Broker of Record**
 - i. Gloucester, Cumberland, Salem School District Joint Insurance Fund
 - b. **Business Administrator**
 - i. Mr. John H. Bolil
 - c. **Qualified Purchasing Agent**
 - i. Mr. John H. Bolil
 - d. **Architect**
 - i. Garrison Architects
 - e. **Regulatory Services**
 - i. PARS Environmental Services
 - f. **Computer Financial Software License**
 - i. Edge
 - g. **Board Solicitor**
 - i. Mark Toscano of Comegno Law Group, P.C.
 - h. **School Physician**
 - i. Dr. David Bauman & Dr. Kevin Roberts, Woodstown Family Practice (under Christiana Care health Services)
 - i. **Board Secretary**
 - i. Mr. John H. Bolil
 - j. **Special Counsel**
 - i. McManimon, Scotland, & Bauman, L.L.C.
 - ii. McCrosson & Stanton, L.L.C.
 - k. **Computer Student Data Software**
 - i. PowerSchool
 - l. **Policy and Regulation**
 - i. Strauss Esmay
 - m. **Auditors**
 - i. Nightlinger, Colavita & Volpa
 - n. **Transportation Coordinator**
 - i. GCSSSD

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B. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2017-2018 School Year.
“Fulton Bank of New Jersey”

Account	Fund	Title
#02240262	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#02240181	Agency Account	Board President, Board Secretary (One of two signatures required)
#02237326	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#02240254	Food Service	Board President, Board Secretary (One of two signatures required)
#02240246	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board President (Two of three signatures required)
#1100718668	Salem County Vo-Tech Account (Health-Aflac)	Aflac Representatives (Two of two signatures required)

C. It is Recommended that the Board of Education Approve the Secondary Investments Firms for the 2017-2018 School Year.

- a. TD Bank, Haddon Heights
- b. Sun National Bank, Vineland
- c. Franklin Savings Bank, Salem
- d. Susquehanna Bank, Mullica Hill
- e. First National Bank of Elmer, Elmer
- f. Pennsville National Bank, Pennsville

D. It is Recommended that the Board of Education Approve the following District Assignments of Staff for the 2017-2018 School Year.

It is recommended that the Board of Education approve the following appointment of district assignments:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Title	Personnel
Affirmative Action Officer	Frank H. Maurer, III and E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Kevin Shipman
Right-to-Know Compliance Officer	Kevin Shipman
Public Agency Compliance Officer	John H. Bolil
Custodian of Records (except student records)	John H. Bolil
Custodian of School Records	Jason Helder
Section 504 Compliance Officer	Jason Helder
Title IX Coordinator	Frank H. Maurer, III
ADA Coordinator	Frank H. Maurer, III
Chemical Hygiene Officer	Rebecca Dorrell
Emergency Management Officer	Kevin Shipman
Integrated Pest Management Coordinator	Kevin Shipman
Anti-Bullying Coordinator	Frank H. Maurer, III and E. Jane Whittinghill
Cooperative Education Instructor/Coordinator	E. Helen Hoffman
Homeless Child Liaison	Jason Helder
Child Abuse Liaison	Melanie Jones
Drug Free School Zone Liaison	Meggin Wentzell
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Meggin Wentzell
Gifted and Talented Liaison	Jason Helder
Special Education Coordinator	Dr. Todd Slimm
Technology Director/ LEA PARCC IT Contact	Ebikibina Enarusai
State Testing Coordinator	Dr. Jennifer Bates

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District Education Stability Liaison	Jason Helder
Bilingual/ESL Point of Contact	Dr. Todd Slimm
NCLB Coordinator	Dr. Jennifer Bates
School Nurse	Rebecca Dorrell
Food Service Director	Roland Carter
District Organizational Chart	Attachment
Anti-Bullying Specialist	Lacey DeBellis

E. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2017-2018 School Year.

It is recommended that the Board of Education approve the Petty Cash funds for the 2017-2018 school year as follows:

Campus	Amount
District Office	\$500.00
Adult Community Education	\$200.00
4-H Summer Program	\$125.00

F. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2017-2018 School Year.

South Jersey Times

G. It is Recommended that the Board of Education Approve the following Regular Meeting Dates of the Board of Education for the 2017-2018 School Year.

July 25, 2017	January 23, 2018
August 22, 2017	February 27, 2018
September 26, 2017	March 27, 2018
October 17, 2017**	April 24, 2018
November 21, 2017**	May 8, 2018***

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December 19, 2017**	June 12, 2018***
	July 2, 2018 (Reorg)

- a. 7:00 p.m. in the Conference Room at the Vocational Technical School located at 880 Route 45, Woodstown, NJ.
- b. **Third Tuesday
- c. ***Second Tuesday

H. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2017-2018 School Year.

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, salary guides (1,2,3,4,5), and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with Robert’s Rules of Order. Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

I. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

J. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.

It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate and approval of the appointment of an Alternate to the same.

K. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.

It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate and approval of the appointment of an Alternate to the same.

L. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Vocational Schools Representatives.

It is recommended that the Board of Education approve the appointment of a Board member as the NJCCVS Representative and approval of the appointment of an Alternate to the same.

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M. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2017-2018 School Year.

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2017-2018 school year for the Salem County Vocational Technical School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

N. It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2017-2018 School Year.

It is recommended that the Board of Education grant approval to the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

O. Request and Recommendation by the Business Administrator that the Board of Education Approve the Annual List of Contracted Agencies, Personnel, and Services Used During the Fiscal Year 2016-2017

It is requested by the Business Administrator that the Board of Education approve the [annual list](#) of contracted agencies, personnel, and services used during the fiscal year 2016-2017.

P. Request and Recommendation by the Business Administrator that the Board of Education Approve Paying WEB.com by ACH Payment

It is requested by the Business Administrator that the Board of Education approve paying the SCVTS website provider, WEB.com, by ACH payment.

Q. Request and Recommendation for Board of Education to Appoint School Professional Services, LLC, Frank Badessa, as Treasurer of School Monies for SCSSSD and SCVTS for the 2017-2018 School Year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

It is recommended that the Board of Education appoint School Professional Services, LLC, [Frank Badessa](#), as Treasurer of School Monies for SCSSSD and SCVTS for the 2017-2018 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

VIII. SUPERINTENDENT'S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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1. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Kaitlin DeRosa.

It is requested by the Superintendent that the Board of Education approve the employment of Kaitlin DeRosa as a Confidential Business Office Assistant-Accounts Receivable at the salary of \$32,500, effective July 1, 2017. Ms. DeRosa will be replacing Ms. Stratton who retired.

2. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Ebikibina J. Enarusai.

It is requested by the Superintendent that the Board of Education approve the employment of Ebikibina J. Enarusai as a Information Technology Supervisor at the salary of \$53,000 (prorated from July 6, 2017). Mr. Enarusai will be replacing Mr. Adams who resigned.

3. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Kacey Weber as a ESEA-NCLB Title I Summer Transition Program Instructor for the 2017-2018 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of Kacey Weber as an ESEA-NCLB Title I Summer Transition Program Instructor at the rate of \$30.00 per hour for the 2017-2018 school year. Timesheets are required. Ms. Weber's salary will be paid from the ESEA-NCLB Title IA grant funds.

4. Request and Recommendation of the Superintendent for Board of Education Acceptance of the Resignation of Karlyle Adams, Information Technology Supervisor.

It is requested by the Superintendent that the Board of Education accept the resignation of [Karlyle Adams](#), Information Technology Supervisor, effective July 10, 2017.

5. Request and Recommendation by the Superintendent for Board of Education Approval of the Payment to Karlyle Adams for Unused and Earned Vacation Days Upon his Resignation July 10, 2017.

It is recommended by the Superintendent that the Board of Education approve the payment of unused and earned vacation days to Karlyle Adams in accordance with the negotiated contract.

It is recommended that Mr. Adams be compensated for his unused vacation days for this year totaling 20 vacation days at \$201.35/diem. Additionally, it is recommended that Mr. Adams be compensated for 11 comp days at \$201.35/diem. The sum of the total vacation days, minus any used prior to his final day totals \$6,241.85.

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of Second Reading of the Job Descriptions for the 2017-2018 School Year.

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It is the recommendation of the Superintendent for Board of Education approval of the second reading of the revised [job descriptions for the 2017-2018](#) school year. The job descriptions have been reviewed, updated, and will match across both districts as policy and regulations currently match. There are new job descriptions that have been added for positions that have been in existence but have not had job descriptions associated with them in the past.

2. Request and Recommendation for Board of Education Approval of an ESEA-NCLB Title I Summer Transition Program for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve an ESEA-NCLB Title I Summer Transition Program at the Career and Technical High School for the 2017-2018 School Year. The program will run from July 17, 2017 through August 31, 2017 for all eligible incoming full-time Freshman. Students will be invited to attend on select days for assessment, tutoring, and supplemental instruction based on individual student need.

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

A. It is Recommended that the Board of Education Approve the Following Resolution - Appointments and Designation for Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2017-2018 School Year.

1. Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2017 through June 30, 2018.
 1. **Insurance Broker of Record**
Conner, Strong & Buckalew
 2. **Business Administrator**
Mr. John H. Bolil
 3. **Qualified Purchasing Agent**
Mr. John H. Bolil
 4. **Architect**
Garrison Architects
 5. **Regulatory Services**
PARS Environmental Services
 6. **Health Benefits of Records**
Brown & Brown
 7. **Computer Financial Software License**
Edge
 8. **Board Solicitor**
Mark Toscano of Comegno Law Group, P.C.
 9. **School Physician**
Dr. David Bauman & Dr. Kevin Roberts
 10. **Board Secretary**
Mr. John H. Bolil

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- 11. Special Counsel**
McManimon, Scotland, & Bauman, L.L.C.
McCrosson & Stanton, L.L.C.
- 12. Computer Student Data Software**
RealTime
- 13. Policy and Regulation**
Strauss Esmay
- 14. Auditor**
Nightlinger, Colavita & Volpano
- 15. Transportation Coordinator**
GCSSSD

B. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2017-2018 School Year.
“Fulton Bank of New Jersey”

Account	Fund	Title
#0006001777	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#0006001785	Agency Account	Board President, Board Secretary (One of two signatures required)
#0006001769	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#0006014089	Salem County Special Services Account (Health-Aflac)	Aflac Representatives (Two of three signatures required)
#0006011543	Student Activity Account	Board Secretary, Superintendent (Two of two signatures required)
#0006009344	Gifts and Donations Account	Board President, Board Secretary (Two of two signatures required)

C. It is Recommended that the Board of Education Approve the following District Assignments of Staff for the 2017-2018 School Year.
It is recommended that the Board of Education approve the following appointment of district assignments:

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Title	Personnel
Affirmative Action Officer	Frank H. Maurer, III and E. Jane Whittinghill
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	John Carbonetta
Right-to-Know Compliance Officer	John Carbonetta
Public Agency Compliance Officer	John H. Bolil
Custodian of Records (except student records)	John H. Bolil
Custodian of School Records	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Section 504 Compliance Officer	Dr. Todd Slimm
Title IX Coordinator	Frank H. Maurer, III
ADA Coordinator	Frank H. Maurer, III
Chemical Hygiene Officer	Linda Shute and Jane Smith
Emergency Management Officer	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Integrated Pest Management Coordinator	John Carbonetta
Anti-Bullying Coordinator	Frank H. Maurer, III and E. Jane Whittinghill
Cooperative Education Instructor/Coordinator, Structured Learning Environment	E. Helen Hoffman, Oliver Avis, Michael Pavesi
Homeless Children Officer	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Child Abuse Liaison	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Drug Free School Zone Liaison	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm

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Issuance Officer for Working Papers	Dr. James D'Amato, James Helder, Shawn Rebman, E. Jane Whittinghill, Dr. Todd Slimm
Gifted and Talented Liaison	Dr. E. Jane Whittinghill
Special Education Coordinator	Dr. Todd Slimm
Technology Supervisor/ LEA PARCC IT Contact	Harry Rodriguez
State Testing Coordinator	Dr. Jennifer Bates
District Education Stability Liaison	Dr. Todd Slimm
Bilingual/ESL Point of Contact	Christian Miguel/Sol Flores
School Nurse	Linda Shute, Jane Smith, Anne Callens
Food Service Director	Roland Carter
District Organizational Chart (For Auditing Purposes - Final will be approved 7/26/16)	Attachment
Anti-Bullying Specialist	John Bilinski, Maureen, Lewis, Dr. Karen Stallings, Stacy Lockwood, Christopher Jones

D. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2017-2018 School Year.

It is recommended that the Board of Education approve the Petty Cash funds for the 2017-2018 school year as follows:

Campus	Amount
Daretown	\$200.00
Cumberland	\$200.00
Related Services	\$200.00
Early Intervention Program	\$200.00 (\$100.00 postage/\$100.00 Petty Cash)
Regional Day School/Salem	\$200.00
Alternative	\$200.00

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E. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2017-2018 School Year.

- a. South Jersey Times

F. It is Recommended that the Board of Education Approve the following Regular Meeting Dates of the Board of Education for the 2017-2018 School Year.

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November 21, 2017**	May 8, 2018***
December 19, 2017**	June 12, 2018***
	July 2, 2018 (Reorg)

- a. 7:00 p.m. in the Conference Room at the Vocational Technical School located at 880 Route 45, Woodstown, NJ.
- b. **Third Tuesday
- c. ***Second Tuesday

G. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2017-2018 School Year.

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, salary guides, and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem. NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with Robert's Rules of Order. Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

H. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

I. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.

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It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate and approval of the appointment of an Alternate to the same.

J. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.

It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate and approval of the appointment of an Alternate to the same.

K. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Special Services Schools Representatives.

It is recommended that the Board of Education approve the appointment of a Board member as the NJCCSSS Representative and approval of the appointment of an Alternate to the same.

L. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2017-2018 School Year.

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2017-2018 school year for the Salem County Special Services School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

M. It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2017-2018 School Year.

It is recommended that the Board of Education grant approval to the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

N. It is Recommended that the Board of Education Approve the Renewal Application for Use of Temporary Space at Salem Community College, Davidow Hall, for the Alternative Program and the Facility Check-list of Davidow Hall.

It is recommended that the Board of Education approve the renewal application for use of temporary space at Salem Community College, Davidow Hall, for the Alternative Program and the facility checklist of Davidow Hall. Annually, an application to the county office of education must be completed and Board approved to utilize temporary, rented, space for the Alternative School. Additionally, a facility checklist must be completed for submission.

O. Request and Recommendation for Board of Education to Appoint School Professional Services, LLC, Frank Badessa, as Treasurer of School Monies for SCSSSD and SCVTS for the 2017-2018 School Year at a fee of \$7,500 to

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be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

It is recommended that the Board of Education appoint School Professional Services, LLC, [Frank Badessa](#), as Treasurer of School Monies for SCSSSD and SCVTS for the 2017-2018 school year at a fee of \$7,500 to be allocated to each district (SCSSSD \$3,750 and SCVTS \$3,750). Any additional projects assigned will be at a rate of \$50 an hour.

P. Request and Recommendation by the Business Administrator for Board of Education Approval of the GCSSSD Transportation Contracts

It is recommended that the Board of Education approve the GCSSSD [Transportation Contracts](#) provided for [transportation services](#) for the Extended School year and the 2017-18 school year.

Q. Request and Recommendation by the Business Administrator that the Board of Education Approve An Agreement Between the SCSSSD and the NJ Department of Education for the Regional Day School For Five Years

It is recommended that the Board of Education approve an [agreement](#) between the SCSSSD and the NJ Department of Education for the Regional Day School beginning July 1, 2017 to June 30, 2022 to provide educational services to students enrolled in the school.

R. Request and Recommendation by the Business Administrator to Approve an Agreement with Therapy Source

It is recommended that the Board of Education approve an [agreement](#) with Therapy Source, of Plymouth Meeting, PA, to provide services to include, but not limited to, evaluations, report writing, therapy services, documentation, progress notes, meetings, conferences, billing, and travel time for Patricia Bevelheimer at the rate of \$85.00 per hour.

X. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation for Board of Education Approval of Dr. Karen Stallings, Alternative School Social Worker, to Attend Transition Meeting at Bridgeton High School.

It is requested and recommended that Dr. Karen Stallings be approved to attend that annual Bridgeton School District transition meeting for students who displayed appropriate behavior to return to the district. It is requested that she be approved at \$40.00 per hour for an 8 hour work day. The date will be determined once agreed upon by the Bridgeton School District. This is a one day event each summer.

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2. Request and Recommendation for Board of Education Approval of Karen Gerber, EIP Social Worker, to Work Summer Hours as Case Manager.

It is requested and recommended for board of education approval that Karen Gerber be approved to work as a Summer Case Manager at the rate of \$40.00 per hour, not to exceed 25 hours. Karen Gerber has worked the last few years in the same capacity.

3. Request and Recommendation of the Superintendent for Board of Education Approval of Properly Certificated Paraprofessional/IA to Substitute During ESY.

It is requested and recommended for Board of Education approval that properly certificated Paraprofessional/IA be permitted to substitute and be compensated at the difference of the \$25/hr to \$40/hr rate during these times (\$15/hr difference).

4. Request and Recommendation by the Superintendent for Board of Education Approval of the Payment to Diana Bartholomew for Unused Sick, Personal, and Vacation Days Upon her Retirement, July 31, 2017.

It is recommended by the Superintendent that the Board of Education approve the payment of unused sick, personal, and vacation days to Diana Bartholomew in accordance with the negotiated contract. Mrs. Bartholomew will be retiring July 31, 2017.

It is recommended that Mrs. Bartholomew be compensated for her 17.5 unused sick days and personal days at the maximum of \$7500. It is further recommended that Mrs. Bartholomew be compensated for her, 25 vacation days, 10.25 compensation days at \$189.90/diem (49.75 total days). The sum of the total days, minus any used prior to her final day total \$9,447.53.

5. Request and Recommendation by the Superintendent for Board of Education Approval of the Payment to Sara Spina for Unused Sick, Personal, and Vacation Days Upon her Retirement, June 30, 2017.

It is recommended by the Superintendent that the Board of Education approve the payment of unused sick, personal, and vacation days to Sara Spina in accordance with the negotiated contract. Mrs. Spina will be retiring June 30, 2017.

It is recommended that Mrs. Spina be compensated for her 34 unused sick days at the maximum of \$7500. It is further recommended that Mrs. Spina be compensated for her 34 sick days at \$323.74/diem (34 total days). The sum of the total days, minus any used prior to her final day total \$11,007.16, which maxes out at \$7,500.

6. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Additional Extended School Year Staff.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 11, 2017**

Name	Position	Salary
Matthew Karr	Cumberland Paraprofessional/IA	\$25/hr not to exceed 144 hours
Edward Sterbach	Cumberland Instructor	\$40/hr not to exceed 144 hours
Jesenia Rodriguez	Cumberland Paraprofessional	\$25/hr not to exceed 144 hours

7. Request and Recommendation of the Superintendent for Board of Education Acceptance of the Resignation of Stephanie Russell, Paraprofessional/IA.

It is requested by the Superintendent that the Board of Education accept the resignation of [Stephanie Russell](#), Paraprofessional/IA, effective June 30, 2017.

8. Request and Recommendation of the Superintendent for Board of Education Acceptance of the Resignation of Keyannah West, Speech Language Specialist.

It is requested by the Superintendent that the Board of Education accept the resignation of [Keyannah West](#), Speech Language Specialist, effective July 23 2017.

PROGRAMS

1. Request and Recommendation for Board of Education Approval of Second Reading of the Job Descriptions for the 2017-2018 School Year.

It is the recommendation of the Superintendent for Board of Education approval of the second reading of the revised [job descriptions for the 2017-2018](#) school year. The job descriptions have been reviewed, updated, and will match across both districts as policy and regulations currently match. There are new job descriptions that have been added for positions that have been in existence but have not had job descriptions associated with them in the past.

2. Request and Recommendation for Board of Education Approval of the ESY Field Trip Requests for the Months of June, July and August.

It is recommended by the Superintendent that the Board of Education approve the following field trips for the 2017 ESY Program.

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
RDS	Parvin State Park	7/13/17	\$0.00	\$1,425.00	\$ 99.75	\$1,524.75

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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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:

