

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, August 29, 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 the 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 District's 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 [July 11, 2017](#) Reorganization Minutes and the [August 1, 2017](#) Minutes and [Executive Minutes](#) of the Board of Education Meetings.

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

B. Acceptance of Agenda Addenda Items SCSSSD

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____

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Mrs. Smith _____

Abstain: _____ Opposed: _____

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

- A. **Old Business-**
- B. **New Business-None**
- C. **Correspondence- [Senator Sweeney Thank You Letter](#)**
- D. **Presentations**
 1. Board Goals Update - Mr. Swain
 2. Molly Sooboda - ARC Designs

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

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of [May](#) and [June](#) 2017. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Business Administrator/Board Secretary

August 29, 2017
Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of [May](#) and [June](#) 2017. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the months of May and June 2017.

C. Board Secretary Certification

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Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Action: Approved____ Disapproved____ Held for Study____
 Motion by: _____
 Second by: _____
 In Favor: _____
 Abstain: _____ Opposed: _____

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending July 2017.

F. Warrants

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

- Board Payment Approval List ending June 30, 2017 - \$86,300.27
- Board Payment Approval List ending July 1st to August 31, 2017 - \$964,428.37

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation of the Business Administrator for the Board of Education Approval To Go Out for Sealed Bid to Sell a Big Block Engine from the Auto Body Collision Repair Technology Program

It is recommended that the Business Administrator advertise for sealed bid to sell a big block engine from the Auto Body Collision Repair Technology Program that is no longer being used by the program.

2. Request and Recommendation of the Business Administrator for Board of Education Approval To Return Monies to Graduating Seniors from the Food Service Account for Salem County Vocational Technical Schools

It is recommended by the Business Administrator to approve the return of monies to graduating seniors from the food service account for Salem County Vocational Technical Schools.

Graduating Senior	Amount To Be Returned		Graduating Senior	Amount To Be Returned
DB	\$ 3.50		CF	\$ 10.55

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JL	\$ 3.90	OM	\$ 11.95
LB	\$ 4.25	CG	\$ 12.00
CF	\$ 5.00	JV	\$ 12.00
CO	\$ 5.00	KO	\$ 13.00
JJ	\$ 5.75	KJ	\$ 14.00
SS	\$ 6.40	PG	\$ 14.75
EB	\$ 7.50	CD	\$ 15.35
AC	\$ 7.80	RS	\$ 16.60
SD	\$ 7.95	JA	\$ 39.25
VS	\$ 8.00	GC	\$ 44.95
AF	\$ 9.00	JG	\$ 77.00
TC	\$ 9.85	Total	\$ 365.30

3. Request and Recommendation of the Business Administrator for the Board of Education to Approve the School Integrated Pest Management Plan for the Salem County Vocational Technical Schools for the 2017-18 School Year

It is recommended that the Board of Education approve the School [Integrated Pest Management Plan](#) for the Salem County Vocational Technical Schools for the 2017-8 school year.

4. Request and Recommendation by the Business Administrator for Board of Education Approval to Accept a Donation of Paint and Supplies from Admiral Paint Liquid in the Amount of \$35,584

It is recommended that the Board of Education accept the [donation of paint and supplies](#) from Admiral Paint Liquid in the amount of \$35,584 for use in the Auto Collision Repair Technology Program.

5. Request and Recommendation by the Business Administrator for Board of Education Approval to Accept a Donation from the Collision Repair Education Foundation and 3M

It is recommended that the Board of Education accept a [donation of supplies from the Collision Repair Education Foundation and 3M](#) for use in the Auto Collision Repair Technology Program. The supplies donated are estimated to be valued at \$2,000.

6. Request and Recommendation by the Business Administrator for Board of Education Approval to Direct the GCSSD JIF Fund to Distribute the Board's

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Share of Its Net Distribution As a Check in the Full Amount to the SCVTS Board of Education

It is recommended that the Board of Education grant approval to direct the GCSSD JIF Fund to distribute the [board's share of its net distribution](#) as a check in the full amount of \$3,579.

7. Request and Recommendation by the Business Administrator for Board of Education Approval to Entering in a Cooperative Pricing Agreement with Camden County Educational Services Commission

It is recommended that the Board of Education approve entering into a [cooperative pricing agreement](#) with Camden County Educational Services Commission to purchase goods and services.

8. Request and Recommendation by the Business Administrator for Board of Education To Approve the Installation of a Viking Call Box at the End of A-Wing

It is recommended that the Board of Education approve the installation of a [Viking Call Box](#) at the end of A-wing at a cost of \$1,451 and approve the extended warranty for a monthly fee of \$11.00 per month. Pricing is based on GSA contract #GS-07F-9298S.

9. Request and Recommendation by the Business Administrator for Board of Education To Approve the Milk Box Borrowing Agreement with Balford Farms

Resolved that upon the recommendation of the Business Administrator that the Board approve the milk box borrowing [agreement with Balford Farms](#) for the 2017-18 school year. This agreement is necessitated by the awarding of the Penns Grove Food Co-op milk bid to Balford Farms. SCVTS is part of this cooperative bidding program.

10. Request and Recommendation by the Business Administrator for Board of Education Approval for GCSSD Transportation Services

It is recommended that the Board of Education approve the following GCSSD Transportation Services:

[School Related Activity Student Transportation Services:](#)

Y1326A, Y1326B, Y1326C, Y1326D, Y1326E, Y1327A, Y1327B, Y1327C, Y1327D, Y1328A, Y1328B, Y1328C, Y1328D, Y1328E, Y1328F, Y1328G, Y1328H

11. Request and Recommendation by the Business Administrator for the

Board

of Education To Authorize the Appropriation of the FY18 Adult Education Programs Aid of \$54,941

Resolved that upon the recommendation of the Board that they authorize the appropriation of the [FY18 Adult Education Program Aid of \\$54,941](#). Said aid will be used to pay for salaries in Fund 15 - Adult Education Fund.

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12. Request and Recommendation by the Business Administrator for the Hiring of A One-to-One Aide for a Student Attending Woodstown High School Academy

It is recommended that a [one-to-one aide](#) be hired for a student (J.L.) who will be attending the Woodstown High School Academy.

Action: Approved____ Disapproved ____ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis _____	Mr. Ransome _____
Mr. Donelson _____	Mr. Moffett _____
Mr. Halter _____	Ms. Nicolosi _____
	Mrs. Smith _____

Abstain: _____ Opposed: _____

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of J Craig Strieter as a District Substitute.

It is requested by the Superintendent that the Board of Education approve the employment of J.Craig Stieter as a District Substitute, at the negotiated rate of \$85/day.

2. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Cherie Griscom as a District Substitute.

It is requested by the Superintendent that the Board of Education approve the employment of Cherie Griscom as a District Substitute, at the negotiated rate of \$85/day.

3. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Linda Jordan as a District Substitute.

It is requested by the Superintendent that the Board of Education approve the employment of Linda Jordan as a District Substitute, at the negotiated rate of \$85/day.

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Jennifer Johnson as a Part-Time Food Service Aide.

It is requested by the Superintendent that the Board of Education approve the employment of Jennifer Johnson as a Part-Time Food Service Aide

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starting September 1, 2017. It is recommended that her salary be Step 3 \$11,154.55 (85% of \$13,123) of the negotiated rate, no benefits.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Warren Richman as a Part-Time District Bus Driver.

It is requested by the Superintendent that the Board of Education approve the employment of Warren Richman as a Part-Time District Bus Driver, at the negotiated rate of \$24/hour.

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Deborah Lubelski as a Part-Time Spanish Instructor to Full Time Spanish Instructor.

It is requested by the Superintendent that the Board of Education approve the transfer of Deborah Lubelski as a Part-Time Spanish Instructor to Full Time Spanish Instructor. Salary will go from 50% of \$57,729 BA-11 to \$57,729.

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Laurel Pfeffer as a Part-Time Athletic Trainer.

It is requested by the Superintendent that the Board of Education approve the employment of Laurel Pfeffer as a part time athletic trainer at the Career and Technical High School. Ms. Pfeffer's service will be contracted through Woodstown Physical Therapy at a cost of \$35 per hour. Although Ms. Pfeffer will remain an employee of Woodstown Physical Therapy, she will complete a background check.

8. Request and Recommendation of the Superintendent for Board of Education Approval of Resignation of Cathy Koziel as Part Time Food Service Aide.

It is requested by the Superintendent that the Board of Education approve the resignation of [Cathy Koziel](#), Part-Time Food Service Aide, effective July 28, 2017.

9. Request and Recommendation for Board of Education to Accept the Resignation of Shaylen Pearson, Part-Time ESL Instructor - Adult Program.

It is requested by the Superintendent that the Board of Education approve the resignation of [Shaylen Pearson](#) as ESL Instructor - Adult Program, effective August 31, 2017.

8. Request and Recommendation for Board of Education Approval of the Elementary and Secondary Education Act (ESEA), Title I, Part A funding for the following staff for the 2017-18 school year.

It is recommended by the Superintendent that the Board of Education approve Career and Technical High School staff to be funded through the ESEA, Title I, Part A grant. The staff and their salary percentages are listed below.

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Staff	Assignment	Funding Source	Percentage of Time
Cindia Gredesky	CTHS - ELA Support	Title I, A - not to exceed \$8586	14.28% (full time staff)
Nicole Kopp	CTHS- Mathematics Support	Title I, A – not to exceed \$8,885	16.66% (full time staff)
Jessica Lutes	CTHS- Mathematics Support	Title I, A - not to exceed \$22,094	42.86% (full time staff)
Jennifer Roberts	CTHS- Mathematics Support	Title I, A – not to exceed \$13,257	25% (full time staff)
Kacey Weber	CTHS - ELA Support	Title I, A - not to exceed \$13,557	25% (full time staff)

9. Request and Recommendation for Board of Education Approval of Staff to work as part of the FY2018 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant funded under the Workforce Innovation and Opportunity Act, Title II, Adult Education and Literacy grant.

It is recommended by the Superintendent that the Board of Education approve the employment of the following individuals to work as part of the 2017-2018 Adult Basic Education grant program.

Name	Position	2017-2018 Salary
Maria Alleva	ABE/ESL/Civics Intake Specialist	\$46,530 (60% of salary from July 1, 2017 to June 30, 2018)
Angel Brown	ABE/ESL/Civics Instructor	\$63,529 (100% of salary from September 1, 2017 to June 30, 2018)

10. Request and Recommendation for Board of Education Approval of an Athletic Event Supervision Coverage Fee for the 2017-2018 School year.

It is recommended by the Superintendent that the Board of Education grant approval for an athletic event supervision coverage fee of \$75.00 per event for the 2017-2018 school year. Athletic supervision must be provided for athletic competitions by a staff member in possession of a NJ Principal Certificate. The responsibilities of supervision include safety and security of athletes, coaches, officials and spectators as well as

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administrative oversight. In the event of injury or incident the administrator will coordinate with the athletic trainer to ensure an incident report is documented and filed. If an SCVTS administrator is not available the coverage will then be offered to an administrator in the SCSSSD.

11. Request and Recommendation for Board of Education Approval of Substitute List for the 2017-2018 school year.

It is recommended by the Superintendent that the Board of Education approve the [District Substitute List for the 2017-2018](#) school year. All substitutes listed are approved for the Salem County Vocational Technical Schools and Salem County Special Services School District, unless otherwise noted.

Action: Approved _____ Disapproved _____ Held for Study _____
 Motion by: _____
 Second by: _____
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mr. Moffett _____
 Mr. Halter _____ Ms. Nicolosi _____
 Mrs. Smith _____
 Abstain: _____ Opposed: _____

PROFESSIONAL DEVELOPMENT:

1. Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Vocational Technical Schools Personnel.

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Vocational Technical Schools personnel.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
NJ School Counselor Assoc Fall Conference, Pines Manor, 2085 Route 27, Edison, NJ 08071 September 29, 2017	Melanie Jones	\$99.00 – Registration fee \$65.72 - mileage	\$164.72 Registration and mileage – Acct# 11-000-218-58 0-36-002
GSETA (Garden State Employment and Training Association) 35th Annual Workforce Development Conference, Atlantic City, NJ, October 4 & 5, 2017	1 individual from each partnering agency for the Workforce Innovation and Opportunity Act,	\$300 registration	\$2,100 WIOA, Title II Grant

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- 3. Request and Recommendation for Board of Education Approval of the School District Safety and Health Plan for Career and Technical Education Programs as Required for Perkins Funds for the 2017-2018 School Year.**

It is recommended by the Superintendent that the Board of Education approve the [School District Safety and Health Plan for Career and Technical Education](#) programs as required for Perkins funds. This plan outlines the safety and health program the district utilizes to protect students and staff from safety and health risks on and off-site for our hazardous occupation Career and Technical Education programs.

- 4. It is recommended by the Superintendent by the Superintendent that the Board of Education approve the 2017-2018 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.**

It is recommended by the Superintendent that the Board of Education approve the [2017-2018 Professional Development Plan](#) for the Salem County Vocational Technical School and Salem County Special Services School Districts.

Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

- 5. Request and Recommendation for Board of Education Approval of the 2017-2018 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.**

It is recommended by the Superintendent that the Board of Education approve the [2017-2018 District Mentoring Plan](#). The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

- 6. Request and Recommendation for Board of Education Approval of all SCVTS and Academy Educational Curriculum for the 2017-2018 School Year.**

It is recommended by the Superintendent that the Board of Education approve all [SCVTS and Academy educational curriculum](#) for the 2017-2018 school year.

- 7. Request and Recommendation for Board of Education Approval of the Second Reading and Purchase for the Following Textbooks at the Career and Technical High School and Adult Education Programs for the 2017 – 2018 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval of the first reading of the following textbooks for use at the Career and Technical High School for the 2017-2018 school year. The textbooks are available in the Board Conference Room for review. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

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Textbooks	Class/Program	ISBN
Today's Medical Assistant, 3rd Edition	Medical Assistant - Adult Education	978-0-323-31135-9
Modeling with Mathematics, A Bridge to Algebra II, 2nd Edition	Applied Algebra II (New Class for NCLB Title II students)	978-1-4292-6255-2
Principles of Anatomy and Physiology	Science	978-1-118-34500-9

8. Request and Recommendation for Board of Education Approval of the First Reading for the Following Textbook at the Career and Technical High School for the 2017 – 2018 School Year.

It is recommended by the Superintendent that the Board of Education grant approval of the first reading of the following textbook for use at the Career and Technical High School for the 2017-2018 school year. The textbooks are available in the Board Conference Room for review. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

Textbooks	Class/Program	ISBN
Calculus of a Single Variable: Cengage 2014	Calculus	978-1-285-06028-6

9. Request and Recommendation for Board of Education Approval to Apply for FY2018 Opportunity Partnership Training Grant up to \$150,000.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the FY2018 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 \$150,000 per proposal.

10. Request and Recommendation for Board of Education Approval of Adult Post-Secondary Program Offerings and Tuition Costs Beginning October 2017.

It is recommended by the Superintendent that the Board of Education grant approval of Adult Post-Secondary Program Offerings and Tuition Costs beginning October 1, 2017. Programs will formally incorporate workplace readiness skills and assessments.

CTE Post-Secondary Program	Program Hours	Cost*
Patient Care Technician (includes mandatory externship)	200	\$3,375

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Medical Assistant (includes mandatory externship)	360	\$3,625
Certified Nurse Aide in Long Term Care Facilities (includes mandatory externship)	90	\$1,525
Long Term Care Specialist (CNA + HHA) (includes mandatory externship)	100	\$1,850
BLS Certification (American Heart Association)	8-10	\$70
Phlebotomy Technician plus 160 hour externship	210	\$1,950
National Retail Federation Customer Service and Sales Certification	75	\$1,125
Stackable: Phlebotomy Certification	25	\$375
Stackable: ECG Certification	25	\$375
Microsoft and Computer Literacy Training Series and Customer Service/Sales (Course are up to 12 students)		By session offered:
Level 1: Introduction to Computers and Office Suite	50	\$5,250
Level 2: Advanced Computers and Office Suite	50	\$5,250
Level 3: Microsoft Office- A Skills Approach	50	\$6,500
Level 4: Microsoft Office- Certification Course	50	\$6,500**
Workplace Readiness Credential (includes exam)	46-50	\$6,000
National Retail Federation Customer Service and Sales Certification (includes 2 exam fees)	55-75	\$6,500
Office Management/Administrative Assistant	600	\$3850
Culinary Arts and Food Service Preparation Program (includes ServSafe and Nocti exams taken one time)	150	\$3325
Maintenance Technician	210	\$3,325

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

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

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11. Request and Recommendation for Board of Education Approval of a Professional Membership in the Gloucester Salem Principal’s Association in the amount of \$100 for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve to pay for a professional membership in the Gloucester Salem Principal’s Association of \$100 for Jason Helder, Principal of the Career and Technical High School for the 2017-2018 school year. The association meets monthly as a Professional Learning Community sharing best practices and working with representatives from the Department of Education. By negotiated contract Mr. Helder is entitled to \$1000 in professional membership fees.

12. Request and Recommendation for Board of Education Approval to Place Five Administrative Assistant Program Students as Volunteers for Data Entry/Clerical Work for the 2017-2018 School Year.

It is requested and recommended for Board of Education approval to place up to five (5) Administrative Assistant students enrolled in the SCVTS Administrative Assistant Program offered in partnership with the Salem County One Stop as Volunteers for Data Entry/Clerical work throughout the SCVTS and SCSSSD Districts. As part of the Administrative Assistant Program, students are required to have 160 volunteer hours in the field. District supervisors will provide supervision to the students. Students will begin their volunteer hours upon completion of a criminal history background check.

13. Request and Recommendation for Board of Education Approval of Internal Structured Learning Experiences for the 2017-2018 School Year.

Approval to utilize career and technical education classes and programs as internal structured learning experiences. In order for students to utilize this option for credit, students must have successfully completed two years of their career and technical education program. Students will be held to the same academic expectations as cooperative education and receive credits for successful completion. Students may work as a shop foreman exercising twenty-first century skills, assisting teachers with hands-on instruction for new students and completing special projects. Internal structured learning experiences can also be utilized for students in need of additional preparation time for industry based exams. Through internal structured learning experiences, students may be able to provide assistance to academic teachers under guidelines and accountability set forth by the CTHS Principal.

14. 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
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Maple Grove Raceway, Mohonton, PA	Forty-eight (48) Auto Tech and Auto Collision students and one (1) instructor	September 22, 2017	\$310.00 BR Williams – Account# 11-000-270-512-06-002 \$85.00 Substitute
Cooper Hospital/Rowan Medical School, Camden, NJ	Fifteen (15) Allied Health students and one (1) instructor	September 28, 2017	SCVTS Bus - \$137.50 \$85.00 Substitute
20th Annual Endless Summer Cruisin', Ocean City Convention Hall, Ocean City, MD	Forty-eight (48) Auto Tech and Auto Collision students and one (1) instructor	October 6, 2017	\$310.00 BR Williams – Account# 11-000-270-512-06-002 \$85.00 Substitute

13. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2016-2017 school year.

Community Service Project	Date	District Cost
Meals on Wheels Giant Pumpkin Carve, Salem County Fairgrounds, Pilesgrove, NJ - FFA Club members	September 23, 2017	N/A

14. Request and Recommendation for Board of Education Approval for the HOSA Club to Hold a Blood Drive During the 2017-2018 School year.

It is recommended by the Superintendent that the Board of Education approve the HOSA Club to hold a blood drive coordinated by Community Blood Council of New Jersey, Inc. at the Career and Technical High School on Tuesday, November 7, 2017. If the blood drive collects 50+ units of blood, the HOSA club will receive a minimum \$500.00 scholarship with a maximum amount of \$1,000.00 scholarship if 100+ units are collected.

15. 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

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of receipts and disbursements to the Business Administrator after the activity is completed.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	SkillsUSA	Trunk or Treat – SCVTS Staff Parking Lot (\$5 donation)	October 26, 2017
B.	HOSA	Halloween Dress Up Day - \$1.00 to wear a costume	October 31, 2017

Action: Approved____ Disapproved ____Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

POLICY

- Request and Recommendation for Board of Education Approval of the second and final reading of the policies listed below.**
It is recommended by the Superintendent that the Board of Education approve the second and final reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):
 - P 2461 [Special Education/Receiving Schools \(M\) \(Revised\)](#)
 - R 2461 [Special Education/Receiving Schools \(M\) \(Revised\)](#)
 - R 2461.01 [Special Education/Receiving Schools – IEP Implementation \(M\) \(Revised\)](#)
 - R 2461.02 [Special Education/Receiving Schools – Suspension \(M\) \(Revised\)](#)
 - R 2461.03 [Special Education/Receiving Schools – Student Records \(M\) \(Revised\)](#)
 - R 2461.04 [Special Education/Receiving Schools – Special Education and Related Services \(M\) \(Revised\)](#)
 - R 2461.05 [Special Education/Receiving Schools – IEP Compliance \(M\) \(Revised\)](#)
 - R 2461.06 [Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff \(M\) \(Revised\)](#)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

- R 2461.07 [Special Education/Receiving Schools – Termination of Placement \(M\) \(Revised\)](#)
- R 2461.08 [Special Education/Receiving Schools – In-Service Training \(M\) \(Revised\)](#)
- R 2461.09 [Specialhttps://drive.google.com/open?id=0B-rxVT8DXQ1KOE41S1hhVjJSR2E5bDQ1d2FUa3hZOWZVVGcw](https://drive.google.com/open?id=0B-rxVT8DXQ1KOE41S1hhVjJSR2E5bDQ1d2FUa3hZOWZVVGcw)
[Education/Receiving Schools – Statewide and District-Wide Assessment Programs \(M\) \(Revised\)](#)
- R 2461.10 [Special Education/Receiving Schools – Full Educational Opportunity \(M\) \(Revised\)](#)
- R 2461.11 [Special Education/Receiving Schools – Staff Consultation \(M\) \(Revised\)](#)
- R 2461.12 [Special Education/Receiving Schools – Length of School Day and Academic Year \(M\) \(Revised\)](#)
- R 2461.13 [Special Education/Receiving Schools – Observation of Educational Programs \(M\) \(New\)](#)
- R 2461.14 [Special Education/Receiving Schools – Amending Policies, Procedures, the Services Provided, or the Location of Facilities \(M\) \(New\)](#)
- R 2461.15 [Special Education/Receiving Schools – Operation of an Extended Academic Year Program \(M\) \(New\)](#)
- R 2461.16 [Special Education/Receiving Schools – Employment of a Full-Time Non-Teaching Principal \(M\) \(New\)](#)
- R 2461.17 [Special Education/Receiving Schools – Submission of Fiscal Information and Obtaining Certificates \(M\) \(New\)](#)
- R 2461.18 [Special Education/Receiving Schools – Notice to Department of Education Prior to Ceasing Operation or Change of Ownership \(M\) \(New\)](#)
- R 2461.19 [Special Education/Receiving Schools – Behavior Modification Program \(M\) \(New\)](#)

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

B. Old Business:

1.

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

Second by: _____
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mr. Moffett _____
 Mr. Halter _____ Ms. Nicolosi _____
 Mrs. Smith _____

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

Assistant Superintendent’s Report

Action: Approved _____ Disapproved _____ Held for Study _____
 Motion by: _____
 Second by: _____
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mr. Moffett _____
 Mr. Halter _____ Ms. Nicolosi _____
 Mrs. Smith _____

Abstain: _____ Opposed: _____

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

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of [April](#), [May](#) and [June](#), 2017. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

 Business Administrator/Board Secretary

 August 29, 2017
 Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of [April](#), [May](#) and [June](#) 2017. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the months of April, May and June 2017.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there all changes in anticipated revenue amounts or revenue sources have been approved by the Executive County Superintendent with the approval to use up to \$300,000 in undesignated fund balance.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months ending [June for additional items](#) and [July](#), 2017.

F. Warrants

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

- Board Payment Approval List ending [June 30, 2017](#) - \$17,006.87
- Board Payment Approval List ending [July 1 - August 31, 2017](#) - \$651,039.51

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator that the Board of Education Approve GCSSD Transportation Contracts

It is recommended that the Board of Education approve the following

GCSSD Transportation Contracts and Addenda:

[2017 Extended School Year](#) - Routes SS457, SS458, SS460, and SS430

[Education Nonpublic/Vocational/Homeless/Public Students](#) - Y1304, Y1306, Y1307, Y1308, Y1309, Y1310, Y1312, Y1313, Y1314, Y1315, Y1316, Y1317

[Special Education Students 1/19/17](#) - Y1285

[Extended School Year 6/14/17](#) - SS449, SS450, SS451, SS452, SS453, SS454, SS455, SS456

2. Request and Recommendation of the Business Administrator for the Board of Education to Approve the School Integrated Pest Management Plan for the Salem County Special Services School District for the 2017-18 School Year

It is recommended that the Board of Education approve the School [Integrated](#)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

[Pest Management Plan](#) for the Salem County Special Services School District for the 2017-18 school year.

3. Request and Recommendation of the Business Administrator for the Board of Education to Approve the Annual Gift of \$2,500 from the Salem County Vocational Technical School's Foundation for the Previous 2016-17 School Year

It is recommended that the Board of Education approve the annual gift of \$2,500 from the [Salem County Vocational Technical School's Foundation](#) for the previous 2016-17 school year. A total of \$500 each will go to the Salem Campus, the Cumberland Campus, the Upper Pittsgrove School, the Alternative School and the Daretown School to be used at the discretion of the building principals.

4. Request and Recommendation of the Business Administrator for the Board of Education to Approve Going Out to Bid to Procure Landscape Maintenance Quotes for the Cumberland and Daretown Campuses

It is recommended that the Board of Education approve going out to bid to procure landscape maintenance quotes for the Cumberland and Daretown campuses.

5. Request and Recommendation of the Business Administrator for the Board of Education to Approve Facility Rental Agreement with Holly City Family Center for \$1,080.00

It is recommended that the Board of Education approve the Facility Rental Agreement with [Holly City Family Center](#) for \$1,080.00 from September 2017 through May, 2018 for 24 visits for open swim program.

6. Request and Recommendation by the Business Administrator for Board of Education Approval to Accept the Camden County Educational Services Contracted Price Quote for a New Notification System

It is recommended that the Board of Education approve to accept the Camden County Educational Services contracted price quote of \$24,089.50 to purchase a new [Sielox Class 150 notification system](#) for the SCVTS High School and the Regional Day School.

7. Request and Recommendation by the Business Administrator for Board of Education Approval for a 60 Month Lease of a Digital Mailing System from Pitney Bowes

It is requested that the Board of Education approve the 60 month [lease of a digital mailing system](#) from Pitney Bowes effective from August 1, 2017 through July 31, 2022 leased under the terms of the NPA contract number 0419917-PIT at a monthly rate of \$64.73.

8. Request and Recommendation by the Business Administrator for Board of Education Approval For Authorization For Garrison Architects to Prepare Plans for Daretown Campus

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

It is requested that the Board of Education approve authorization for Garrison Architects to prepare and submit an NJDOE Other Capital Project Application plans to install a shower at the Daretown Campus. The district acknowledges that it will receive no state aid and further authorizes Garrison Architects to amend the district's LRFP to include this project.

9. Request and Recommendation by the Business Administrator for Board of Education Approval of a Bus Aide/Bus Service Agreement between Salem County Special Services School District and Upper Deerfield School District.

It is recommended by the Business Administrator that the Board of Education approve a Bus Aide/Bus Service [Agreement](#) between Salem County Special Services School District and Upper Deerfield School District. Payment to district employees will be made at their regular hourly rate.

10. Request and Recommendation by the Business Administrator for Board of Education Approval to Entering in a Cooperative Pricing Agreement with Camden County Educational Services Commission

It is recommended that the Board of Education approve entering into a [cooperative pricing agreement](#) with Camden County Educational Services Commission to purchase goods and services.

11. Request and Recommendation by the Business Administrator for the Board of Education To Accept and Award the Nursing Services Bid for Cumberland Campus After Legal Review

It is recommended that the Business Administrator be allowed to accept and award the Nursing Services Bid for Cumberland Campus after the legal issues have been resolved. The final decision will be placed on the September 26th Board agenda.

12. Request and recommendation by the Business Administrator for the Board of Education to Accept the Proposal from Falasca Mechanical to Furnish and Install a Trane Condenser Coil for \$2,214 at the Daretown Campus.

Resolved that upon the recommendation of the business Administrator that the Board accept the [proposal](#) from Falasca Mechanical to furnish and install a condenser coil at the Daretown Campus. Said proposal shall be based on HCESC purchasing cooperative rates for \$2,214.

13. Request and Recommendation by the Business Administrator for the Board of Education Approval to Write Off \$109.25 for School Lunches for JGM

It is recommended that the Board of Education approve writing off \$109.25 for JGM. It was determined that the student was eligible for free meals.

Action: Approved _____ Disapproved _____ Held for Study _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

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 the Transfer of Jessica Monahan from a Paraprofessional-Salem Campus to Substitute Instructor then Teacher-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the transfer of Jessica Monahan from a Paraprofessional-Salem Campus to Substitute Instructor then Teacher-Salem Campus. Under the new licensing guidelines anyone holding a CE must complete 50 hour (400 total) of training prior to being eligible for a provisional certificate and offer of regular employment. Once the 50 hours are verified with the state, Ms. Monahan will be employed as BA-1 \$51,175.

2. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Melanie Joyce from a Paraprofessional-Salem Campus to Teacher-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the transfer of Melanie Joyce from a Paraprofessional-Salem Campus to Teacher-Salem Campus. Ms. Joyce will be employed as BA-1 \$51,175.

3. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Amy Wright from a Paraprofessional-Salem Campus to Teacher-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the transfer of Amy Wright from a Paraprofessional-Salem Campus to Teacher-Salem Campus. Ms. Wright will be employed as BA-1 \$51,175.

4. 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. In July one day was approved, a second day was needed for the remainder of the students.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Chelsea Campanella as a Full-Time Speech Language Specialist.

It is requested by the Superintendent that the Board of Education approve the employment of Chelsea Campanella as a full-time Speech Language Specialist for the 2017-18 school year beginning September 1, 2017. It is recommended that her salary be MA Step-1 (\$54,395).

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Autumn Friant as a Full-Time Instructional Assistant at the Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Autumn Friant as a full-time Instructional Assistant at the Cumberland Campus for the 2017-18 school year beginning September 1, 2017. It is recommended that her salary be Step-1 (\$17,928).

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Katie Taylor as a Full-Time Speech Language Specialist.

It is requested by the Superintendent that the Board of Education approve the employment of Katie Taylor as a full-time Speech Language Specialist for the 2017-18 school year beginning September 1, 2017. It is recommended that her salary be MA Step-1 (\$54,395).

8. Request and Recommendation for Board of Education Approval to Employ Arlene Padden as a Speech Language Specialist for up to 21 hours per week at the Cumberland Campus at the rate of \$79.00/hour through Therapy Source for the 2017-2018 school year.

It is recommended by the Superintendent that the Board of Education approve Arlene Padden as a Speech Language Specialist for up to 21 hours per week at the Cumberland Campus for the 2017-2018 school year, effective September 1, 2017 at the hourly rate of \$79.00/hour through Therapy Source.

9. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Jay Craig Strieter as a District Substitute.

It is requested by the Superintendent that the Board of Education approve the employment of J. Craig Stieter as a District Substitute, at the negotiated rate of \$85/day.

10. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Linda Jordan as a District Substitute.

It is requested by the Superintendent that the Board of Education approve the employment of Linda Jordan as a District Substitute, at the negotiated rate of \$85/day.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

11. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Warren Richman as a Part-Time District Bus Driver.

It is requested by the Superintendent that the Board of Education approve the employment of Warren Richman as a Part-Time District Bus Driver, at the negotiated rate of \$24/hour.

12. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Robert Polk as an Teacher-Alternative Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Robert Polk as an Teacher-Alternative Campus, \$51,775, BA-3.

13. Request and Recommendation of the Superintendent for Board of Education Approval of the Involuntary Transfer of Stacy Willingmyre from Teacher - Cumberland Campus to Teacher - Non-Public and Cumberland Campus

It is requested by the Superintendent that the Board of Education approve the involuntary transfer of Stacy Willingmyre from Teacher - Cumberland Campus to Teacher - Non-Public and Cumberland Campus with no change in salary.

14. Request and Recommendation for Board of Education to Accept the Resignation of Shamacki Mack as Speech Language Specialist - Related Services.

It is requested by the Superintendent that the Board of Education approve the resignation of [Shamacki Mack](#) as Speech Language Specialist - Related Services, effective August 31, 2017.

15. Request and Recommendation for Board of Education to Accept the Resignation of Leevon Lacy as Speech Language Specialist - Related Services.

It is requested by the Superintendent that the Board of Education approve the resignation of [Leevon Lacy](#) as Speech Language Specialist - Related Services, effective August 28, 2017.

16. Request and Recommendation for Board of Education to Accept the Resignation of Jacqueline Cera as Teacher - Salem Campus

It is requested by the Superintendent that the Board of Education approve the resignation of [Jacqueline Cera](#) as Teacher - Salem Campus. Per Ms. Cera's request in her resignation letter, she is being released effective immediately.

14. Request and Recommendation for Board of Education to Accept the Resignation of Yvonne Johnson-Cane as Instructional Assistant - Cumberland Campus

It is requested by the Superintendent that the Board of Education approve the resignation of [Yvonne Johnson-Cane](#) as Instructional Assistant - Cumberland Campus, effective August 22, 2017.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

15. Request and Recommendation for Board of Education to Accept the Resignation of Erica Lagakos as Instructional Assistant - Cumberland Campus

It is requested by the Superintendent that the Board of Education approve the resignation of [Erica Lagakos](#) as Instructional Assistant - Cumberland Campus, effective August 23, 2017.

16. Request and Recommendation for Board of Education Approval of a one-time carryover of Unused Vacation Time.

It is recommended by the Superintendent that the Board of Education approve a one-time carryover of vacation time for 5 additional vacation days for John Bolil, Business Administrator. Mr. Bolil must utilize his carryover time during the 2017-2018 school year.

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the attached sites as TCP job shadowing/social trip locations for the 2017-2018 school year.

It is recommended by the Superintendent by the Superintendent that the Board of Education approve the attached list of [TCP job shadowing/social trip locations](#) for the 2017-2018 school year.

2. Request and Recommendation for Board of Education Approval of the 2017-2018 Nursing Services Plan For the Salem County Special Services School District and the Vocational Technical School District.

It is requested and recommended that the Board of Education approved the [2017-2018 Nursing Services Plan](#). The plan was reviewed and revised by the building nurses (Jane Smith, Anne Callens, Linda Shute, and Rebecca Dorrell). Once reviewed the document was sent to the district physician (Care Associates of Salem County) for review and approval. Dr. Kevin Roberts and Dr. David Bauman approved the document on July 24, 2017. The doctors commented that the plan was great and asked where the nurses get their resources to stay up to date.

3. Request and Recommendation for Board of Education Approval of all SCSSSD Educational Curriculum for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve all [SCSSSD educational curriculum](#) for the 2017-2018 school year.

4. It is recommended by the Superintendent by the Superintendent that the Board of Education approve the 2017-2018 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the [2017-2018 Professional Development Plan](#) for the Salem County Vocational Technical School and Salem County Special Services School Districts. Mandatory professional development requirements for particular groups of

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

5. Request and Recommendation for Board of Education Approval of the 2017-2018 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the [2017-2018 District Mentoring Plan](#). The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

6. Request and Recommendation for Board of Education Approval to Place Five Administrative Assistant Program Students as Volunteers for Data Entry/Clerical Work for the 2017-2018 School Year.

It is requested and recommended for Board of Education approval to place up to five (5) Administrative Assistant students enrolled in the SCVTS Administrative Assistant Program offered in partnership with the Salem County One Stop as Volunteers for Data Entry/Clerical work throughout the SCVTS and SCSSSD Districts. As part of the Administrative Assistant Program, students are required to have 160 volunteer hours in the field. District supervisors will provide supervision to the students. Students will begin their volunteer hours upon completion of a criminal history background check.

7. Request and Recommendation for Board of Education Approval of the following Field Trip Requests for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve the following field trips for the 2017-2018 school year:

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
Cumberland	Holly City Family Center Pool	9/12/17	\$45.00	\$656.00	\$45.92	\$746.92
Upper Pittsgrove	Johnson's Corner Farm* (Transp. Cost Estimated)	9/15/17	\$347.50	\$350.00	\$24.50	\$722.00
Cumberland	Independence Mall	9/18/17	\$15.00	\$990.00	\$69.30	\$1,074.30
Cumberland	Holly City Family Center Pool	9/19/17	\$45.00	\$656.00	\$45.92	\$746.92
Cumberland	Holly City Family Center Pool	9/26/17	\$45.00	\$656.00	\$45.92	\$746.92
Daretown	Pitman Theatre/Wendy's	9/29/17	\$120.00	\$259.00	\$18.13	\$397.13
Cumberland	Holly City Family Center Pool	10/3/17	\$45.00	\$656.00	\$45.92	\$746.92

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

Daretown	Pitman Theatre/G&G Farm	10/27/17	\$120.00	\$272.00	\$19.04	\$411.04
Daretown	Pitman Theatre/Wendy's	11/17/17	\$120.00	\$259.00	\$18.13	\$397.13
Daretown	Pitman Theatre/Wendy's	12/7/17	\$120.00	\$259.00	\$18.13	\$397.13

8. Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Special Services Schools Personnel.

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Special Services Schools personnel.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Handle With Care	Christopher Jones	\$450 + \$15.50 mileage	\$465.50
SmartBoard Consultants, Upper Pittsgrove, October 6, 2017	Upper Pittsgrove Teaching Staff	\$1,295	\$1,295 Acct#11-000-222-300-00
Narrative Intervention Westin, Mt. Laurel Sponsored by: PESI Rehab	Jane Whittinghill	\$99 Registration \$20 Mileage & Tolls	\$119.00

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

Mr. Davis _____ Mr. Ransome _____

Mr. Donelson _____ Mr. Moffett _____

Mr. Halter _____ Ms. Nicolosi _____

Mrs. Smith _____

POLICY

1. Request and Recommendation for Board of Education Approval of the second and final reading of the policies listed below.

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

P 2461 [Special Education/Receiving Schools \(M\) \(Revised\)](#)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

- R 2461 [Special Education/Receiving Schools \(M\) \(Revised\)](#)
- R 2461.01 [Special Education/Receiving Schools – IEP Implementation \(M\) \(Revised\)](#)
- R 2461.02 [Special Education/Receiving Schools – Suspension \(M\) \(Revised\)](#)
- R 2461.03 [Special Education/Receiving Schools – Student Records \(M\) \(Revised\)](#)
- R 2461.04 [Special Education/Receiving Schools – Special Education and Related Services \(M\) \(Revised\)](#)
- R 2461.05 [Special Education/Receiving Schools – IEP Compliance \(M\) \(Revised\)](#)
- R 2461.06 [Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff \(M\) \(Revised\)](#)
- R 2461.07 [Special Education/Receiving Schools – Termination of Placement \(M\) \(Revised\)](#)
- R 2461.08 [Special Education/Receiving Schools – In-Service Training \(M\) \(Revised\)](#)
- R 2461.09 [Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs \(M\) \(Revised\)](#)
- R 2461.10 [Special Education/Receiving Schools – Full Educational Opportunity \(M\) \(Revised\)](#)
- R 2461.11 [Special Education/Receiving Schools – Staff Consultation \(M\) \(Revised\)](#)
- R 2461.12 [Special Education/Receiving Schools – Length of School Day and Academic Year \(M\) \(Revised\)](#)
- R 2461.13 [Special Education/Receiving Schools – Observation of Educational Programs \(M\) \(New\)](#)
- R 2461.14 [Special Education/Receiving Schools – Amending Policies, Procedures, the Services Provided, or the Location of Facilities \(M\) \(New\)](#)
- R 2461.15 [Special Education/Receiving Schools – Operation of an Extended Academic Year Program \(M\) \(New\)](#)
- R 2461.16 [Special Education/Receiving Schools – Employment of a Full-Time Non-Teaching Principal \(M\) \(New\)](#)
- R 2461.17 [Special Education/Receiving Schools – Submission of Fiscal Information and Obtaining Certificates \(M\) \(New\)](#)
- R 2461.18 [Special Education/Receiving Schools – Notice to Department of Education Prior to Ceasing Operation or Change of Ownership \(M\) \(New\)](#)
- R 2461.19 [Special Education/Receiving Schools – Behavior Modification Program \(M\) \(New\)](#)

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

B. Old Business:

1.

Action: Approved _____ Disapproved _____ Held for Study _____
 Motion by: _____
 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

1. Request and Recommendation for Board of Education Review of the following Handbooks for the 2017-2018 school year.

It is recommended by the Superintendent that the Board of Education review the following handbooks for the 2017-2018 school year:

[Alternative High School](#)

[Upper Pittsgrove](#)

Action: Approved _____ Disapproved _____ Held for Study _____
 Motion by: _____
 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 29, 2017**

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:

- 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:

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8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:

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

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

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

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

XV. ADJOURNMENT

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

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Abstain: _____ Opposed: _____