

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – SEPTEMBER 26, 2017**

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Administrator for Board of Education Approval of a Lease Agreement between Salem Community College and Salem County Vocational Technical School for Use of Space for Instructional Training in Educational Programs Offered by Salem County Vocational Technical School and Offices for Supervisorial Personnel for the Programs dated July 1, 2017 through June 30, 2018.

It is recommended by the School Administrator that the Board of Education approve a [lease agreement](#) between Salem Community College and Salem County Vocational Technical School. Salem Community College agrees to rent to Salem County Vocational Technical School the following in Tillis Hall at Salem Community College, 460 Hollywood Avenue, Carneys Point, NJ 08069 for use as space for instructional training in educational programs offered by SCVTS and offices for supervisorial personnel for the programs: TIL 102 (Cosmetology Room), TIL 102A (Storage/wash stations), TIL 103 (Classroom/Office), TIL 103A (Restroom Facility), TIL 103B (Storage), TIL 106 (Classroom/Office), TIL 108 (Lab), TIL 117 (Secretary), TIL 117A (Breakroom/Storage), and TIL 117B (Office). Total square feet approximating 2,790 s.f. Included within TIL 103 is 1 desk and 3 chairs and within TIL 106 is 1 desk w/chair and 13 student desks w/chairs. The lease commences on July 1, 2017 through June 30, 2018. Upon the signing of this lease, SCVTS will make a single payment of \$22,756 to SCC, the amount of which is equal to the rent for one rental period.

2. Request and Recommendation by the School Administrator for the Board of Education Approval of a Bid to Procure Snow Removal Quotes for both Districts Salem County Vocational Technical School and Salem County Special Services School District for Services from November 1, 2017 to March 31, 2018

It is recommended by the school administrator that the Board of Education approve a bid to procure snow removal quotes for both school districts Salem County Vocational Technical School and Salem County Special Services School District for services from November 1, 2017 to March 31, 2018.

3. Request and Recommendation by the School Administrator for Board of Education Approval of the 2018-19 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District

It is recommended by the School Administrator that the Board of Education approve the 2018-19 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

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**2018-19 Budget Development Calendar
SCVTS/SCSSSD**

10/3/2017	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
10/16/2017- 11/3/2017	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
11/17/2017	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
11/21/2017	DISCUSS GUIDELINES WITH BOARD
12/22/2017	SECOND DRAFT
1/16/2018	DRAFT USED TO CALCULATE TUITION
2/6/2018	ISSUE TUITION RATES
2/28/2018	BOARD APPROVAL OF BUDGET

4. Request and Recommendation by the School Administrator for the Board of Education Approval of the Comprehensive Maintenance Plan for the 2017-18 School Year

It is recommended by the School Administrator for the Board of Education to approve the [Comprehensive Maintenance Plan](#) for the 2017-18 school year for the Career and Technical High School. The increase is due to roof repairs and HVAC system replacements due to age.

5. Request and Recommendation by the School Administrator for the Board of Education to Approve Edu-Met, of Neptune, NJ, for their Financials Software Package for a Total of \$46,300

It is recommended by the School Administrator that the Board of Education approved [Edu-Met](#), of Neptune, NJ, for their Software Financials Package for \$30,300 annually and \$16,000 one time fee for license, conversions, set-up and training. This program is necessitated by the termination of services from EMC Computer Center. The Business Office has met and reviewed proposals from Systems 3000 and computer Solutions, Inc. The decision was based on the key criteria regarding their billing and A/R modules. Of the software reviewed, only Edu-Met would perform all necessary customizations at no extra cost and with no restrictions.

6. Request and Recommendation by the School Administrator for the Board of Education Approval to Write Off \$366.25 of Students' Balances from the 2016-17 School Year

It is recommended by the School Administrator that the Board of Education approve to write off [balances owed](#) by students for the 2016-17 school year.

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Letters were sent requesting the balances. The amount to write off is \$366.25.

7. Request and Recommendation by the School Administrator for the Board of Education Approval to Return \$307.40 to Former Students That Had Money in their Accounts for the 2016-17 School Year

It is recommended by the School Administrator that the Board of Education approve to [return \\$307.40 to former students](#) that had money in their accounts. For difference reasons the students are not returning to the Vo Tech and the money in their accounts were requested to be refunded. The total amount is \$307.40.

8. Request and Recommendation by the School Administrator for the Board of Education Approval for PARS Environmental, Inc. of Robbinsville, NJ, to Conduct the 2016 Right to Know Survey

It is recommended by the School Administrator that the Board of Education approve PARS Environmental, Inc., of Robbinsville, New Jersey, to conduct the 2016 Right-to-Know Survey for \$1,550.00.

9. Request and Recommendation by the School Administrator for the Board of Education to Approve the Use of the Additional State Aid Received of \$197,697

It is recommended by the School Administrator that the Board of Education approve the use of the additional state aid received of \$197,697 and that the Board authorize the Business Administrator to revise the budget accordingly. Said monies will be used to increase the following line items:

11-000-310-100-320-00-013	\$ 49,020
11-402-100-101-29-002	\$ 20,000
11-402-100-500-29-002	\$ 5,000
11-402-100-610-29-002	\$ 9,575
11-000-291-270-270-41-001	<u>\$114,102</u>
Total	\$197,697

10. Request and Recommendation by the School Administrator for the Board of Education to Approve Aqua-Treat, Inc, of Blackwood, NJ, to Provide SCVTS with a Water Treatment Program for the HVAC Equipment for \$1,440.00

It is recommended by the School Administrator that the Board of Education approve [Aqua-Treat, Inc.](#), of Blackwood, NJ, to provide SCVTS with a Water Treatment Program for the HVAC equipment for \$1,440.00 for the 2017-18 school year.

11. Request and Recommendation by the School Administrator for Board of Education Approval of the Budget Development Process, Facilities, Transportation, and Financial and Human Resource Management Systems Sections of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.

It is recommended by the business administrator that the Board of Education approve the following sections of the [Operations Manual](#) to be used by both Salem County Vocational Technical School and Salem County Special Services.

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The manual has been updated to clarify procedures and to include previously approved district policies. Updated sections are: Section IV - Budget Process; Section VII - Facilities; Section XI - Transportation; and Section XV - Financial and Human Resource Management Systems.

12. Request and Recommendation by the School Administrator for Board of Education Approval to Purchase a Point of Sale System from Clover for the TLC

It recommended by the School Administrator that the Board of Education approve the purchase of a [Clover Point of Sale System](#) through First Data Merchant Services LLC, and Wells Fargo Bank, N.A., (a member of Visa USA, Inc. and MasterCard International, Inc.) to be used with The Learning Center for parent/guardian payments. Additionally, the system can also be utilized for payments of other activities throughout the district, including the foundation dinner. Cost of the unit, which includes the Clover Mobile and printer, is \$999.00 plus additional set-up and use fees.

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 Transfer of Benjamin Winch from Part Time Custodian-Maintenance Department to Full Time Level III Custodian-Maintenance Department.

It is requested by the Superintendent that the Board of Education approve the transfer of Benjamin Winch from Part-Time Custodian-Maintenance Department to Full Time Level III Custodian-Maintenance Department, effective October 1, 2017, prorated at Step 2-\$23,646.

2. Request and Recommendation for Board of Education Approval to Employ Nelly Leon as a Part-Time ESL Instructor-Adult Education.

It is recommended by the Superintendent that the Board of Education approve Nelly Leon as a Part-Time ESL Instructor-Adult Education, effective October 1, 2017 at \$13/hour. This position is funded through the FY 18 WIOA Title II grant.

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3. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Gregory Harper as Full Time Level I Custodian-Maintenance Department.

It is requested by the Superintendent that the Board of Education approve the employment of Gregory Harper, Full Time Level I Custodian-Maintenance Department, effective September 11, 2017, prorated at Step 5-\$28,416.

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Jennifer Gaunt as Part-Time Custodian-Maintenance Department.

It is requested by the Superintendent that the Board of Education approve the employment of Jennifer Gaunt, Part-Time Custodian-Maintenance Department, effective September 11, 2017, Step 1 \$11.79/hour.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Michael Grieves as Full Time Level III Custodian-Maintenance Department.

It is requested by the Superintendent that the Board of Education approve the employment of Michael Grieves, Full Time Level III Custodian-Maintenance Department, effective September 15, 2017, prorated at Step 3 \$24,584.

6. Request and Recommendation of the Superintendent for Board of Education Approval of Lisa Hartsough Reviewing Athletic Physicals.

It is requested by the Superintendent that the Board of Education approve Lisa Hartsough, under her nursing certification, compensation at \$30.00 per hour for a total of \$90.00 to review sports physical forms for student athletes.

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Patricia Scioli from Secretary-Guidance to Secretary-Student Records/Maintenance.

It is requested by the Superintendent that the Board of Education approve the transfer of Patricia Scioli Secretary-Guidance to the position of Secretary-Student Records/Maintenance with no change in salary.

8. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Judy Locke, Angela Rodriguez, William Pennock, Laura Romano as Part-Time Bus Drivers.

It is requested by the Superintendent that the Board of Education approve Judy Locke, Angela Rodriguez, William Pennock and Laura Romano as part-time bus drivers at the rate of \$25/hour.

9. Request and Recommendation by the Superintendent for Board of Education Approval of the Payment to Franklin Nelson for Unused Sick, Personal, and Vacation Days Upon his Retirement, September 30, 2017.

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It is recommended by the Superintendent that the Board of Education approve the payment of unused sick, personal, and vacation days to Franklin Nelson in accordance with the negotiated contract. Mr. Nelson will be retiring September 30, 2017.

It is recommended that Mr. Nelson be compensated for his 14.5 unused sick days at the maximum of \$1,087.50. It is further recommended that Mr. Nelson be compensated for her unused vacation days for this year as well as his earned vacation days for next school year at 16.5 vacation days for 2017-18, 3.75 earned vacation days for 2018-19 totaling 20.25 vacation days at \$104.81/diem. The sum of the total vacation days, minus any used prior to his final day total \$2,122.40. The total pay out seeking approval is \$3,209.90

10. Request and Recommendation of the Superintendent for Board of Education Approval of Resignation of Douglas Eldridge Part-Time Custodian-Maintenance Department.

It is requested by the Superintendent that the Board of Education approve the resignation of [Douglas Eldridge](#), Part-Time Custodian-Maintenance Department, effective August 31, 2017.

11. Request and Recommendation for Board of Education Approval of 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 approved [contract](#) from the Executive County Superintendent 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.

12. Request and Recommendation for Board of Education Approval of the Elementary and Secondary Education Act (ESEA), Title IV, 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 IV, Part A grant. The staff and salary percentage is listed below.

Staff	Assignment	Funding Source	Salary Amount
Nicole Kopp	CTHS- Mathematics Support	Title IV, A	Not to exceed \$8,900

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Barbering Certification Class	Not to exceed \$500	December 12, 2017
CHI Color and Texture - guest speaker/demonstration (up to 3 half day sessions)	Not to exceed \$1950	January 3 and 4, 2018
Academy Pro Airbrush Makeup Certification class	Not to exceed \$2,000	January 10 and 24, 2018
Manicure/Pedicure and Gels/Acrylics Certification Class	Not to exceed \$2,000	February 5 and 12, 2018

4. Request and Recommendation for Board of Education Approval for the Adult Medical Assistant and Phlebotomy Students to Host a Blood Drive at Salem Community College.

It is recommended by the Superintendent that the Board of Education approve the Adult Medical Assistant and Phlebotomy students to host a blood drive coordinated by The American Red Cross at the Salem Community College Student Center - Donaghay Hall on Wednesday, September 27, 2017 from 9:00 AM to 2:00 PM. Adult program students who volunteer will receive 10 hours of volunteer experience with the American Red Cross. Salem Community College has approved our request to host the blood drive on their campus.

5. Request and Recommendation for Board of Education Approval of Riverview Family Success Center, Penns Grove, NJ as an Adult Literacy Program Site.

It is recommended by the Superintendent that the Board of Education approve the Riverview Family Success Center in Penns Grove, NJ as an Adult Literacy Program Site for the 2017-2018 school year.

6. Request and Recommendation for Board of Education Approval of a Partnership Between Salem Community College and Salem County Vocational Technical School Adult Education Program to Run a ServSafe Certification Program from September 19, 2017 through October 10, 2017

It is recommended by the Superintendent that the Board of Education approve a partnership between Salem Community College and the Salem County Vocational Technical School Adult Education Program to run a ServSafe Certification program from September 19, 2017 through October 10, 2017. The cost of the course is \$100 per student. SCVTS employee Roland Carter will provide the instruction and testing for the ServSafe program at the flat rate of \$400. SCC will collect a 10% administrative fee per student. All other proceeds of the class will be split between Salem Community College and Salem County Vocational Technical School Adult Education Program.

7. Request and Recommendation for Board of Education Approval to Provide a CPR/Basic Lifesaving Skills Training Course for SCVTS Child Care and Allied Health Program Students during the week of October 9-13, 2017.

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It is recommended by the Superintendent that the Board of Education approve the Salem County Adult Education Program to provide a CPR/Basic Lifesaving Skills Training course to SCVTS Child Care and Allied Health Program students. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$50.00 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach the course. The course will be held at the SCVTS Campus, from 8:30 a.m. to 2:00 p.m.

8. Request and Recommendation for Board of Education Approval to for the Adult Education Program to Provide a CPR/Basic Lifesaving Skills Training Course in Partnership with Golden Rehabilitation.

It is recommended by the Superintendent that the Board of Education approve the Salem County Adult Education Program to provide a CPR/Basic Lifesaving Skills Training course in partnership with Golden Rehabilitation. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$50.00 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach the course. The course will be held at Golden Rehabilitation during the week of October 9-13, 2017.

9. Request and Recommendation for Board of Education Approval of GED Testing Dates for the 2017 Calendar Year.

It is recommended by the Superintendent that the Board of Education approve GED testing dates for the 2017 calendar year. Annually, the Bureau of Adult Education and Family Literacy requests the Salem County Vocational Technical School's Board of Education to serve as the approved test center for Salem County. A list of those dates follow:

2017	
September	September 18, 19
October	October 23, 24
November	November 20, 21
December	December 18,19

10. Request and Recommendation for Board of Education Approval to Declare the Week of Respect and School Violence & Vandalism Awareness Week during the Month of October 2017 for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education grant approval to declare the week of October 2 through October 6, 2017 as the "Week of Respect", in accordance with the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and October 16 through October 20, 2017 as "School Violence & Vandalism Awareness Week", in accordance with the requirements of title 18A:36-5.1.

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11. 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
Hill Creek Farms 1631 NJ-45 Mullica Hill, NJ	Four (4) Agriculture Science students and one (1) instructor	September 26, 2017	\$37.50 - SCVTS Bus Acct #11-000-270-512-53-002 \$85.00 Substitute
Salem County Ag Day Coomb's Barnyard Farm 20 Route 77 Elmer, NJ 08318	Ten (10) Academy of Ag students and two (2) instructors	September 28, 2017	Bus sharing with Woodstown – amount to follow \$170.00 Substitutes
Cuckoo's Nest, Salon Nicole, Great Clips, Garlic Barber Shop in Woodstown, Salon Di Bellezza and Quick Snips 2 in Pennsville	Eight (8) Adult Cosmetology students and one (1) instructor	October 3, 2017	No cost - students providing own transportation
Longwood Gardens Kennett Square, PA	Twenty (20) Environmental Science students and one (1) instructor	October 5, 2017	Bus Cost TBD – Acct# 11-000-270-512-53-002 \$85.00 Substitute
Leadership Experience and Development Conference, The Hotel ML, Mt. Laurel, NJ	Fifteen (15) FFA students and two (2) chaperones	October 6 – 7, 2017	Bus Cost TBD – (Student Activity Account) \$170.00 Substitutes
Philadelphia Museum of Art, Philadelphia, PA	8 Adult Cosmetology Students and one (1) instructor	October 11, 2017	No cost - students providing own transportation
Stockton University Farm, Stockton	Twenty (20) Academy of Ag	October 13, 2017	Bus Cost TBD – Acct#

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University, 101 Vera King Farris Drive Galloway, NJ 08205	students and one (1) instructor		11-000-270-512-53-002 \$85.00 Substitute
G & G Farm Market, Logan Township, NJ	Sixteen (16) child care and TLC students and three (3) instructors	October 19, 2017	Bus Cost TBD - Acct# 11-000-270-512-04-002 \$85.00 Substitute
Universal Technical Institute Warminster, PA	Forty-five (45) Auto Tech & Auto Collision students and two (2) instructors	October 20 2017	Bus being provided by Institute – No cost to district \$85.00 Substitute
Valley Forge Historic Site and Hershey Amusement Park, Valley Forge & Hershey, PA	Twenty-five (25) AFJROTC students and two (2) instructors	October 20, 2017	Bus cost TBD – Acct #11-000-270-512-40-002 \$85.00 Substitute
Career Council College Fair, Riverwinds, West Deptford, NJ	Open to all full-time Seniors	October 26, 2017	No Cost to District
Mercer County Tech-Sypek Center 129 Bull Run Rd, Pennington, NJ	Ten (10) SkillsUSA students and one (1) instructor	November 3, 2017	\$200.00 – SCVTS Bus (Student Activity Account)
NJ HOSA Fall Leadership Conference Mercer County Tech School, Pennington, NJ	Ten (10) HOSA students and (1) advisor	December 6, 2017	\$237.50 – SCVTS Bus (Student Activity Account) \$85.00 Substitute

12. Request and Recommendation for Board of Education Approval for Eight (8) FFA Members, the FFA Advisor, and One (1) Chaperone to Attend the National FFA Convention in Indianapolis, Indiana from October 24, 2017 to October 28, 2017.

It is recommended by the Superintendent that the Board of Education grant approval for eight (8) FFA members, one (1) FFA Advisor, and one (1) chaperone, to participate in the National FFA Convention in Indianapolis, Indiana on October 24 to October 28, 2017. Per board of education policy the school district will contribute \$2,500 toward student participation costs of registration,

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travel and lodging for national conferences and competitions. The balance of the student costs will be covered by the FFA or student/parent contribution. A cost breakdown for the trip is as follows:

Chaperone Cost to District:

Airfare/Train	\$550.00 per chaperone
Registration Fees	\$110.00 per chaperone
Chaperone Fee	\$ 75.00 per night, per chaperone (Acct# 11-140-100-101- 53-002)
Hotel	\$483.00 per chaperone
Meals	\$200.00 per chaperone
Mileage	\$ 32.00 (for 2 vehicles)
Parking	\$400.00 (for 2 vehicles)
Ground Transportation	\$300.00
Tolls	\$ 10.00 (for 2 vehicles)

Chaperone meal reimbursement at approved GSA guidelines.

Student Cost

Travel (Airfare/Ground Transportation):	\$3600.00
Registration fees:	\$ 440.00
Hotel Lodging:	<u>\$1449.00</u>
Subtotal:	\$5,489.00
Less board contribution:	<u>-\$2,500.00</u>
Total Student Cost:	\$2,989.00

13. Request and Recommendation for Board of Education Approval of the Second Reading and Purchase 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 second reading and purchase 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

14. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2017-2018 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed.

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	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	NTHS	Charitable Frog – Students donate loose change to help raise money for supplies to be sent to the military personnel serving overseas.	September 1, 2017 – June 15, 2018
B.	FFA	9 inch Mum Sale – LaRosa’s Greenhouses Cost: \$5.00 each	September 27, 2017 – October 1, 2017
C.	Class of 2021	Otis Spunkmeyer Products – Cookies, etc. Cost - \$17.00	September 27, 2017 – October 13, 2017
D.	Class of 2018	A Casa Pizza - Students will sell fresh pizzas, strombolis and cookie dough that will be delivered to the school and parents will be able to pick up. Cost- between \$11.50 and \$25.00	September 27, 2017 – May 2018 (on the last Friday of every month)
E.	Garden Club	Smoothie Fundraiser – Garden Club will be selling smoothies in F2. Cost- \$2.00 or \$1.00 per 6 oz. There will be a \$.25 discount to those who bring their own cup	September 27, 2017 – June 15, 2018 (every Wednesday)
F.	Class of 2021	Jack Links and Jerky Dynasty Jerky Cost - \$1.00 or \$2.00	September 27, 2017 – June 15, 2018
G.	Class of 2021	Gertrude Hawk Chocolates Cost - \$1.00 or \$2.00	September 27, 2017 – June 15, 2018
H.	Yearbook	Yummy Lix Gourmet Lollipops - \$1.00 each (profits will help finance the yearbook’s financial obligations throughout the year).	October 1, 2017 – June 1, 2018

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POLICY

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

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

- P & R 7100 [Long-Range Facilities Planning \(M\) \(Revised\)](#)
- P & R 7101 [Educational Adequacy of Capital Projects \(Revised\)](#)
- P 7102 [Site Selection and Acquisition \(Revised\)](#)
- R 7102 [Site Selection and Acquisition \(New\)](#)
- P 7130 [School Closing \(Revised\)](#)
- P 7300 [Disposition of Property \(Revised\)](#)
- R 7300.1 [Disposition of Instructional Property \(Abolished\)](#)
- R 7300.2 [Disposition of Land \(Revised\)](#)
- R 7300.3 [Disposition of Personal Property \(Revised\)](#)
- R 7300.4 [Disposition of Federal Property \(Revised\)](#)

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: _____

Second by: _____

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

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

1. Information regarding a CTHS students (ID#102154 and ID#102160) who have requested to independently manage their diabetes in school on a daily basis. (Information available upon request).

2. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCVTS (May Be

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D. Transfer of Funds

It is recommended that the Board of Education approve the [transfer](#) of funds from 7/31/17-8/31/17.

E. Warrants

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

- Board [Payment Approval List](#) from 8/1/17-9/30/17 - 601,723.40.

F. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Administrator for Board of Education Approval of a Lease Agreement between Salem Community College and Salem County Special Services School District from July 1, 2017 through June 30, 2018.

It is recommended by the School Administrator that the Board of Education approve a [lease agreement](#) between Salem Community College and Salem County Special Services School District for the lease of DAV-101 (Classroom), DAV-102 (Secretary area), DAV-102A (Office), DAV-102B (Office), DAV-103 (Classroom), DAV-105 (Classroom), DAV-107 (Classroom), DAV-109, DAV-122 (Office), DAV-126 (Office), Mezzanine (Classroom area & a cafeteria area), Concession Stand (breakfast service) and the Fieldhouse for gym activities Monday – Friday when school is in session September through June, except as noted in the attached lease with Salem Community College commencing July 1, 2017 through June 30, 2018 for an annual amount of \$112,000.

2. Request and Recommendation by the School Administrator for the Board of Education Approval of a Bid to Procure Snow Removal Quotes for both Districts Salem County Vocational Technical School and Salem County Special Services School District for Services from November 1, 2017 to March 31, 2018

It is recommended by the school administrator that the Board of Education approve a bid to procure snow removal quotes for both school districts Salem County Vocational Technical School and Salem County Special Services School District for services from November 1, 2017 to March 31, 2018.

3. Request and Recommendation by the School Administrator for the Board of Education Approval for Garrison Architects to Draw Up Plans for The Installation of a Security Window at the Cumberland Campus

It is recommended by the school administrator for the Board of Education to approve Garrison Architects to draw up plans for submission to the Department of Education, local code officials, and the local chief of police for the installation of a security window at the Cumberland Campus. The improvement was recommended by the state police officer upon his review of the building security.

4. Request and Recommendation by the Business Administrator for the Board of Education to Approve Wright Choice for the Nursing Bid Approved at the August 29th Board Meeting

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It is recommended by the Business Administrator that the Board of Education accept the [bids](#) received on August 24th at 12:00 PM and based on said bids the recommendation of the Child Study Team Director the award goes to Wright Choice. As this is a professional service award, we do not have to award to the lowest bidder.

5. Request and Recommendation by the School Administrator for Board of Education Approval of the 2018-19 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District

It is recommended by the School Administrator for the Board of Education approve the 2018-19 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2018-19 Budget Development Calendar
SCVTS/SCSSSD**

10/3/2017	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
10/16/2017- 11/3/2017	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
11/17/2017	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
11/21/2017	DISCUSS GUIDELINES WITH BOARD
12/22/2017	SECOND DRAFT
1/16/2018	DRAFT USED TO CALCULATE TUITION
2/6/2018	ISSUE TUITION RATES
2/28/2018	BOARD APPROVAL OF BUDGET

6. Request and Recommendation by the School Administrator for Board of Education Approval to Reject All Bids Received for the SCSSSD Landscaping and Rebid

It is recommended by the School Administrator for the Board of Education that all bids for landscaping be rejected and that the Business Administrator be instructed to revise the bid package accordingly and resend it to all vendors who sent quotes as well as those who submitted bids.

7. Request and Recommendation by the School Administrator for the Board of Education Approval to Write Off \$3.50 for School Lunches for MG

It is recommended by the school administrator that the Board of Education

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approve writing off \$3.50 for MG. The student moved out of district.

8. Request and Recommendation by the School Administrator for the Board of Education Approval to Write Off \$130.00 for School Lunches for JH

It is recommended by the school administrator that the Board of Education approve writing off \$130.00 for JH. It was determined that the student Transferred back to Bridgeton.

9. Request and Recommendation by the School Administrator that the Board of Education Approve GCSSD Transportation Contracts

It is recommended by the school administrator that the Board of Education approve the following GCSSD Transportation [Contracts](#):

Special Education/Nonpublic/Vocational/Homeless/Public
Students Transportation Routes

Route Y1334 - C.J.'s Bus Service	Route Y1300 - B.R. Williams
Route Y1335 - B.R. Williams	Route Y1340 - Delaware City
Route Y1336 - Holcomb	Route Y1337 - B.R. Williams
Route Y1341 - Delaware City	Route Y1338 - Wyshinski
Route Y1339 - B.R. Williams	Route Y1342 - B.R. Williams

10. Request and Recommendation by the School Administrator for the Board of Education to Approve Edu-Met, of Neptune, NJ, for Their Financials Software Package for a Total of \$46,300

It is recommended by the School Administrator that the Board of Education approved [Edu-Met](#), of Neptune, NJ, for their Software Financials Package for \$30,300 annually and \$16,000 one time fee for license, conversions, set-up and training. This program is necessitated by the termination of services from EMC Computer Center. The Business Office has met and reviewed proposals from Systems 3000 and Computer Solutions, Inc. The decision was based on the key criteria regarding their billing and A/R modules. Of the software reviewed, only Edu-Met would perform all necessary customizations at no extra cost and with no restrictions.

11. Request and Recommendation for the School Administrator for the Board of Education Approval to Clear Unpaid Lunch Balances and Reimbursement Requests from the 2016-17 School Year.

It is recommended the the School Administrator for the Board of Education approval to clear the [unpaid lunch balances and reimbursement requests](#) from the 2016-17 school year.

12. Request and Recommendation by the School Administrator for Board of Education Approval of the Budget Development Process, Facilities, Transportation, and Financial and Human Resource Management Systems

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- 4. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Karen Ingemi from Part-Time Nurse to Full Time Nurse-Alternative and Non-Public.**
It is requested by the Superintendent that the Board of Education approve the transfer of Karen Ingemi from a part-time nurse-non public to Full Time Nurse-Alternative and Non-Public at the rate of \$56,605 MA+30-Step 3, effective September 1, 2017.
- 5. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA for Michelle Smith Secretary-Cumberland Campus.**
It is requested by the Superintendent that the Board of Education approve the FMLA leave for [Michelle Smith](#) Secretary-Cumberland Campus beginning on or about October 3, 2017 for approximately 12 full weeks with an expected return date of January 2, 2018.
- 6. Request and Recommendation by the Superintendent for Board of Education Approval of Jennifer Rowand Paraprofessional-Salem Campus the Stipend Position of Food Service Aide.**
It is recommended by the Superintendent that the Board of Education approve Jen Rowand for a Food Service Aide Stipend position, \$1,500, beginning September 7, 2017.
- 7. Request and Recommendation by the Superintendent for Board of Education Approval of Anne Callens Nurse-Cumberland Campus the Stipend Position of Non-Public Nurse Coordinator for the 2017-18 School Year.**
It is recommended by the Superintendent that the Board of Education approve Anne Callens as a Non-Public Nurse Coordinator Stipend position, \$2,000, beginning September 7, 2017.
- 8. Request and Recommendation by the Superintendent for Board of Education Approval of Anne Callens Nurse-Cumberland Campus the Stipend Position of Non-Public Nurse Coordinator for the 2016-17 School Year.**
It is recommended by the Superintendent that the Board of Education approve Anne Callens as a Non-Public Nurse Coordinator Stipend position, \$2,000, for the 2016-17 School Year.
- 9. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Michelle Carnevale as a Speech Language Specialist-Early Intervention.**
It is recommended by the Superintendent that the Board of Education approve Michelle Carnevale as a Speech Language Specialist-Early Intervention, beginning September 7, 2017 at the rate of \$70 per hour on an as needed basis.

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10. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Shanice Nelson as a Paraprofessional-Cumberland Campus.

It is recommended by the Superintendent that the Board of Education approve Shanice Nelson as a Paraprofessional-Cumberland Campus, beginning September 1, 2017 at the rate of \$17,928 IA-1.

11. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Jesenia Rodriguez as a Paraprofessional-Cumberland Campus.

It is recommended by the Superintendent that the Board of Education approve Jesenia Rodriguez as a Paraprofessional-Cumberland Campus, beginning September 1, 2017 at the rate of \$17,928 IA-1.

12. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Shana Scott as a Paraprofessional-Cumberland Campus to a Substitute Paraprofessional-Cumberland Campus.

It is recommended by the Superintendent that the Board of Education approve the transfer of Shana Scott as a Paraprofessional-Cumberland Campus to a substitute Paraprofessional-Cumberland Campus, beginning September 1, 2017 at the rate of \$60 per day.

13. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Hina Dadhanian as an Independent Contractor Physical Therapist-Salem Campus.

It is recommended by the Superintendent that the Board of Education approve Hina Dadhanian as an Independent Contractor Physical Therapist-Salem Campus, beginning September 1, 2017 at the rate of \$85/hour up to 3 hours per week.

14. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA and NJFLA for Lindsay Quinn Teacher-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA and NJFLA leave for [Lindsay Quinn](#) Teacher-Salem Campus beginning on or about September 1, 2017 for approximately 12 full weeks with an expected return date of November 24, 2017.

15. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Nicholas Maltman as a Secretary-Cumberland Campus.

It is recommended by the Superintendent that the Board of Education approve Nicholas Maltman as a Secretary-Cumberland Campus, beginning October 3, 2017 until January 2, 2018 at the daily rate of \$131.00 (1-240th of Step 1 \$31,347)

16. Request and Recommendation for Board of Education Approval to Appoint Jean Pilieri as Confidential-Related Services, Effective September 1, 2017.

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It is recommended by the Superintendent that the Board of Education approve the Related Services Secretary position to become Confidential Secretary-Related Services, effective September 1, 2017, making this position in line with the confidential support secretarial positions of CST and EIP. It is requested that Jean Pilieri’s salary be modified to include her \$3,000 stipend from \$35,547 to \$38,547.

17. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 2017-18 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2017-18 school year. Under state guidelines novice instructors are required to pay the mentioned fee to the district who is then required to release the funds to the mentor upon successful completion of the program. Once approved payment schedules will be set up with each novice instructor to collect the fee. Contracts will be sent out between the novice instructor, mentor, and board of education.

Novice Instructor	Mentor	Fee /Program
Melanie Joyce	Robin Boucher	\$550.00/CEAS
Jessica Monahan	Chelsea Fagely	\$1,000.00/CE
Amy Wright	Oliver Avis	\$550.00/CEAS

Professional Development

1. 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
<i>3:1 Interactive Easel Training, Keyboard Consultants, Upper Pittsgrove, NJ - October 6, 2017</i>	Upper Pittsgrove Teaching Staff	\$1,295	\$1,295

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Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

POLICY

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

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

- P & R 7100 [Long-Range Facilities Planning \(M\) \(Revised\)](#)
- P & R 7101 [Educational Adequacy of Capital Projects \(Revised\)](#)
- P 7102 [Site Selection and Acquisition \(Revised\)](#)
- R 7102 [Site Selection and Acquisition \(New\)](#)
- P 7130 [School Closing \(Revised\)](#)
- P 7300 [Disposition of Property \(Revised\)](#)
- R 7300.1 [Disposition of Instructional Property \(Abolished\)](#)
- R 7300.2 [Disposition of Land \(Revised\)](#)
- R 7300.3 [Disposition of Personal Property \(Revised\)](#)
- R 7300.4 [Disposition of Federal Property \(Revised\)](#)

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: _____

Second by: _____

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

Abstain: _____ Opposed: _____

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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:

- 8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of

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employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: Adult Ed Program

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	_____

Abstain: _____ Opposed: _____