

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, December 19, 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 November 21, 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 _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____
Mr. Donelson _____ Mr. Moffett _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____
Abstain: _____ Opposed: _____

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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. Ray Colavita and Tom Dark - Audit Report
 2. Jane Whittinghill - Rainbow Rabbit
 3. Pittsgrove Student of the Month - Matthew Folk
 4. Training on How To Read the Board Secretary and Treasurer's Reports

**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 October 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.

_____ December 19, 2017
Business Administrator/Board Secretary Date

B. Treasurer's Report

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of _____ 2017. The Treasurer's 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.

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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 11/16/17 to 12/13/17.

F. Warrants

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

- Board [Payment Approval List](#) from November 2017 to December 2017 for \$654,998.00.
- Additional Board [Payment Approval Lists](#) from October for \$143,865.81.

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Renewing the E-Mail Archiving Appliance through K12 USA.com From February 22, 2018 to February 21, 2019 for \$1,050.00

It is recommended by the School Business Administrator for the Board of Education to approve renewing the email archiving appliance through [K12USA.com](#) from February 22, 2018 to February 21, 2019 for \$1,050.00. This provides MessageGuard for the email system.

2. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Kevin Shipman to Join the Educational Facilities Manager Association for the 2017-18 School Year for a Fee of \$175.00

It is recommended by the School Business Administrator for the Board of Education to approve Kevin Shipman, SCVTS' Operations Manager, to join the [Educational Facilities Manager Association](#) of Camden and Gloucester Counties for the 2017-18 school year for a fee of \$175.00.

3. Request and Recommendation by the School Business Administrator for

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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the Board of Education to Approve Accepting a \$500 Donation from DiBella Winery for the Construction Technology Program

It is recommended by the School Business Administrator for the Board of Education to accept a \$500 donation from DiBella Winery for the Construction Technology Program.

4. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Revised TLC Contract Beginning January 1, 2018.

It is recommended by the Business Administrator for the Board of Education to approve the [TLC contract](#) with parents beginning January 1, 2018 until December 31, 2018. The revisions to this contract is to make it follow a calendar year, as well as change the cost from \$40 per diem to \$30 per diem to reflect a fair cost that is in line with other child care facilities in the local area. Other changes are payment after service has been provided than prior to service being provided.

5. Request and Recommendation by the School Business Administrator that the Board of Education Approve PrimePoint's Enterprise Human Resource Management System (eHR) for Tracking of Medical Benefits and Benefit Eligibility to Satisfy ACA Compliance for the District at an Estimated Annualized Total of \$1,025

It is recommended by the School Business Administrator that the Board of Education approve [PrimePoint's](#) Enterprise Human Resource Management System (eHR) services to track medical benefits and benefit eligibility to satisfy ACA compliance for the district. The estimated annualized total is \$1,025.00.

6. Request and Recommendation by the School Business Administrator for the Board of Education to Approve the CHI Environmental School Program Agreement.

It is recommended that the Board of Education approve the [CHI Environmental School Program Policies, Procedures and Licensing Agreement](#) between the CHI Environmental School Program and the Salem County Vocational Technical Schools Adult Cosmetology Program effective January 1, 2018 to December 31, 2019.

7. Request and Recommendation by the School Business Administrator that the Board of Education Approve a Tuition Reserve Account Be Setup to Address the Potential 2017-18 Certified Tuition Billing Adjustments

It is recommended by the School Business Administrator that the Board of Education approve a tuition reserve account to be set-up to address the potential 2017-18 certified tuition billing adjustments for those districts who overestimate their enrollments for the 2017-18 school year and hence will be entitled to a refund two years later as part of the 2017-18 certified tuition billing adjustments.

8. Request and Recommendation by the School Business Administrator for the Board of Education to Approve the CAFR for the Fiscal Year Ended June 30, 2017, the Synopsis of Audit for the Fiscal Year Ended June 30,

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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2017, and the Corrective Action Plan Submitted for the Salem County Vocational Technical School District

It is recommended that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2017, the synopsis of audit for the fiscal year ended June 30, 2017, and the Corrective Action Plan submitted by the School Business Administrator for the Salem County Vocational Technical School District.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Vocational Technical School District were read and discussed:

<u>REC. #</u>	<u>SUBHEADING</u>	<u>CORRECTIVE ACTION APPROVED BY THE BOARD</u>
None	Administrative Practices and Procedures	
1	Financial Planning, Accounting & Reporting	Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
2	Minutes	Board Secretary Reports and Treasurer's Reports will be approved contemporaneously and payroll tax reporting will be reflected in the month of close.
3	Treasurer's Records	Year end report will be submitted on August 1, 2018 even if the SBA is ill or out of the office.
4	ESEA	As part of the close out Procedures, an additional review of ESEA will be conducted to provide complete and accurate Title I balances for reporting purposes.
5	TPAF Reimbursement to the State for Federal Salary Expenditures	TPAF reimbursement calculations will be reviewed by the SBA and Grants Manager.
None	School Purchasing Program	
None	School Food Service	
None	Other Enterprise Funds	

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None	Student Body Activities	
None	ASSA	
None	Pupil Transportation	
None	Facilities and Capital Assets	
None	Testing for Lead of All Drinking Water in Educational Facilities	
None	Misc.	
STATUS OF P/Y FINDINGS		
1		Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
3		As part of the year end close out procedures, an additional review of the Special Revenue Fund Accounts Receivable will be conducted to provide complete and accurate Title I balances.

9. Request and Recommendation by the School Business Administrator that the Board of Education Approve a Student Be Admitted to Attend Daytop Village of New Jersey for Educational Instruction

It is recommended of the Superintendent that a student (ID#101552) be admitted to [Daytop Village of New Jersey](#) effective November 22, 2017 and that the Board of Education approve the attached contract to provide educational instructions for the student.

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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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 CTHS Instructors as Attendance Recovery Instructors.**

It is requested by the Superintendent that the Board of Education approve the Career and Technical High School Instructors listed below be approved as Attendance Recovery Instructors. 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
Elizabeth Bernat-Duaime
Rachael Lester
Katherine Polillo

- 2. Request and Recommendation of the Superintendent for Board of Education Approval for Donald Aikens to be Compensated for Instructional Training of the MILO Simulation Training Equipment for the Law Enforcement Program.**

It is requested by the Superintendent that the Board of Education approve Donald Aikens, Law Enforcement Program Instructor to be compensated for hours worked, outside of regular contracted hours, from December 26 to December 29, 2017. In collaboration with the Sheriff's Office and Prosecutor's Office, fours days will be spent on the implementation of the MILO Simulation Training equipment, curriculum development, and scenario design and delivery methods. Mr. Aikens will be paid the rate of \$30.00 per hour, timesheets required. Payment will be made from the County Vocational Competitive Grant - Law.

- 3. Request and Recommendation of the Superintendent for Board of Education Approval of CTHS Stipend Positions**

It is requested by the Superintendent that the Board of Education approve the Career and Technical High School Coaches listed below.

Joseph Rojas Asst. Girl's Volleyball Coach - \$1500
Kimberly Kraky FEA Advisor - \$1550

- 4. Request and Recommendation by the Superintendent to Accept the Resignation of Cherie Griscom PT Paraprofessional-TLC.**

It is the recommendation of the Superintendent that the Board of Education approve the resignation of [Cherie Griscom](#) PT Paraprofessional-TLC, effective December 31, 2017. It is further requested that Cherie remain on as a substitute.

Action: Approved _____ Disapproved _____ Held for Study _____
Motion by: _____
Second by: _____
Mr. Davis _____ Mr. Ransome _____

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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 for School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Motivation, Mindset and Grit: Practical, Proven Strategies to Increase Learning, Radisson Camp Hill, 1150 Camp Hill Bypass Camp Hill, PA January 9, 2018	Nicole Pham	Registration - \$249.00 Mileage - \$25.48	\$274.48 Acct # ESEA IIA \$85.00 substitute
<i>Techspo 2018</i> Sponsored by: NJASA Atlantic City, NJ 1/25/18-1/26/18	Julius Enausai	\$425 Reg \$ 44.35 Tolls & Mileage \$99 Room Rate	\$568.35
PowerSchool Users Group – NJ Conference, Resorts Atlantic City, Atlantic City, NJ, April 16 - 18, 2018	Helen Hoffman	\$59.12 (mileage/parking /tolls) \$325.00 (registration fee) \$489.00 (hotel and meal costs)	\$873.12 – Acct#11-000-230-580-28-001

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

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

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Abstain: _____ Opposed: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval to Accept FY2018 Opportunity Partnership Training Grant up to \$88,220.00.

It is recommended by the Superintendent that the Board of Education grant approval to accept the [FY2018 Opportunity Partnership Training Grant](#). The grant is designed to provide industry needed occupational training to displaced workers, to support the development of high-quality employer-driven partnerships, to build career pathways in the state's key industries, and to increase the number of adults who have obtained an industry-valued credential.

2. Request and Recommendation for Board of Education Approval to accept the submission of the NJQSAC District Performance Review for the Salem County Vocational Technical School District.

It is recommended by the Superintendent that the Board of Education accept the submission of the [NJQSAC District Performance Review](#) for the Salem County Vocational Technical School District. This is a requirement of the New Jersey Quality Single Accountability Continuum (NJQSAC). The District Performance Review is attached.

3. Request and Recommendation for Board of Education Approval to accept 2016-2017 Carryover Funds from the NJDOE for the NCLB Title IA and Title IIA Grants for use During the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education grant approval to accept 2016-17 carryover funds from the NJDOE for the No Child Left Behind Consolidated Title IA and Title IIA Grant. The funds will be used during the 2017-18 school year to improve program offerings.

Title IA - \$28,081

Title IIA - \$ 635

4. Request and Recommendation for Board of Education Approval of a Memorandum of Understanding Between Salem County Vocational Technical Schools and the Cumberland Salem Cape May Workforce Investment Board.

It is recommended by the Superintendent that the Board of Education grant approval of a [Memorandum of Understanding](#) between the Salem County Vocational Technical Schools and the Cumberland Salem Cape May Workforce Investment Board to establish roles, responsibilities, financial and institutional commitment of each entity in the development and operation of a One-Stop workforce service delivery system pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA).

5. Request and Recommendation for Board of Education Approval to Renew a Test Site Agreement for the National Work Readiness Credential for the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School Adult Education Program to

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[renew a Test Site Agreement](#) for the National Work Readiness Credential to assess career readiness in partnership with the National Work Readiness Council, a national non-profit workforce development, training and advocacy organization. The cost for the renewal is \$500. This test site agreement expires December 31, 2018.

6. Request and Recommendation for Board of Education Approval of GED Testing Dates for the Remainder of the 2017-2018 School Year.

It is recommended by the Superintendent that the Board of Education approve GED testing dates for the remainder of the 2017-2018 school 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:

Month	Retest Date and Time	Initial Test Date
January	1/5/2018 @3:30-5:30	1/8/2018 and 1/9/2018 @4:00pm
February	2/2/2018 @3:30-5:30	2/5/2018 and 2/6/2018 @4:00pm
March	3/2/2018 @3:30-5:30	3/5/2018 and 3/6/2018 @4:00pm
April	4/13/2018 @3:30-5:30	4/16/2018 and 4/17/2018 @4:00pm
May	5/11/2018 @3:30-5:30	5/14/2018 and 5/15/2018 @4:00pm
June	6/18/2018 @10:00am	6/4/2018 and 6/5/2018 @4:00pm

7. Request and Recommendation for Board of Education Approval of the 2019-2021 Contract Between Salem County Vocational Technical Schools and Jostens for the SCVTS Yearbook.

It is recommended by the Superintendent that the Board of Education approve a [3 year contract between Jostens and Salem County Vocational Technical Schools](#) for the SCVTS Yearbook at a cost of \$13,285 per year. This contract is paid from yearbook sales through the student activities account. The contract cost includes copies, ad services, and add-ons.

8. Request and Recommendation for Board of Education Approval to Offer Self-Defense Classes in Partnership with Self-Defense Consultants to SCVTS Students.

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It is recommended by the Superintendent that the Board of Education approve a partnership with Self-Defense Consultants to offer self-defense classes at the SCVTS campus throughout the 2017-2018 school year to SCVTS students. The first class is December 4, 2017 at a cost of \$60.00 per student. Additional classes will be arranged with the SCVTS Principal.

9. Request and Recommendation for Board of Education Approval of the Seventeenth Annual Air Force Junior ROTC Military Ball on Friday, January 26, 2018.

It is recommended by the Superintendent that the Board of Education approve one hundred and forty (140) students and eight (8) chaperones to participate in the Seventeenth Annual Air Force Junior ROTC Military Ball on Friday, January 26, 2018 from 6:00 pm to 10:00 pm at the Riverview Inn in Pennsville, NJ.

Cost to Student:

140 x \$40.00 per student \$5600.00 (Acct # ROTC Student Activity)
Entertainment (DJ) \$ 300.00 (Acct # ROTC Student Activity)

Cost to District:

8 x \$40.00 per chaperone \$320.00 (Acct #11-401-100-610-029-02)

10. 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
Philadelphia Zoo, Philadelphia, PA	Nineteen (19) Environmental Science students and two (2) chaperones	January 18, 2018	\$150.00 SCVTS Bus Driver (Acct# 11-000-270-512-53-002) \$85.00 Substitute
Walter's Farm, Mannington, NJ	Twelve (12) Agriculture students and one (1) chaperone	January 23, 2018	\$37.50 SCVTS Bus Driver (Acct# 11-000-270-512-53-002) \$85.00 Substitute

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Dermal Institute, King of Prussia, PA	Ten (10) Adult Cosmetology Students and one (1) instructor	January 25, 2018	No Cost to District
State Officer Candidates' School, Stone Bridge Middle School, Allentown, NJ	Five (5) FFA members and one (1) advisor	January 27, 2018	\$225.00 SCVTS Bus Driver (FFA Student Activity Account)
The College of NJ, Ewing, NJ	Fifteen (15) NJFEA members and one (1) advisor	February 21, 2018	\$87.50 SCVTS Bus Driver (NJFEA – All Classes - Student Activity Account) \$85.00 Substitute
International Beauty Show, Jacob Javits Convention Center, NYC	Thirty-five (35) Cosmetology students and one (1) chaperone	March 6, 2018	\$237.50 SCVTS Bus Driver (Acct# 11-000-270-512-10-002) \$85.00 Substitute
Six Flags Great Adventure, Jackson, NJ	Seventy-five (75) Class of 2018 students, one (1) advisor and three (3) chaperones	May 24, 2018	\$300.00 SCVTS Bus Driver (All Classes – Class of 2018 Student Activity Account) \$255.00 Substitutes
Salem County Special Services, Classroom Visits, Cumberland Campus, Salem Campus	Six (6) Childcare students and one (1) chaperone	Winter 2017/Spring 2018	\$137.50 SCVTS Bus Driver (Acct# 11-000-270-512-04-002) \$85.00 Substitute

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Head Start/Early Head Start Classroom Visits, Penns Grove, NJ	Twelve (12) Childcare students and one (1) chaperone	Winter 2017/Spring 2018	\$112.50 SCVTS Bus Driver (Acct# 11-000-270-512-04-002) \$85.00 Substitute
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11. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2017-18 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.	Boys Basketball	Philly Cheesesteak \$6.00 each	Friday, December 22, 2017

12. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2017-2018 school year.

Community Service Project	Date	District Cost
Gently Used Coat and Children's Book Drive to benefit Eastern State Workers Association (Student Government)	December 11 - 21, 2017	\$0
"Dress UP Day" \$1.00 per person to benefit Eastern State Workers Association Holiday Campaign (Student Government)	December 15, 2017	\$0
Clean Up of Wood Duck Boxes at Supawna Meadows National Wildlife Refuge (FFA)	January 13, 2018	\$0
March on Wheels – Collection of can goods and loose change (HOSA)	March 1 – 31, 2018	\$0

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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: _____

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):

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

- [CTHS Principal's Report](#)
- [CTHS Discipline Report](#)
- [SCVTS Program Enrollment Report](#)
- [Letter from Woodstown Pilesgrove Regional School District - Shared Services](#)
- [Firearms Simulation Lab Standard Operating Guidelines Manual - Law Program](#)

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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 October 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.

_____	December 19, 2017
Business Administrator/Board Secretary	Date

B. Treasurer's Report

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of _____ 2017. The Treasurer's 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.

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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: _____

E. Transfer of Funds

It is recommended that the Board of Education approve the [transfer of funds](#) for 11/01/17 to 12/13/17.

F. Warrants

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

- Board [Payment Approval List](#) for the month of November 2017 for \$297,339.47.

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Business Administrator for Board of Education Approval of an Affiliation Agreement with Thomas Jefferson University as a Clinical Training Site for Occupational Therapy

It is recommended by the School Business Administrator that the Board of Education approve an affiliation [agreement with Thomas Jefferson University](#), for one year, as a clinical training site for Occupational Therapy for clinical learning experiences that will provide students with the opportunity to work with patients to get necessary training for their program.

2. Request and Recommendation by the School Business Administrator for the Board of Education to Approve John Carbonetta to Join the Educational Facilities Manager Association for the 2017-18 School Year for a Fee of \$125.00

It is recommended by the School Business Administrator for the Board of Education to approve John Carbonetta, SCSSSD' Operations Manager, to join the [Educational Facilities Manager Association](#) of Camden and Gloucester Counties for the 2017-18 school year for a fee of \$125.00.

3. Request and Recommendation by the School Business Administrator for the Board of Education to Approve South Jersey Water Conditioning Service to Provide Service to Maintain the Water Quality at the Cumberland Campus in the Amount of \$1,550.00 From December 20, 2017 to December 19, 2018

It is recommended by the School Business Administrator for the Board of Education to approve [South Jersey Water Conditioning Service](#) to provide

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service to maintain the water quality at the Cumberland Campus in the amount of \$1,550.00 from December 20, 2017 to December 19, 2018.

4. Request and Recommendation by the School Business Administrator for the Board of Education to Approve Additional Work for the Parking Lot Extension at the Cumberland Campus in the Amount of \$500.00 by Ricky Slade Construction, Inc.

It is recommended by the School Business Administrator for the Board of Education to approve additional work for the parking lot extension at the Cumberland Campus in the amount of \$500.00 by [Ricky Slade Construction, Inc.](#) This is for removal of items in the area of where the pavement will be placed.

5. Request and Recommendation by the School Business Administrator for the Board of Education Approval to Revise, from Last Month, the Early Intervention Program to Accept Free of Charge a New Alcatel A30 Tablet as Part of the Company's Relations Program to Receiving 40 Tablets Total

It is recommended by the School Business Administrator for the Board of Education to approve revising, from last month, the Early Intervention Program to accept free of charge a new Alcatel A30 tablet as part of the company's relations program to receiving 40 tablets total. 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.

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

It is recommended by the School Business Administrator that the Board of Education approve the following [GCSSD transportation contracts](#):

Y1324	Y1144 #2	Y1178 #1	
Y1357	Y1367	Y1371	Y1373

7. Request and Recommendation by the School Business Administrator that the Board of Education Approve a Contract with Rehabtree, of Northfield, NJ, as an Agency to Provide Therapists On An As Needed Basis

It is recommended by the School Business Administrator that the Board of Education approve a contract with [Rehabtree](#), of Northfield, NJ as an agency to provide therapists on an as needed basis.

8. Request and Recommendation by the School Business Administrator that the Board of Education Approve PrimePoint's Enterprise Human Resource Management System (eHR) for Tracking of Medical Benefits and Benefit Eligibility to Satisfy ACA Compliance for the District at an Estimated Annualized Total of \$1,302.50

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It is recommended by the School Business Administrator that the Board of Education approve [PrimePoint's](#) Enterprise Human Resource Management System (eHR) services to track medical benefits and benefit eligibility to satisfy ACA compliance for the district. The estimated annualized total is \$1,302.50.

9. Request and Recommendation by the School Business Administrator for the Board of Education to Approve the CAFR for the Fiscal Year Ended June 30, 2017, the Synopsis of Audit for the Fiscal Year Ended June 30, 2017, and the Corrective Action Plan Submitted for the Salem County Special Services School District

It is recommended that the Board of Education accept and approve the CAFR for the fiscal year ended June 30, 2017, the synopsis of audit for the fiscal year ended June 30, 2017, and the Corrective Action Plan submitted by the School Business Administrator for the Salem County Special Services School District.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Special Services School District were read and discussed:

<u>REC. #</u>	<u>SUBHEADING</u>	<u>CORRECTIVE ACTION APPROVED BY THE BOARD</u>
None	Administrative Practices and Procedures	
1	Financial Planning, Accounting & Reporting	Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
2	Minutes	Board Secretary Reports and Treasurer's Reports will be approved contemporaneously and payroll tax reporting will be reflected in the month of close.
3	Treasurer's Records	Year end report will be submitted on August 1, 2018 even if the SBA is ill or out of the office.
4	ESEA	As part of the close out Procedures, an additional review of ESEA will be conducted to provide complete and accurate Title I balances for reporting purposes.

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5	TPAF Reimbursement to the State for Federal Salary Expenditures	TPAF reimbursement calculations will be reviewed by the SBA and Grants Manager.
None	School Purchasing Program	
None	School Food Service	
None	Other Enterprise Funds	
None	Student Body Activities	
None	ASSA	
None	Pupil Transportation	
None	Facilities and Capital Assets	
None	Testing for Lead of All Drinking Water in Educational Facilities	
None	Misc.	
STATUS OF P/Y FINDINGS		
1		Procedures to record bank transfers between General Account and Payroll will be reviewed and revised to ensure that actual bank transfers agree to amounts recorded in the district's accounting software program.
3		As part of the year end close out procedures, an additional review of the Special Revenue Fund Accounts Receivable will be conducted to provide complete and accurate Title I balances.

10. Request and Recommendation by the School Business Administrator for the Board of Education to Approve a Professional Services Agreement (Bond Counsel) with McManimon, Scotland & Baumann, LLC, of Roseland, NJ

It is recommended by the School Business Administrator for the Board of Education to approve a Professional Services Agreement (Bond Counsel)

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

It is requested by the Superintendent that the Board of Education approve the employment of Nancy Jones as a Paraprofessional-Cumberland Campus, IA-4 \$18,228 (prorated), beginning December 1, 2017.

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Gianna Vassallo as a Part-Time Paraprofessional-Cumberland Campus to Full-Time Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the transfer of Gianna Vassallo as a Part-Time Paraprofessional-Cumberland Campus to Full-Time Paraprofessional-Cumberland Campus, IA-2 \$18,028 (prorated), beginning January 1, 2018.

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Robyn Veale as School Social Worker for the Child Study Team.

It is requested by the Superintendent that the Board of Education approve the employment of Robyn Veale, as School Social Worker for the Child Study Team, MA-8 \$59,445 (prorated). Ms. Veale’s start date is pending release of her current contract.

8. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Margaret Willard as a Part Time CDS-Early Intervention .

It is requested by the Superintendent that the Board of Education approve the employment of Margaret Willard as a Part Time CDS-Early Intervention, \$48.00/ hour, beginning January 1, 2018.

9. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructor and Mentor for the 2017-18 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructor and their mentor 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
Charlotte Hunter	Robin Kerns Boucher	\$550.00/CEAS

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

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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
Amanda Reeves	OT	\$70/hour
Zenetta Bronson	CDS	\$48/hour

11. Request and Recommendation by the Superintendent for Board of Education Approval of Staff Holding Handle with Care Training.

It is requested by the Superintendent that the Board of Education approve the following staff for holding Handle With Care Training while the new trainer was being trained. Christopher Jones has been approved as the trainer at the rate of \$2000 per year. It is requested that the following be paid to the individuals and the remainder paid to Mr. Jones.:

Name	School(s)	Hourly Rate
Lindsay Raleigh Michael Pavesi Jacqui Reed	Salem	\$150 each
Tracy Bayes	Upper Pitts	\$150
Shawn Rebman	Alternative & Cumberland	\$400

12. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA for Linda Shute Nurse-Daretown Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA leave for [Linda Shute](#) Nurse-Daretown Campus beginning on or about November 27, 2017 until approximately February 1, 2018.

13. Request and Recommendation by the Superintendent to Accept the Resignation of Grace Nichterlein Paraprofessional-Salem Campus.

It is the recommendation of the Superintendent that the Board of Education approve the resignation of [Grace Nichterlein](#) Paraprofessional-Salem Campus, effective December 8, 2017.

14. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of Grace Nichterlein as a Paraprofessional-Salem Campus.

It is requested by the Superintendent that the Board of Education approve the employment of Grace Nichterlein as a Paraprofessional-Salem Campus, IA-4 \$18,228 (prorated), beginning December 18, 2017.

15. Request and Recommendation by the Superintendent to Accept the Resignation of Alexia Cuff Paraprofessional-Cumberland Campus.

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It is the recommendation of the Superintendent that the Board of Education approve the resignation of [Alexia Cuff](#) Paraprofessional-Cumberland Campus, effective December 22, 2017. It is further requested that Alexia remain on as a substitute.

16. Request and Recommendation by the Superintendent to Accept the Resignation of Deborah Jaffe Paraprofessional-Cumberland Campus.

It is the recommendation of the Superintendent that the Board of Education approve the resignation of [Deborah Jaffe](#) Paraprofessional-Cumberland Campus, effective December 22, 2017.

17. Request and Recommendation by the Superintendent to Accept the Retirement Resignation of Judi Ware Registrar-District Office.

It is the recommendation of the Superintendent that the Board of Education approve the retirement resignation of [Judi Ware](#) Registrar-District Office, effective July 1, 2018 with her last day of work being June 30, 2018.

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of Arby's as a Transitional Career Program (TCP) work site.

It is recommended by the Superintendent that the Board of Education approve Arby's located at 3850 S. Delsea Drive, Vineland, NJ as a Transitional Career Program (TCP) work site.

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 for School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
<i>Techspo 2018</i>	Harry Rodriguez	\$425 Reg	\$566.86

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Sponsored by: NJASA Atlantic City, NJ 1/25/18-1/26/18		\$42.86Tolls & Mileage \$99 Room Rate	
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POLICY

2. 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):

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. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of December.

It is recommended that the Board of Education to accept the Student Placement Report and [Student Financial Report](#) for the month of December.

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: _____

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

Abstain: _____ Opposed: _____

3. Principal's/Administrator's Reports

- [Cumberland / Calendar](#)
- [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.

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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:
Student ID #101544 matter

- 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:
Healthcare

- 5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

- 6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

- 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

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

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