

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, April 24, 2018 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 Special Meeting Minutes of the March 22, 2018 Board of Education Meeting.

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

Abstain: _____ Opposed: _____

Minutes from the March 27, 2018 Board of Education Meeting are not completed at this time.

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 _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

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: _____

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-

1. **Request and Recommendation by the Business Administrator for the Board of Education To Approve Termination of All Participation Under the State Health Benefits Program and School Employees' Health Benefits Program and the Acceptance of AmeriHealth as Brokered by Brown and Brown Benefits Advisors.**

It is recommended by the Business Administrator for the Board of Education to approve termination of all participation under the State Health Benefits Program and School Employees' Health Benefits Program. The plan includes medical, prescription drug plan and/or dental plan coverage. Coverage would cease June 30, 2018.

It is further recommended that the Board of Education approve AmeriHealth as brokered by Brown and Brown Benefits Advisors. This would become effective July 1, 2018 through June 30, 2019.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 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: _____

- B. New Business**
- C. Correspondence-None**
- D. Presentations**

1. Upper Pittsgrove Student of the Month - Isaiah Langston
2. Demographic Information
3. District Marketing for SCVTS & SCSSSD

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

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of February 2018. 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.

	April 24, 2018
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 February 2018. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of February 2018.

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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the the period of February 28, 2018 to April 19, 2018..

F. Warrants

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

- Bills paid ending April 2018
- Board Payment Approval List ending April 30, 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: _____

G. Board Secretary/Business Administrator New Business:

- 1. Request and Recommendation by the Business Administrator for the Board of Education to approve the renewal of Ricoh DocuWare Support for the 2018/2019 School Year.**

It is recommended by the Business Administrator that the the Board of Education approve the renewal of Ricoh’s DocuWare Support for the 2018/2019 school year at a cost of \$3,747.00 for twelve months.

- 2. Request and Recommendation by the Business Administrator for the Board of Education to approve the continued use of Woodstown Family Practice for the 2018/2019 School Year.**

It is recommended by the Business Administrator for the Board of Education to approve the continued use of Woodstown Family Practice as the school physicians for the 2018/2019 school year. The cost for this appointment would be \$3200, shared by both districts. Sports Physicals for the 2018/19 School year will be an additional \$5500 (SCVTS only). Staff physicals would be billed separately based upon the prices in the attached fee listing.

- 3. Request and Recommendation by the Business Administrator for the Board of Education to approve the 2018-2019 Host Site Partnership Agreements.**

It is recommended by the Business Administrator for the Board of Education to tentatively approve, subject to a final review next week, the 2018-2019 Host Site Partnership Agreements with Pittsgrove (Academy of Creative and Performing Arts Dance, Drama and Visual Arts Disciplines), Woodstown-Pilesgrove(Academy of Communications and Information Technology), Pennsville (Academy of Graphic Design in Multimedia Technology and Academy of Creative and Performing Arts Instrumental and

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

Vocal Disciplines), and Penns Grove-Carneys Point (Academy of Engineering and Technology).

- 4. **Request and Recommendation by the Business Administrator for the Board of Education to approve Canceling Check #33476 to Gloucester County Special Services School District and Reissue Another Check.**

It is requested by the Business Administrator that the Board of Education approve to cancel check #33476 for \$2934.00 and reissue another check. The original check was not cashed.

- 5. **Request and Recommendation by the Business Administrator for the Board of Education to approve Increasing Flexible Spending Limits for the 2018-19 to the amount of \$1500, via AFLAC.**

It is requested by the Business Administrator that the Board of Education approve to an increase in Flexible Spending Limits to \$1500 during the 2018-19 school year via, AFLAC contributions.

- 6. **Request and Recommendation by the Business Administrator for the Board of Education to approve Acceptance of the Bids on the Items No Longer of Value.**

It is requested by the Business Administrator that the Board of Education approve to accept the bids on the items no longer of use or value.

- 7. **Request and Recommendation by the Business Administrator for the Board of Education to Approve the Writing off of Uncollected Balances.**

It is recommended by the Business Administrator for the Board of Education to approve the writing off of uncollected balances.

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

Abstain: _____ Opposed: _____

**IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT
A. New Business:**

PERSONNEL:

- 1. **Request and Recommendation for Board of Education Approval of Summer Hours for 12 Month Staff**

It is recommended by the Superintendent that the Board of Education approve the following summer work hours for 12 month staff effective July 2, 2018 through August 24, 2018. Staff will work a four (4) day work week, Monday through Thursday.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

12 month staff	9 hour work day (½ hour duty free lunch)
Custodian/Maintenance	10 hour work day (½ hour duty free lunch)

2. Request and Recommendation of the Superintendent for Board of Education Approval to the Employment of Wayne Data Full Time Custodian-Maintenance.

It is recommended by the Superintendent that the Board of Education approve Wayne Data, Full Time Custodian-Maintenance, at Level I-5 \$28,416, prorated from April 16, 2018.

3. Request and Recommendation of the Superintendent for Board of Education Approval to the Employment of Bart Smith Part Time Food Service Driver-Food Service.

It is recommended by the Superintendent that the Board of Education approve Bart Smith, Part Time Food Service Driver-Food Service, at Year 2 Step 1 (\$11.79/hr) from April 16, 2018.

4. Request and Recommendation for Board of Education Approval To be Paid for Hours Worked During the Summer.

It is recommended by the Superintendent that the Board of Education approve Mrs. Katherine Belutty, school counselor at the Career and Technical High School, to be paid on a per diem basis (\$60,121.00/200 days = \$300.60 per day) for work days during the months of July and August 2018, not to exceed 12 days as assigned and approved by the Career and Technical High School Principal. Time sheets will be submitted for payment.

5. Request and Recommendation of the Superintendent for Board of Education Approval of Stephanie Hoffman, CTHS Welding Instructor as the Part-Time Welding Instructor for the Adult Education Evening Program.

It is the request of the Superintendent that the Board of Education approve the employment of Stephanie Hoffman, CTHS Welding Instructor and the part-time Welding Instructor for the Adult Education evening program from June 18, 2018 to August 14, 2018 at the rate of \$31.00 per hour. Timesheets are required.

6. Request and Recommendation of the Superintendent for Board of Education Approval to the Termination of Steven Durham- Full Time Custodian.

It is recommended by the Superintendent that the Board of Education approve the termination of Steven Durham - Full Time Custodian, effective April 30, 2018.

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
AGENDA – APRIL 24, 2018**

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
The South Jersey Chef's Association- Tasting and Cooking Demonstration at Le Bernardin, New York, NY May 14, 2018	Bruce Connell	\$150.00 Registration \$68.20 Mileage \$42.00 Tolls \$35.00 Parking	\$295.20 \$85.00 Substitute
Camden County College Snap-On Diagnostic Training & Snap-On Torque Training, May 24, 2018	Al Roeske Garry Dolbow	N/A	N/A \$170.00 Substitutes
57th Annual Correctional Education Association Region I Conference, Lancaster, PA May 30 - June 1, 2018	Angel Brown	\$220 (3 day registration) \$46.44 mileage \$10.00 tolls	\$276.44 ABS/ABE Adult Literacy Grant
Microsoft Office Specialist Certification – Word Excel, PowerPoint, Access and Outlook (On-line classes – but tests are taken at SCC thru SCVTS Adult Ed), Miscellaneous dates	Rachael Lester	\$96.00 x 5 tests = \$480.00	\$480.00 total for tests – Acct# 11-310-100-610-75-002 (to be used for the Global Logistics and Supply Chain Management and Computer Applications Elective Course)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

			Substitute not needed
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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: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of a One Year Subscription with Vroman Systems for use of FormSite.com at a Cost of \$249.95

It is recommended by the Superintendent that the Board of Education approve a one year subscription with Vroman Systems for use of FormSite.com at a cost of \$249.95. FormSite.com is an online tracking system and will be paid for from Perkins Secondary and Post-Secondary grant funds.

2. Request and Recommendation for Board of Education Approval of an Articulation Agreement Between the Salem County Vocational Technical Schools and State University of New York.

It is recommended by the Superintendent that the Board of Education approve an articulation agreement between the Salem County Vocational Technical School Academy of Agricultural Sciences hosted at the Career and Technical High School and State University of New York College of Agriculture and Technology at Cobleskill. Upon successful completion of Animal Science (CASE) students may receive advanced standing credit through State University of New York for their Introduction to Animal Science and Animal Anatomy and Physiology courses. Students must earn an 85 or higher and submit a letter of recommendation from the CASE Animal Science Instructor.

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

It is requested and recommended for Board of Education approval to place two (2) Administrative Assistant students enrolled in the SCVTS Administrative Assistant Program offered in partnership with the Salem County One Stop as Volunteers for Data Entry/Clerical work throughout the SCVTS and SCSSSD Districts. As part of the Administrative Assistant Program, students are required to have 160 volunteer hours in the field. District supervisors will provide supervision to the students. Students will begin their volunteer hours upon completion of a criminal history background check.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

4. Request and Recommendation for Board of Education Approval for the HOSA Club to Hold a Blood Drive.

It is recommended by the Superintendent that the Board of Education approve the HOSA Club to hold a blood drive coordinated by Community Blood Council of New Jersey, Inc. at the Career and Technical High School on Friday, May 4, 2018. If the blood drive collects 50+ units of blood, the HOSA club will receive a minimum \$500.00 scholarship with a maximum amount of \$1,000.00 scholarship if 100+ units are collected.

5. Request and Recommendation for Board of Education Approval of a 5K Run Fundraiser to be held at SCVTS Sponsored by the SCVTS Educational Foundation on May 4, 2018.

It is recommended by the Superintendent that the Board of Education approve the use of school grounds in conjunction with sponsorship of the SCVTS Educational Foundation Board of Trustees to host a memorial 5K Run fundraiser on May 4, 2018. The event will take place from 3:00 pm to 8:00 pm and utilize the physical education recreational fields behind the Career and Technical High School and the school gym. All participants will sign a release form prior to participation. All funds raised will support the Ian Bradley Memorial Scholarship housed by the SCVTS Educational Foundation. Ian Bradley was a 2015 graduate of the Career and Technical High School from the CADD and Air Force Junior ROTC program. After graduation, Ian served the United States Air force.

6. Request and Recommendation for Board of Education Approval to Apply for a Monsanto Fund Grant in the amount of \$10,000.00.

It is recommended by the Superintendent that the Board of Education grant approval to apply for a \$10,000 grant to the Monsanto Fund. The grant request will be submitted by Mr. Jason Helder and Science instructor Ms. Carly Chaapel. If received, grant funds will be utilized to transform the Mama D’s Garden into a more functional and resilient school garden.

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

Community Service Project	Date
FFA Roadside clean-up on Bailey Street in Woodstown, NJ. Students will collect trash and recycling on Bailey Street to beautify the community. Students will help the environment, participate in a community service project and raise funds for the chapter.	Friday, May 18, 2018 at 2:45pm
FFA members to work with biologist and other volunteers to clean out Wood Duck boxes at Supawna Meadows National Wildlife Refuge in Pennsville, NJ. Students will help researchers create a report for NJ Fish and Wildlife indicating what species were found during the study.	June 11, 2018

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

8. 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
Eastern PA Career Development Event Lebanon Expo Center Lebanon, PA	Twelve (12) FFA members and one (1) advisor	May 1, 2018	Bus-sharing with Woodstown \$85.00 Substitute
Jostens Spring Yearbook Workshop GCIT, Sewell, NJ	Four (4) Yearbook students and one (1) advisor	May 4, 2018	BR Williams \$378.78 \$150.00 Student Activity Account \$85.00 Substitute
Science History Institute Philadelphia, PA	Twenty-two (22) Chemistry students and one (1) chaperone	May 4, 2018	BR Williams \$394.56 Acct#11-000-270-512-53-002 \$85.00 Substitute
Philadelphia Zoo Philadelphia, PA	Thirty-five (35) Environmental Science students and one (1) chaperone	May 10, 2018	BR Williams \$394.56 Acct#11-000-270-512-53-002 \$85.00 Substitute
Cosmetology Exam – Practical Portion, BCIT, Mount Holly, NJ	Sixteen (16) cosmetology students and one (1) instructor	May 15, 2018	BR Williams \$394.56 Acct#11-000-270-512-10-002 Substitute \$85.00
Plumbo-Buckley Antique Car Foundation and Museum Bargaintown, Atlantic County	Twenty-five (25) Auto Collision students and one (1) chaperone	May 15, 2018	BR Williams \$394.56 Acct#11-000-270-512-05-002

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

			Substitute not needed
CNA Exam - PSI, Cherry Hill, NJ	Fourteen (14) students and one (1) instructor	May 16, 2018	BR Williams \$378.78
Johnson & Towers Mt. Laurel, NJ	Eighteen (18) FFA/Agricultural Mechanic students and one (1) chaperone	May 18, 2018	SCVTS Bus - \$162.50 or BR Williams \$631.30 – Student Activity Account \$85.00 Substitute
Pocono Valley, Pocono Mountains, PA	Forty (40) Class of 2019 students and two (2) advisors	May 21, 2018 – May 22, 2018	SCVTS Bus cost TBD – Class of 2019 Student Activity Account \$340.00 Substitute
NJ State FFA Convention Monmouth University West Long Branch, NJ	Twenty-one (21) FFA members and one (1) advisor	May 23 - 25, 2018	SCVTS Bus -\$250 or BR Williams \$631.30 – Student Activity Account \$85.00 Substitute
NJFEA Conference Galloway, NJ	Twelve (12) FEA members and one (1) advisor	May 30, 2018	BR Williams \$441.91 Acct#11-401-100-580-29-002 \$85.00 Substitute
Duffield's Farm Market Sewell, NJ	Fifteen (15) Ag Science students and one (1) chaperone	May 30, 2018	BR Williams \$252.52 Acct#11-000-270-512-53-002 Substitute not needed
Health Fair Union Presbyterian Church Carney's Point, NJ	Ten (10) Allied Health students and one (1) chaperone	May 31, 2018	SCVTS Bus - \$50 or BR Williams \$378.78 Acct#11-000-270-512-03-002

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

			\$85.00 Substitute
Morey's Pier Wildwood, NJ 08260	Fifty (50) Class of 2021 students and two (2) chaperones	May 31, 2018	BR Williams \$631.31 Student Activity Account \$170.00 Substitute

- 9. 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.	FEA	Bake Sale Cost: \$.25 to \$1.00 Proceeds will benefit the Buddy Walk (a National Program that brings awareness to down syndrome)	April 18, 2018
B.	Class of 2018	Graduation Yard Signs Cost: \$15.00 each	April 25, 2018 thru May 15, 2018
C.	Class of 2018	Super Hero/Star Wars Day Cost: \$1.00 to dress as their favorite character	May 4, 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: _____

POLICY - None

B. Old Business:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

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

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 February 2018. 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
April 24, 2018
Date

B. Reconciliation of Cash for School Funds Report

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month February 2018. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of February 2018.

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.

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the period February 28, 2018 to April 19, 2018.

F. Warrants

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

- Board Payment Approval List February, March and April 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: _____

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator for the Board of Education Approval of the GCSSSD Transportation Contracts

It is recommended by the Business Administrator that the Board of Education approve transportation contracts for Special Education/Nonpublic/Vocational /Homeless/ Public Students with Claybrook Transportation, LLC. for Route #Y1379. Other contracts include route adjustments for Route Y3192.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

- 2. Request and Recommendation by the Business Administrator for the Board of Education to approve the renewal of Ricoh DocuWare Support for the 2018/2019 School Year.**

It is recommended by the Business Administrator that the the Board of Education approve the renewal of Ricoh's DocuWare Support for the 2018/2019 school year at a cost of \$3,747.00 for twelve months.

- 3. Request and Recommendation by the Business Administrator for the Board of Education to approve the continued use of Woodstown Family Practice for the 2018/2019 School Year.**

It is recommended by the Business Administrator for the Board of Education to approve the continued use of Woodstown Family Practice as the school physicians for the 2018/2019 school year. The cost for this appointment would be \$3200, shared by both districts. Sports Physicals for the 2018/19 School year will be an additional \$5500 (SCVTS only). Staff physicals would be billed separately based upon the prices in the attached fee listing.

- 4. Request and Recommendation by the Business Administrator for the Board of Education to approve the use of District Pickup Truck at The Salem County Special Services School District Walk for Special Needs.**

It is recommended by the Business Administrator for the Board of Education to approve the use of the District Pickup Truck by John Carbonetta to transport supplies and equipment necessary for the Walk for Special Needs scheduled for April 28th (with a rain date of May 5th)

- 5. Request and Recommendation by the Business Administrator for the Board of Education to approve the part-time tuition rate of \$21,251 for the MD Program at Regional Day School.**

It is recommended by the Business Administrator for the Board of Education to approve the creation of a part-time tuition rate of \$21,251 for the MD Program at Regional Day School for districts sending students

- 6. Request and Recommendation by the Business Administrator for the Board of Education to approve the 2018-2019 Nonpublic Nursing Services Agreements.**

It is recommended by the Business Administrator for the Board of Education to approve the 2018-2019 Nonpublic Nursing Services Agreements for Bridgeton Christian School, Salem County Christian Academy, and Woodland Country Day School for a projected total income of \$26,348.00. The actual amount of the contract is subject to revision based upon the actual funding received.

- 7. Request and Recommendation by the Business Administrator for the Board of Education to approve the purchase of Clear Safety Film for the Salem Campus.**

It is recommended by the Business Administrator for the Board of Education to approve the purchase of Clear Safety Film from Window Film Depot for

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

the Salem Campus. This will include all entrance doors and sidelites and office windows for a total cost of \$4,300.

8. Request and Recommendation by the Business Administrator for the Board of Education to approve the 2018-2019 Nonpublic Agreement with Pennsville School District

It is recommended by the Business Administrator for the Board of Education to approve the 2018-2019 Nonpublic Chapter 192/193 Services Contract with Pennsville School District for services at Salem County Christian Academy for a projected income of \$57,291. The actual amount of the contract is subject to revision based upon the actual funding received.

9. Request and Recommendation by the Business Administrator for the Board of Education to approve the 2018-2019 AmeriHealth benefits plan through Brown and Brown Advisors.

It is recommended by the Business Administrator for the Board of Education to approve the 2018-2019 AmeriHealth benefits rates, a 7% increase, effective July 1, 2018 through June 30, 2019 as administered by Brown and Brown Advisors, LLC.

10. Request and Recommendation by the Business Administrator for the Board of Education to approve Increasing Flexible Spending Limits for the 2018-19 to the amount of \$1500, via AFLAC.

It is requested by the Business Administrator that the Board of Education approve to an increase in Flexible Spending Limits to \$1500 during the 2018-19 school year via, AFLAC contributions.

11. Request and Recommendation by the Business Administrator for the Board of Education to approve the writing off of uncollected balances.

It is recommended by the Business Administrator for the Board of Education to approve the writing off of uncollected balances.

Name	Amount	Date
Lakewood BOE	\$.10	8/31/14
Stow Creek Township BOE	\$.80	4/30/15
Elmer BOE	\$.40	5/31/15
Penns Grove-Carneys Point BOE	\$2.80	5/31/18
Washington Township BOE	\$.40	5/31/15
Salem City BOE	\$.25	12/31/15
Alloway Township BOE	\$1.20	6/30/16
Elmer BOE	\$1.20	6/30/16

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

Erica Kilgus	CDS	\$48/hour
Maryanne Ecret	CDS	\$48/hour

3. Request and Recommendation of the Superintendent for Board of Education Approval to Accept the Resignation of Matthew Hennessey Paraprofessional-Cumberland.

It is recommended by the Superintendent that the Board of Education accept the resignation of Matthew Hennessey - Paraprofessional-Cumberland effective April 20, 2018.

4. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Placement for Mary McCracken, Rowan University TOSD Student, from May 8, 2018 through June 19, 2018.

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Placement for Mary McCracken, Rowan University TOSD Student, at the Salem Campus from May 8, 2018 through June 19, 2018. Ms. McCracken will be mentored by Amy Wright, Teacher.

5. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of NJFLA for Michelle Moore Teacher-Daretown Campus.

It is requested by the Superintendent that the Board of Education approve the NJFLA leave for Michelle Moore Teacher-Daretown Campus beginning on or about September 1, 2018 until approximately November 23, 2018.

6. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA and NJFLA for Shay Fourman Paraprofessional-Cumberland Campus.

It is requested by the Superintendent that the Board of Education approve the FMLA leave for Shay Fourman Paraprofessional-Cumberland Campus beginning on or about September 1, 2018 until approximately October 8, 2018. It is additionally requested that NJFLA be approved beginning on or about September 1, 2018 until approximately October 22, 2018.

7. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA and NJFLA for Shannon Leady Occupational Therapist-Related Services.

It is requested by the Superintendent that the Board of Education approve the FMLA leave for Shannon Leady Occupational Therapist-Related Services beginning on or about September 1, 2018 until approximately November 2, 2018. It is additionally requested that NJFLA be approved beginning on or about November 2, 2018 until approximately January 25, 2019.

8. Request and Recommendation by the Superintendent for Board of Education Approval for the Use of FMLA and NJFLA for Catherine MacNeill Physical Therapist-Related Services.

It is requested by the Superintendent that the Board of Education approve the FMLA leave for Catherine MacNeil Physical Therapist-Related Services

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

beginning on or about September 1, 2018 until approximately November 23, 2018. It is additionally requested that NJFLA be approved beginning on or about November 23, 2018 until approximately February 11, 2019.

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 a Phillies Ticket Fundraiser for the Cumberland Campus.**

It is recommended by the superintendent that the Board of Education approve a Phillies ticket fundraiser for the Cumberland Campus. The fundraiser is for Cumberland staff only. Tickets will cost \$22 each and \$4.00 per ticket will be donated back to the school. The sale will run April 27, 2018 through May 3, 2018, with the game being played on May 11, 2018.

- 2. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Special Services Schools.**

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Special Services Schools. Experiences for approval are listed in the chart below.

Curriculum in Action Experience	Attendees	Date	District Cost
Daretown- Philadelphia Zoo	15 students and 5 staff	May 10, 2018	\$162.50 + tolls and parking
Daretown- Camp Edge	19 students and 6 staff	June 6, 2018	\$162.50 SCSSSD Bus or BR Williams \$410.35

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: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

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>Yoga and Mindfulness for Kids</i> Sponsored by: PESI Marlton, NJ May 18, 2018	Lucia Ingraldi	\$242.72 - Reg. \$10.63 - Mileage	\$253.35
<i>The Zones of Regulation Conference</i> Sponsored by: Stockton University Galloway Twp., NJ May 18, 2018	Ashley Krykewycz	\$175 - Reg. \$10 - Mileage & Tolls	\$185
<i>NJ SIA Spring Workers' Compensation Conference</i> Sponsored by: SPELL JIF Atlantic City, NJ May 10-11, 2018	Vivian Hampshire Frank Maurer	No cost to the District	
Microsoft Excel One Day Seminar, Wilmington DE, June 21, 2018	Colleen Lewis	\$79.00 Fee \$4.00 Tolls \$15.00 mileage (est)	\$98.00

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

Abstain: _____ Opposed: _____

3. Principal's/Administrator's Reports

Cumberland
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:

3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

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- 4. Matters concerning negotiations, and specifically:

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

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

 - 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:
June 4, 2018 Deposition

 - 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: Post-Secondary Education

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

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

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

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 24, 2018**

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

Abstain: _____ Opposed: _____

XV. ADJOURNMENT

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

Abstain: _____ Opposed: _____