

**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, November 21, 2017 at 7:00 p.m.

AGENDA

I. PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

II. CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School 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 [Minutes](#) and [Executive Minutes](#) of the October 19, 2017 Board of Education Meeting.

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_____

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Motion by: _____
 Second by: _____
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mr. Moffett _____
 Mr. Halter _____ Ms. Nicolosi _____
 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-None**
- D. Presentations**
 1. SCVT/SCSSSD State Assessment Presentation
 2. November Student of the Month - [Devonte Henry](#) - Upper Pittsgrove
 3. Recognition of Agricultural Mechanics students national placement
 4. Recognition of Mrs. Keely DiTizio ACTE Region I Teacher of the Year

**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 month of [September](#) 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

November 21, 2017

 Date

B. Reconciliation of Cash for School Funds Report

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month _____ 2017. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of _____ 2017.

C. Board Secretary Certification

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 from 9/30/17 to 11/15/17.

F. Warrants

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

- Board Payment [Approval List](#) from 10/1/17 - 11/14/17 - \$865,863.29

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Business Administrator for The Board of Education to Rescind the Additional Five Hours Per Week for One-On-One Paraprofessional Approved at the October 19, 2017 Board of Education Meeting.

It is recommended by the School Business Administrator for the Board of Education to rescind an additional five hours per week for one-on-one paraprofessional, approved at the October 19, 2017 Board of Education Meeting, who provided services to student J.L. enrolled at the SCVTS Communications Academy hosted at Woodstown High School.

2. Request and Recommendation by the School Business Administrator for the Board of Education to Approve PARS Environmental, Inc. to Provide Asbestos Hazard Emergency Response Act Services to be in Compliance for the 2017-18 School Year for \$2,200.00.

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It is recommended by the School Business Administrator for the Board of Education to approve PARS Environmental, Inc. to provide [Asbestos Hazard Emergency Response Act \(AHERA\) Services](#) to be in compliance for the 2017-18 school year for \$2,200.00. This would include a six month surveillance at each district facility per AHERA regulations and deliver reports of their findings, conclusion, and recommendation, if warranted, for each building. Two reports for each building will be provided; one for the building and one for the LEA central file. PARS will deliver the final reports to the district within thirty day as required by law. The time period covered will be the Fall 2017 AHERA 6-Month Surveillance and the Spring 2018 AHERA 6-Month Surveillance.

3. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Contract with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Retail Natural Gas Services for the SCVTS.

It is recommended by the School Business Administrator for the Board of Education to approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure [natural gas service](#) for the SCVTS. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate electric energy generation service supplier in accordance with the terms and conditions of the aforementioned bid.

<u>Bid Lot</u>	<u>Utility</u>	<u>Rate Code</u>	<u>Term (Months)</u>	<u>Awarded Supplier</u>	<u>Bid Price \$/kWh</u>
1	ACE	MGS, AGS, DDC	12	South Jersey Energy	\$0.0735
2	ACE	SPL, CSL	12	Constellation	\$0.0392

4. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Contract with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Electric Energy Services for the SCVTS at the Rate of \$4.450/dth for Two Years.

It is recommended by the School Business Administrator for the Board of Education to approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure [Electric Energy Service](#) for the SCVTS. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate natural gas service supplier in accordance with the terms and conditions of the aforementioned bid. The rate will be \$4.450 from November 30, 2017 to November 30, 2019.

5. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Purchasing Cloud Hosting Services from Edu-Met for \$8,300 Per Year.

It is recommended by the School Business Administrator for the Board of Education to approve purchasing [cloud hosting services from Edu-Met](#) for \$8,300 per year. The data will be encrypted through SSL layer (certificate).

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6. Request and Recommendation by the School Business Administrator for the Board of Education Approval of a Contract for Supplemental Snow Plowing effective November 1, 2017 through April 30, 2018 to 4 Seasons Lawn Care.

It is requested and recommended by the School Business Administrator that the Board of Education approve a contract for supplemental snow plowing effective November 1, 2017 through April 30, 2018 to [4 Seasons Lawn Care](#). Based upon the attached specifications, quotes were received on November 1, 2017 for Supplemental Snow Removal for the Salem County Board for Vocational Education and the Salem County Special Service School District. Seven companies were contacted for a quote. A copy of the contract, as proposed, is attached.

SPECIFICATIONS	4 Seasons Lawn Care
Truck with Plow Per Hours	\$130.00/hr.
Grader Per Hour	N/A
4 Cu. Yd. Loader Per Hour	N/A.
Backhoe Per Hour	\$150.00
Snow Shoveling - Hand Labor Per Hour	\$40.00
Snow Blowing Per Hour	\$45.00
Salt (Asphalt) Pricer Per 100 Pound Spread	\$35.00
Calcium Chloride (Concrete) Price Per 100 Pound Spread	\$55.00

Specifications were sent to:

Sutton & Sons Construction 22 King Street Pennsville, NJ 08070	Delaware County Lawn 130 Quaker Road Pennsville, NJ 08070
Wright's Lawn Service P.O. Box 81 Cedarville, NJ 08311	Sutton & Sons Construction Co. 22 King Street Pennsville, NJ 08070
Richard E. Pierson Construction 426 Swedesboro Road Pilesgrove, NJ 08098	*4 Seasons Lawn Care 49 Bailey Road Cedarville, NJ 08311
Iron Hills Landscaping 624 Haines Neck Road Woodstown, NJ 08098	

* Lowest acceptable quote.

7. Request and Recommendation by the School Business Administrator

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3. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Adam Seykot as a Student Part Time Custodian-Maintenance Department.

It is requested by the Superintendent that the Board of Education approve the employment of Adam Seykot, Student Part-Time Custodian-Maintenance Department, \$8.44 per hour on an as needed basis, beginning November 16, 2017.

4. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Luke Fogg as a Part Time School Bus Driver-District Office.

It is requested by the Superintendent that the Board of Education approve the employment of Luke Fogg, Part-Time School Bus Driver-District Office, \$25 per hour on an as needed basis, beginning November 16, 2017.

5. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Kathryn Williams as a Temporary Part-Time Adult Education Secretary-Adult Education.

It is requested by the Superintendent that the Board of Education approve the employment of Kathryn Williams, Temporary Part-Time Adult Education Secretary-Adult Education, \$12.50 per hour on an as needed basis (not to exceed 28 hours weekly), beginning November 21, 2017.

6. Request and Recommendation of the Superintendent for Board of Education Approval of CTHS Instructors to Develop and Present Student/Parent Workshops.

It is requested by the Superintendent that the Board of Education approve the Career and Technical High School Instructors listed below to develop and offer up to two student/parent workshops funded through the ESEA, Title I grant during the 2017-2018 school year. The workshops will focus on a two generational approach to supporting students and parents with improving educational outcomes. CTHS instructors will be paid \$30.00 per hour for work performed outside of contracted hours up fifty (50) hours to prepare and present the Student/Parent workshops. Timesheets are required for payment.

Elizabeth Bernat-Duaime

Katherine Polillo

7. Request and Recommendation of the Superintendent for Board of Education Approval of CTHS Instructors to Develop and Present Information for Non-Traditional Career and Technical Education Students.

It is requested by the Superintendent that the Board of Education approve the Career and Technical High School Instructors listed below to develop and attend Open House/Presentations/Information Sessions at schools throughout Salem County to promote non-traditional career and technical education students during the 2017-2018 school year. CTHS instructors will be paid \$30.00 per hour for work performed outside of contracted hours. Timesheets are required for payment.

Bruce Connell

Tracy Foster

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Stephanie Hoffman
Rachael Lester

8. Request and Recommendation for Board of Education Approval of Second Read and Approval of the Banquet Chef/Director Job Description for the 2017-2018 School Year.

It is the recommendation of the Superintendent for Board of Education approval of the second reading and approval of the [Banquet Chef/Director](#) Job Description for the 2017-2018 school year. The job description have been reviewed, updated, and will match across both districts as policy and regulations currently match. This is a new job description for a position that has been in existence but has not had a job description.

9. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA for Shachara Adams Counselor-Adult Education.

It is requested by the Superintendent that the Board of Education approve the FMLA leave for [Shachara Adams](#) Counselor-Adult Education beginning on or about November 22, 2017 until approximately January 28, 2018. Additionally, it is requested that Shachara Adams be approved to utilize NJFLA beginning on or about January 10, 2018 until approximately April 16, 2018.

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
FABTECH 2017 Preview -Industry Trade Show and Seminars – Technology Workshops on Arc Welding	Stephanie Hoffman	\$200.00 Parking fee and tolls	\$200.00 Total cost Acct# 11-310-100-580-18-002

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Procedures, Cutting Processes, Safety, New Machinery and Women of FABTECH. McCormick Place in Chicago, IL November 6 - 10, 2017 Originally approved in October			Reimbursement at approved GSA guidelines
NJDOE Foreign Language Teachers Workshop, Pitman High School, Pitman, NJ, December 4, 2017	Deborah Lubelski	\$0	\$85 Substitute

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: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the 2017-2018 Uniform State Memorandum of Agreement Between the Board of Education and Law Enforcement Officials.

It is recommended by the Superintendent that the Board of Education approve the 2017-18 Uniform State Memorandum of Agreement between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board's commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment.

2. Request and Recommendation for Board of Education Approval of Adult Post-Secondary Program Offerings Beginning January 2018.

CTE Post-Secondary Program	Program Hours	Cost*
Basic Welding - Evening Classes	75	\$800
ServSafe Certification with exam - Evening Classes	10	\$125
ServSafe Refresher Course with exam - Evening Classes	5	\$80

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ServSafe Exam - Retake only - Evening	0	\$50
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3. Request and Recommendation for Board of Education Approval of Modifications to the 2017-2018 Perkins Secondary Spending Plan.
It is requested by the Superintendent that the Board of Education approve modifications to the 2017-2018 Perkins Secondary Spending Plan due to changes in prices and program needs. The revised Perkins Secondary Spending Plan is attached.

4. 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
Rutgers Food Innovation Center, Bridgeton, NJ	Four (4) Food Science students and one (1) chaperone	November 28, 2017	Approx \$200.00 – BR Williams Bus Account #11-000-270-512-53-002 \$85.00 Substitute
Civil Air Patrol Orientation Flight, Millville Airport Millville, NJ	Thirty-five (35) AFJROTC Cadets and two (2) instructors	December 8, 2017	Approx \$413.00 – BR Williams Bus Account #11-000-270-512-40-002 \$85.00 Substitute
Longwood Gardens, Kennett Square, PA	Twenty-five (25) Garden Club members and two (2) chaperones	December 8, 2017	Approx \$500.00 – BR Williams Bus Garden Club Student Activity Account \$85.00 Substitute
212 Conference, Rutgers, Cook-Douglas Campus, New Brunswick, NJ	Fifteen (15) FFA members and two (2) chaperones	December 9, 2017	Woodstown providing the bus – will have to split bill when comes in

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- 5. 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.**

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	Class of 2020	Candy Grams Students/teachers/staff will be able to purchase a candy gram for \$1 and personalize a message to send to someone else.	December 11 th - 15 th with a delivery date of December 22, 2017
B.	Culinary Program	Christmas Cookies – assorted cookies will be sold	December 1 - 23, 2017
C.	SkillsUSA	Volleyball Tournament \$2 per player; \$1 to watch	December 1, 2017 6 - 8 pm
D.	FFA	Breakfast with Santa \$5 for kids 3-12yrs. And \$10 for adults	December 16, 2017 8 – 11am
E.	FFA	Poinsettia Sale – Cost - \$10.00 each	November 27, 2017 - December 15, 2017
F.	FFA	Christmas Tree Sale \$40 - \$50 depending on size of tree All trees will be available at the SCVTS campus	November 27 - December 22, 2017
G.	NTHS	Hats Off for Cancer Charity Event Cost - \$1.00	December 2017 - May 2018 (On the 3 rd Thursday of each month)

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6. 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
NTHS - Toys for Tots	November 21 - December 8, 2017	0
NTHS - New rolls of wrapping paper to help needy families through The Department of Children and Families.	November 21 - 30, 2017	0

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

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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INFORMATIONAL ITEMS

[CTHS Principal's Report](#)
[CTHS Discipline Report](#)
[SCVTS Program Enrollment Report](#)
Assistant Superintendent Report

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

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

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 month of [September 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.

_____ November 21, 2017
Business Administrator/Board Secretary 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 month _____ 2017. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of _____ 2017.

C. Board Secretary Certification

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

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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 month of October.

F. Warrants

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

- [Board Payment Approval](#) List from October 1, 2017 - November 14, 2017 for \$374,043.27

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Business Administrator that the Board of Education Approve Authorization for TD Equipment Finance to Debit Monthly Lease Payments, Fees, and Open Items from SCSSSD Checking Account

It is recommended by the School Business Administrator that the Board of Education approve authorization for TD Equipment Finance to debit monthly lease payments, fees, and open items from the SCSSSD checking account for the recently purchases busses. The process will start with the first payment.

2. Request and Recommendation by the School Business Administrator That the Board of Education Approve Ben Schaffer Recreation, Inc. to Provide a Custom Playground for the Cumberland Campus for \$55,657.58

It is recommended by the School Business Administrator that the Board of Education approve [Ben Schaffer Recreation, Inc.](#) to provide a custom playground for the Cumberland School for \$55,657.58. Corby Associates, Inc. will be installing the playground equipment.

3. Request and Recommendation by the School Business Administrator That the Board of Education Approve Falasca Mechanical to Furnish and Install a York Compressor at the Regional Day School for \$5,976.00

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It is recommended by the School Business Administrator that the Board of Education approve [Falasca Mechanical](#) to furnish and install a York Compressor at the Regional Day School for \$5,976.00.

4. Request and Recommendation by the School Business Administrator That the Board of Education Accept the Landscape Maintenance Bids Received on October 27, 2017

It is recommended by the School Business Administrator that the Board of Education accept the landscape maintenance bids received on October 27, 2017 at 11:00 A.M. The bids received are as follows for the Cumberland Campus and Daretown Campus:

Active Acres - \$8,850 for 15 cuts plus additional charges for requested Services.

Clover IPM Landscaping and Maintenance, Inc. - \$12,000

4 Seasons Lawn Care & Excavating, LLC - \$12,525

As the bid document notes that prime consideration will be given for complete Bids and that Active Acres bid was not compliant. Be it resolved that upon the recommendation of the Business Administrator that the bid for lawn maintenance for the period of 11/1/17 through 6/30/18 be awarded to [Clover IPM Landscaping and Maintenance, Inc. for \\$12,000.](#)

5. Request and Recommendation by the School Business 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](#):

Routes: Y1306 (Revised)	Y1362
Y1363	Y1360B
Y1360C	Y1310
Y1364	T1369
Y1144 #1	Y1183 #1
Y1337 #2	

6. Request and Recommendation by the School Administrator for the Board of Education to Approve PARS Environmental, Inc. to Provide Asbestos Hazard Emergency Response Act Services to be in Compliance for the 2017-18 School Year for \$1,700.00

It is recommended by the School Business Administrator for the Board of Education to approve PARS Environmental, Inc. to provide [Asbestos Hazard Emergency Response Act \(AHERA\) Services](#) to be in compliance for the 2017-18 school year for \$1,700.00. This would include a six month surveillance at each district facility per AHERA regulations and deliver reports of their findings, conclusion, and recommendation, if warranted, for each building. Two reports for each building will be provided; one for the building and one for the LEA central file. PARS will deliver the final reports to the district within thirty day as required

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by law. The time period covered will be the Fall 2017 AHERA 6-Month Surveillance and the Spring 2018 AHERA 6-Month Surveillance.

7. Request and Recommendation by the School Administrator for the Board of Education to Approve Tyco Integrated Security to Provide Security

Software

at the Cumberland Campus in the Amount of \$3,345.21

It is recommended by the School Business Administrator for the Board of Education to approve [Tyco Integrated Security](#) to provide new security software and tech time to connect the access control system to the security system for the Cumberland Campus in the amount of \$3,345.21.

8. Request and Recommendation by the School Administrator for the Board of Education to Approve Tyco Integrated Security to Provide Security Software Maintenance at the Cumberland Campus in the Amount of \$187.49

It is recommended by the School Business Administrator for the Board of Education to approve [Tyco Integrated Security](#) to provide security software maintenance for newly installed system at the Cumberland Campus in the amount of \$187.49.

9. Request and Recommendation by the School Administrator for the Board of Education to Approve a Contract with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Electric Energy Services for the SCSSSD

It is recommended by the School Business Administrator for the Board of Education to approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure [Electric Energy Service](#) for the SCSSSD. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate electric energy generation service supplier in accordance with the terms and conditions of the aforementioned bid.

<u>Bid Lot</u>	<u>Utility</u>	<u>Rate Code</u>	<u>Term (Months)</u>	<u>Awarded Supplier</u>	<u>Bid Price \$/kWh</u>
1	ACE	MGS, AGS, DDC	12	South Jersey Energy	\$0.0735

10. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Contract with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Natural Gas Services for the Regional Day School and Cumberland Campus at the Rate of \$4.450/dth for Two Years

It is recommended by the School Business Administrator for the Board of Education to approve a contract with the county of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure [Natural Gas Service](#) for the Regional Day School and Cumberland Campus. Each district will encumber funds in accordance with the law and shall pass a similar resolution for its needs to the appropriate natural gas service supplier in accordance with the terms and

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 21, 2017**

conditions of the aforementioned bid. The rate will be \$4.450 from November 30, 2017 to November 30, 2019.

11. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Purchasing Cloud Hosting Services from Edu-Met for \$8,300 Per Year

It is recommended by the School Business Administrator for the Board of Education to approve purchasing [cloud hosting services](#) from Edu-Met for \$8,300 per year. The data will be encrypted through SSL layer (certificate).

12. Request and Recommendation for by the School Business Administrator for the Board of Education Approval of a Contract for Supplemental Snow Plowing effective November 1, 2017 through April 30, 2018 to 4 Seasons Lawn Care

It is requested and recommended by the School Business Administrator that the Board of Education approve a contract for supplemental snow plowing effective November 1, 2017 through April 30, 2018 to [4 Seasons Lawn Care](#). Based upon the attached specifications, quotes were received on November 1, 2017 for Supplemental Snow Removal for the Salem County Vocational Technical Schools (Career and Prep Center) and the Salem County Special Service School District (RDS, Cumberland and Daretown). Seven companies were contacted for a quote. A copy of the contract, as proposed, is attached.

SPECIFICATIONS	4 Seasons Lawn Care
Truck with Plow Per Hours	\$130.00/hr.
Grader Per Hour	N/A
4 Cu. Yd. Loader Per Hour	N/A.
Backhoe Per Hour	\$150.00
Snow Shoveling - Hand Labor Per Hour	\$40.00
Snow Blowing Per Hour	\$45.00
Salt (Asphalt) Pricer Per 100 Pound Spread	\$35.00
Calcium Chloride (Concrete) Price Per 100 Pound Spread	\$55.00

Specifications were sent to:

Sutton & Sons Construction 22 King Street Pennsville, NJ 08070	Delaware County Lawn 130 Quaker Road Pennsville, NJ 08070
Wright's Lawn Service P.O. Box 81 Cedarville, NJ 08311	Sutton & Sons Construction Co. 22 King Street Pennsville, NJ 08070
Richard E. Pierson Construction 426 Swedesboro Road Pilesgrove, NJ 08098	*4 Seasons Lawn Care 49 Bailey Road Cedarville, NJ 08311

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Iron Hills Landscaping
624 Haines Neck Road
Woodstown, NJ 08098

* Lowest acceptable quote.

13. Request and Recommendation by the School Business Administrator for the Board of Education Approval for the SCSSSD’s Early Intervention Program to Accept Free of Charge a New Alcatel A30 Tablet as Part of the Company’s Relations Program

It is recommended by the School Business Administrator for the Board of Education to approve for the SCSSSD’s Early Intervention Program to accept free of charge a new Alcatel A30 tablet as part of the company’s relations program. The donation will satisfy the New Jersey Early Intervention Services’ state mandate that all NJEIS practitioners will have a fully functional, internet capable (wireless) device when the New Jersey Department of Health migrates to a new online access portal on December 1, 2017.

14. Request and Recommendation by the School Business Administrator for Board of Education Approval of the Cash Management, Risk Management, Food Service, and Information Management Sections of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services

It is recommended by the School 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. The manual has been updated to clarify procedures and to include previously approved district policies. Updated sections are: Section III, Cash Management, Section X Risk Management, Section XII Food Service, and Section XIV Information Management.

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: _____

XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation by the Superintendent for Board of Education approval to Modify Food Service Stipend for Christian Miguel.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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It is requested by the Superintendent that the Board of Education approve the modification of the \$3000 Food Service stipend approved for Christian Miguel to be split as follows: Christian Miguel \$2,000 and Shay Fourman \$1,000.

2. Request and Recommendation of the Superintendent for Board of Education Approval of Increasing the Minimum Wage.

It is requested by the Superintendent that the Board of Education approve the increase in minimum wage from \$8.44 to \$8.60 an hour. This increase is recommended for the first pay in January 2018.

3. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Malik Jones as a Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Malik Jones as a Paraprofessional-Cumberland Campus, IA-2 \$18,028 (prorated), beginning November 16, 2017.

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Deborah Jaffe as a Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Deborah Jaffee as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning November 16, 2017.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Kelsey Cole as a Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Kelsey Cole as a Paraprofessional-Cumberland Campus, IA-5 \$18,528 (prorated), beginning November 16, 2017.

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Lindsey Shidner as a Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Lindsey Shidner as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning November 16, 2017.

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Sarah Lamplugh as a Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Sarah Lamplugh as a Paraprofessional-Cumberland Campus, IA-1 \$17,928 (prorated), beginning November 16, 2017.

8. Request and Recommendation of the Superintendent for Board of Education Approval of Employment of Luke Fogg as a Part Time School Bus Driver-District Office.

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It is requested by the Superintendent that the Board of Education approve the employment of Luke Fogg, Part-Time School Bus Driver-District Office, \$25 per hour on an as needed basis, beginning November 16, 2017.

9. Request and Recommendation by the Superintendent for Board of Education Approval of Adjunct Staff Transferring from Independent Contractors.

It is requested by the Superintendent that the Board of Education approve the following adjunct staff for Early Intervention who are transferring from independent contractors:

Name	Title	Hourly Rate
Danielle Biggs	CDS	\$48/hour
Brittany Masino	Speech Lang	\$70/hour
Leia Ruoff	CDS	\$48/hour
Meaghan Holloway	Speech Lang	\$75/hour
Gaye Pieters	Speech Lang	\$75/hour

10. 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
Lisa Foutz	Nicole Kelly	\$1,000.00/CE
Kassandra Runkle	Jill Reistle	\$1,000.00/CE

11. Request and Recommendation by the Superintendent for Board of Education Approval to Transfer Kassandra Runkle from Paraprofessional-Cumberland Campus to Instructor-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the transfer of Kassandra Runkle from Paraprofessional-Cumberland Campus to Instructor-Cumberland Campus. It is recommended that Kassandra Runkle be approved for a prorated salary of \$51,175 effective November 1, 2017.

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- 12. Request and Recommendation by the Superintendent for Board of Education Approval to Voluntarily Transfer Brenda Russell Instructor Cumberland Campus to Instructor Lower Alloways Creek Campus.**
It is requested by the Superintendent that the Board of Education approve the voluntary transfer of Brenda Russell Instructor-Cumberland Campus to Instructor-Lower Alloways Creek Campus. Mrs. Russell's class was approved for transfer at the last Board meeting.
- 13. Request and Recommendation by the Superintendent for Board of Education Approval to Voluntarily Transfer Julie Yamasaki-Paraprofessional Cumberland Campus to Paraprofessional Lower Alloways Creek Campus.**
It is requested by the Superintendent that the Board of Education approve the voluntary transfer of Julie Yamasaki Paraprofessional-Cumberland Campus to Instructor-Lower Alloways Creek Campus. Mrs. Russell's class was approved for transfer at the last Board meeting.
- 14. Request and Recommendation for Board of Education Approval of a Practicum Placement for Christine Brooks, Spring 2018.**
It is the recommendation of the Superintendent for Board of Education approval of the Spring 2018 Practicum Placement for Christine Brooks, current Instructional Assistant- at the Cumberland Campus. Ms. Brooks will be mentored by Jill Reistle, Teacher. The course runs from January 16, 2018 to May 6, 2018 and requires 50 hours of observation.
- 15. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA and NJFLA for Ashley Vanaman Paraprofessional-Cumberland Campus.**
It is requested by the Superintendent that the Board of Education approve the FMLA and NJFLA leave for [Ashley Vanaman](#) Paraprofessional-Cumberland Campus beginning on or about December 6, 2017 until approximately January 19, 2018. It is further recommended that Ashley Vanaman be approved for NJFLA from approximately January 22, 2018 until April 20, 2018.
- 16. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA for Angela Rodriguez Job Coach-Salem Campus.**
It is requested by the Superintendent that the Board of Education approve the FMLA and NJFLI leave for Angela Rodriguez Job Coach-Salem Campus beginning on or about November 1, 2017 until approximately December 22, 2017, and potentially on an interim basis.
- 17. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA for Megan Donahue Paraprofessional-Cumberland Campus.**
It is requested by the Superintendent that the Board of Education approve the FMLA leave for Megan Donahue Paraprofessional-Cumberland Campus beginning on or about November 13, 2017 until approximately December 22, 2017.

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18. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA for Jammie Johnson Paraprofessional-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA for Jammie Johnson Paraprofessional-Salem Campus beginning on or about November 1, 2017 until approximately December 4, 2017.

19. Request and Recommendation by the Superintendent to Accept the Resignation of Melanie Joyce Instructor-Salem Campus.

It is the recommendation of the Superintendent that the Board of Education approve the resignation of [Melanie Joyce](#) Instructor-Salem Campus, effective December 2, 2017.

20. Request and Recommendation by the Superintendent to Accept the Resignation of Stacy Warner Instructor-Cumberland Campus.

It is the recommendation of the Superintendent that the Board of Education approve the resignation of [Stacy Warner](#) Instructor-Cumberland Campus, effective December 15, 2017.

21. Request and Recommendation for Board of Education Approval of the Revised Employment Contract of John Bolil, Business Administrator/Board Secretary 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 [revised approved contract](#) from the Executive County Superintendent for John Bolil as Business Administrator/Board Secretary for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2017 through June 30, 2018. The difference between the prior version is that Paragraph 10 about AFLAC has been consolidated into the Section 125 maximum dollar amount.

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the 2017-2018 Uniform State Memorandum of Agreement Between the Board of Education and Law Enforcement Officials.

It is recommended by the Superintendent that the Board of Education approve the 2017-18 Uniform State Memorandum of Agreement between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board's commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment.

2. Request and Recommendation for Board of Education Approval of a Poinsettia Sale Fundraiser for the Cumberland Campus.

It is recommended by the superintendent that the Board of Education approve a [Poinsettia Sale](#) fundraiser for the Cumberland Campus. The sale will run December 1, 2017 through December 11, 2017.

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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 Special Services School District Personnel.

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
<i>Jersey Water Works Conference</i> Sponsored by: NJ American Water Newark, NJ 12/1/17	Jessica Sears	\$35 Reg \$77.58 Tolls & Mileage \$30 Sub Cost	\$142.58
<i>The Zones of Regulation</i> Sponsored by: Education Resource Inc. Iselin, NJ 12/7/17	Maureen Lewis	\$265 Reg. \$52.08	\$317.08
<i>Transition Tune-Up: How to Work Smarter Not Harder</i> Sponsored by: TCN-SJ Millville, NJ 11/2/17	Nicole Corson	\$20 Reg.	\$20
<i>Special Education Law From A-Z</i> Sponsored by: NBI Atlantic City, NJ 12/4-5/17	Jennifer Crowell	\$575 Reg. \$58.75 Tolls & Mileage	\$633.75
<i>Resources for School Psychologists</i>	Nicole Corson	\$129 Reg.	\$129

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Sponsored by: Educational Resources Mullica Hill, NJ 1/12/18			
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POLICY

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

- Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of May.**
It is recommended that the Board of Education to accept the [Student Placement Report](#) and [Student Financial Report](#) for the month of May. This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.

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: _____

- Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)**It is recommended that the Board of Education accept and approve the HIB report as presented.

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mr. Moffett	_____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

3. Principal's/Administrator's Reports

[Cumberland Campus](#)

[Daretown](#)

[Salem Campus](#)

[Upper Pittsgrove](#)

XII. AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

XIII. RECESS INTO EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

2. Matters in which the release of information would impair the right to receive government funds, and specifically:
