

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – MAY 9, 2017**

It is recommended by the Business Administrator for the Board of Education to approve the renewal of [PowerSchool](#) software for the 2017-18 school year in the amount of \$4,858.10

3. Request and Recommendation for Board of Education to Authorize the Business Administrator to Apply for the FY17 Application to Borrow Due to Delayed June 2017 Payments

It is recommended that Board of Education authorize the Business Administrator to apply for the FY17 Application to borrow due to delayed June 2017 payments.

4. Request and Recommendation for Board of Education Approval of Agreement with Mannington Township School to Provide Lunches Effective September 1, 2017 to June 30, 2018

It is recommended that the Board of Education approve a [Vended Meals Contract between Mannington Township School District](#) and Salem County Vocational Technical School District effective September 1, 2017 through June 30, 2018 to provide lunches to Mannington Township students.

5. Request and Recommendation for Board of Education Approval for [PARS Environmental, Inc.](#) to Test the Lead in the Drinking Water

It is recommended that the Board of Education approve PARS Environmental, Inc. to test the lead in the drinking water for the vocational school for the amount of \$3,180.

6. Request and Recommendation for Board of Education Approval To Write Off TLC Uncollectable Accounts For Past Three Years

It is recommended that the Board of Education approve to have the [outstanding balances](#) from the the TLC Program, for the past three years (2013-14, 2014-15, & 2015-16), written off after attempts were made to collect the amounts unsuccessfully.

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:**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – MAY 9, 2017**

PERSONNEL:

1. **Request and Recommendation for Board of Education Approval of Employment of SCVTS certificated and non-certificated staff for the 2017-2018 School Year.** It is recommended by the Superintendent that the Board of Education approve the employment of SCVTS [certificated and non-certificated staff](#) for the 2017-18 school year. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

2. **Request and Recommendation for Board of Education Approval of Kimberly Kraky, an SCVTS Instructor, as an Instructor for the Law Enforcement and Developing Emergency Responders (LEADERS) Summer Program Offered in Partnership with Ranch Hope at Camp Edge June 19 - 23, 2017.**
It is recommended by the Superintendent that the Board of Education approve Kimberly Kraky as an Instructor for the LEADERS Summer Program offered in partnership with Ranch Hope at the rate of \$30.00 per hour, up to 40 hours per week. Ms. Kraky’s salary will be paid for from the County Vocational School District Partnership Grant.

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

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

4. **Request and Recommendation for Board of Education Approval to Negotiate and Submit for County Approval the Employment Contract of Jennifer Bates, Assistant Superintendent for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2017.**
It is recommended by the Superintendent that the Board of Education approve the negotiation and submittal of the employment contract to the Executive County Superintendent for approval for Jennifer Bates as Assistant Superintendent for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2017 through June 30, 2018. Pending review and final approval of Dr. Bates’ contract by the Executive County Superintendent the employment contract will be presented for Board approval.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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1. Request and Recommendation for Board of Education Approval of the 2017-2018 Budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center.

It is recommended that the Board of Education approve the below listed 2017-2018 budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center.

**Salem County Vocational Technical School
Adult Post-Secondary Programs and
Salem County Educational Technology Training Center (63)
Proposed Budget 2017-2018**

Anticipated Revenue

Tuition Revenue:	\$356,880
ETTC Revenue:	\$98,391
Total Anticipated Revenue:	\$455,271

Expenditures*

Salaries Staff:	\$361,981
Fringe:	\$28,290
Rental Agreement SCC:	\$25,000
Supplies:	\$20,000
Textbooks:	\$8,000
Purchased Services:	\$10,000
Travel:	\$2,000
Total Anticipated Expenditures:	\$455,271

* Expenditures include services that may be provided to grant programs through the Department of Labor and the Department of Education. Until all grants are finally approved and all post-secondary state aid allocations are revealed (occurs hopefully in August), to ensure funds are available, we ask that fund balanced be used. Should there be any changes, the Board will be notified.

2. Request and Recommendation for Board of Education Approval of an Articulation Agreement with The Restaurant School at Walnut Hill College.

It is recommended by the Superintendent that the Board of Education approve an [articulation agreement](#) between The Restaurant School at Walnut Hill College and SCVTS for the Baking & Pastry Arts and Culinary Arts programs. This articulation agreement expires June 30, 2020.

3. Request and Recommendation for Board of Education Approval to Accept the Tractor Supply Co. Grant for Growing in the amount of \$2,150.

It is recommended by the Superintendent that the Board of Education accept the [Tractor Supply Co. Grant for Growing](#) in the amount of \$2,150.00. These funds are to be used for the Garden Club.

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4. Request and Recommendation for Board of Education Approval for the Salem County Vocational Technical Schools Law Enforcement and Public Safety Program to Partner with Ranch Hope to Offer the Law Enforcement and Developing Emergency Responders (LEADERS) Program.

It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical Schools Law Enforcement and Public Safety Program to partner with Ranch Hope to offer the Law Enforcement and Developing Emergency Responders (LEADERS) Program at Camp Edge from June 19 - 23, 2017. LEADERS Camp is a day camp program open to boys and girls ages 10 to 13 years of age and is provided through a partnership between the Salem County Prosecutor's, Sheriff, Emergency Services Offices and State and Local law enforcement. Campers will learn police and emergency response skills such as self defense, water safety, formation drills, fingerprinting, fire safety and first aid. The Salem County Vocational Technical Schools will provide nutritional snack and lunch, instructional resources, student uniforms and instructional staff and oversight as needed, upon full grant approval. Allowable services will be paid for from the County Vocational School District Partnership Grant.

5. Request and Recommendation for Board of Education Approval of a Purchase Service Agreement with Angela Napoliello-Ivory to Provide Basic Skills Math Coach Training for the Remainder of the 2016-2017 School Year.

It is recommended by the Superintendent that the Board of Education approve a purchase service agreement with Angela Napoliello-Ivory to provide Basic Skills Math Coach training for the remainder of the 2016-2017 school year. The purchase service agreement will be paid from NCLB Title IA grant funds.

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

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

Class	Cost	Revised Date
Gel and Acrylic Certification class (Sherry Violetti)	Not to exceed \$500	May 22, 2017
Barbering Certification class (Jose Matos)	Not to exceed \$500	May 23, 2017

7. 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.

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Curriculum in Action Experience	Attendees	Date	District Cost
Memorial Hospital of Salem County Salem, NJ	Fifteen (15) Allied Health students and one (1) instructor	May 26, 2017	SCVTS Bus \$125.00 \$85.00 Substitute
NJ State FFA Convention, Monmouth University, West Long Branch, NJ	Twenty (20) FFA members and (1) advisor	May 24 – May 26, 2017	\$614.38 BR Williams – Student Activity Account \$255.00 Substitute \$150 Overnight Chaperone Fee
Weisman’s Children Rehab Hospital, Marlton, NJ	Fifteen (15) Allied Health students and one (1) instructor	May 31, 2017	SCVTS Bus \$125.00 \$85.00 Substitute

8. 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
FFA - Roadside Clean Up, Woodstown or Mannington Twp, NJ	May 6, 2017 May 13, 2017 rain date	\$0
AFJROTC - National Prayer Ceremony, Salem County Courthouse, Salem, NJ	May, 13, 2017	\$0
AFJROTC - Pennsville Memorial Day Parade, Pennsville, NJ	May 20, 2017	\$0
AFJROTC - Pittsgrove Day, Pittsgrove, NJ	May 20, 2017	\$0
AFJROTC - Veterans Haven Flag Replacement, Hammonton, NJ	May 21, 2017	\$0
AFJROTC - Laying of Flags, Salem County Veteran’s Cemetery, Mannington, NJ (Students will be walking to the cemetery)	May 24, 2017	\$0
AFJROTC - Aldine Methodist Church Flag Folding, Aldine, NJ	May 28, 2017	\$0

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B. Reconciliation of Cash for School Funds Report

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

C. 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: _____

D. Transfer of Funds

It is recommended that the Board of Education approve the [transfer of funds](#) for the months ending April 30, 2017.

E. Warrants

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

- Board [Payment Approval List](#) ending April 30, 2017.

F. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval of the Position Control Section of the Operations Manual for the Salem County Vocational Technical School and Salem County Special

Services

It is recommended by the Business Administrator to approve the Position Control Section of the [Operations Manual](#) to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies.

2. Request and Recommendation for Board of Education to Authorize the Business Administrator to Apply for the FY17 Application to Borrow Due to Delayed June 2017 Payments

It is recommended that Board of Education authorize the Business Administrator to apply for the FY17 Application to borrow due to delayed June 2017 payments.

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XI. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

**A. New Business:
PERSONNEL:**

- 1. Request and Recommendation for Board of Education Approval of Employment of SCSSSD certificated and non-certificated staff for the 2017-2018 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of SCVTS [certificated and non-certificated staff](#) for the 2017-18 school year. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

- 2. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Gina Abbott as a Confidential Business Office Assistant - Payroll.**

It is requested by the Superintendent that the Board of Education approve the employment of Gina Abbott, Confidential Business Office Assistant - Payroll, \$40,000 (prorated), beginning May 16, 2017.

- 3. Request and Recommendation for Board of Education Approval of the Involuntary Transfer SCSSSD non-certificated staff from the Salem Campus to the Cumberland Campus for the 2017-2018 School Year.**

It is recommended by the Superintendent that the Board of Education approve the [involuntary transfer](#) of SCSSSD non-certificated staff, currently an at the Salem Campus, to the Cumberland Campus. This is the final stage of the three year transition of programming between the Cumberland and Salem Campuses.

- 4. Request and Recommendation for Board of Education Approval of the following staff for the 2017 Extended School Year Programs. Dates, rates and terms have been previously approved.**

It is recommended by the Superintendent that the Board of Education approve the employment of the [staff](#) required for the 2017 Extended School Year Program at the Cumberland and Salem Campuses. This list also includes Child Study Team and Related Services.

- 5. Request and Recommendation of the Superintendent for Board of Education Approval of One Salary Increment for Matthew Hennessey.**

It is requested by the Superintendent that the Board of Education approve the retroactive salary increment for Matthew Hennessey, IA Cumberland Campus. Matthew Hennessey provided the district with a copy of his Substitute Certificate making him eligible for a one time salary increment according to the negotiated contract. Matthew Hennessey will go from IA Step 4, \$18,074 to IA Step 5, \$18,174, effective May 1, 2017.

- 6. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Brenden Bell from the Cumberland Campus to the Upper Pittsgrove Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the voluntary transfer of Brenden Bell, Instructional Assistant, from the

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Cumberland Campus to the Upper Pittsgrove Campus. It is recommended that the Board of Education approve this voluntary transfer effective April 25, 2017.

- 7. Request and Recommendation for Board of Education Approval of the Resignation of David Kiger Instructional Assistant - Salem Campus.**
It is recommended by the Superintendent that the Board of Education approve the resignation of [David Kiger](#), Instructional Assistant - Salem Campus effective May 15, 2017.
- 8. Request and Recommendation of the Superintendent for Board of Education Approval of Full Time Employment of Nicole Corson as a School Psychologist.**
It is requested by the Superintendent that the Board of Education approve the full time employment of Nicole Corson, School Psychologist, \$53,440 (prorated), beginning May 5, 2017. Nicole is currently 80% and due to increased need she has agreed to 100%.
- 9. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Christine Brooks as a Bus Aide.**
It is requested by the Superintendent that the Board of Education approve the employment of Christine Brooks, Bus Aide, at her per hourly diem rate, beginning April 19, 2017. This is through a previously approved transportation agreement with Penns Grove-Carney's Point School District.
- 10. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Shannon Jones as a Substitute Bus Aide.**
It is requested by the Superintendent that the Board of Education approve the employment of Shannon Jones, Substitute Bus Aide, at her hourly per diem rate, beginning April 19, 2017. This is through a previously approved transportation agreement with Penns Grove Carney's-Point School District.
- 11. Request and Recommendation of the Superintendent for Board of Education Approval of a Practicum Placement for Fall 2017 for Jessica Monahan.**
It is requested by the Superintendent that the Board of Education approve a Practicum Placement for Fall 2017 for Jessica Monahan through Wilmington University. Ms. Monahan is currently an Instructional Assistant at the Salem Campus. She is required to complete three (3) Practica courses, each requiring fifty (50) hours in a classroom. Robin Boucher, teacher at the Salem Campus, will be mentoring Ms. Monahan.
- 12. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA Leave and NJFLA for Lisa Davis, Instructor-Upper Pittsgrove.**
It is requested by the Superintendent that the Board of Education approve the FMLA Leave of [Lisa Davis](#), Teacher - Upper Pittsgrove, effective August 3, 2017 with an anticipated return date of November 3, 2017. Additionally, NJFLA Leave effective August 30, 2017 with an anticipated return date of November 22, 2017.

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Finally, a leave of absence after the expiration of both FMLA and NJFLA beginning on or about November 22, 2017 with an anticipated return date of December 18, 2017.

13. Request and Recommendation of the Superintendent for Board of Education Approval of the Retirement Resignation of Sara Spina, Instructor-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the retirement resignation of [Sara Spina](#), Instructor-Salem Campus, effective July 1, 2017.

PROFESSIONAL DEVELOPMENT

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Cost of Sub	Total Cost
StraussEsmay Educational Policy & School Law Seminar Brookdale Community College - June 2, 2017	Vivian Hampshire Jack Swain	\$50 Registration Fee	N/A	\$50
Rutgers Center for Literacy Development Mt. Laurel, NJ May 23, 2017	Jessica Sears	\$150 Reg. \$10.63 Mileage	\$85	\$245.66

PROGRAMS:

- 1. Request and recommendation for Board of Education Approval for A.P. (student in the Upper Pittsgrove ASD Program) to participate in an Upper Pittsgrove Field Trip.**

It is recommended by the Superintendent that the Board of Education approve A..P., student in the Upper Pittsgrove ASD Program, to participate in the 1st grade Upper Pittsgrove field trip to Delaware Children’s Museum on May 30, 2017. The student will be accompanied by a paraprofessional. The cost associated with this field trip is \$9.00, which will be paid by the student.

- 2. Request and Recommendation for Board of Education Approval of the following list of Community Based Instructional sites.**

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

Paws Nature Center

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-
2. Matters in which the release of information would impair the right to receive government funds, and specifically:
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3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:
-
4. Matters concerning negotiations, and specifically: SCVTS Grievance
-
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:
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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_____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – MAY 9, 2017**

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 _____
Abstain: _____ Opposed: _____