

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – May 7, 2019**

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

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 the period of April 10, 2019 through May 3, 2019.

F. Warrants

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

- Warrants for the period of April 11, 2019 through May 1, 2019 in the amount of \$181,659.13.
- Warrants for Payroll Period ending April 15, 2019 in the amount of \$150,974.11
- Warrants for Payroll Period ending April 30, 2019 in the amount of \$161,201.20

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 Donation of a 1985 Dodge 600 Convertible.** It is recommended by the Business Administrator that the Board of Education approve the donation of a Dodge 600 convertible valued at \$600 from Peter LaSala for use in the Automotive Technology and Auto Collision Repair programs.

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- 2. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Purchase of a 2004 Crown Victoria.** It is recommended by the Business Administrator that the Board of Education approve the purchase a 2004 Crown Victoria from the County of Salem. This vehicle has been in the district's possession for 5 years and a title could not be obtained. At the April 18, 2019 Freeholder meeting a resolution was passed to sell the vehicle to the district for \$1.00. This motion is to approve the purchase of the vehicle.
- 3. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Continued use of Christiana Care Health System for the 2019/2020 School year.** It is recommended by the Business Administrator that the Board of Education approve the continued use of Christiana Care Health System (formerly Woodstown Family Practice) as school physicians for the 2019/2020 school year. The SCVTS portion of the cost is \$1600 for the appointment, and an additional \$5500 for the Sports Physicals. Employee physicals are at a cost of \$74 each.
- 4. Request and Recommendation by the Business Administrator for Board of Education Approval of Lease Agreement with Ricoh.** It is recommended by the Business Administrator that the Board of Education approve a lease contract with Ricoh for a PRO8200S copier for use in the Business and Administrative Office. The lease on the current machine expires in August.
- 5. Request and Recommendation by the Business Administrator for the Board of Education to Approve Cancellation of Check #34473.** It is recommended by the Business Administrator that the Board of Education approve the cancellation of check #34473 in the amount of \$4.60 to Lynn Verna. We will not be reissuing another check.
- 6. Request and Recommendation by the Business Administrator for the Board of Education to Approve Write Off of Adult Education Receivables.** It is recommended by the Business Administrator that the Board of Education approve the write off of \$12,266 in receivables from the Adult Education Program. They represent students who did not finish paying all or part of their tuition during the 2014/15 and 2016/17 school years.
- 7. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Upgrade of the Fire Control Panel in the Prep Center.** It is recommended by the Business Administrator that the Board of Education approve the proposal from Johnson Controls to upgrade the fire alarm control panel in the Prep Center at a cost of \$27,584.09.

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: _____

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation for Board of Education Approval of Employment of SCVTS certificated and non-certificated staff for the 2019-2020 School Year.

It is recommended by the Superintendent that the Board of Education approve the [employment](#) of SCVTS certificated and non-certificated staff for the 2019-20 school year. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

2. Request and Recommendation for Board of Education to Approve the Employment of Katherine Belutty During Summer Months.

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 her per diem basis* for work days during the months of July and August 2019, not to exceed 12 days as assigned and approved by the Career and Technical High School Principal. Time sheets will be submitted for payment. * Actual per diem will be determined upon agreement of a successor contract for all staff.

3. Request and Recommendation of the Superintendent for Board of Education for the Employment of BRIDGE Program Staff.

It is requested by the Superintendent that the Board of Education approve the employment of Salem County Sheriff’s Officers at the rate of \$40/hour for the BRIDGE Program.

4. Request and Recommendation for Board of Education to Approve the Transfer of Robin Braxton-Bell

It is recommended by the Superintendent that the Board of Education approve the transfer of Robin Braxton-Bell rate of pay from \$28.00 per hour to \$31.00 per hour, effective April 16, 2019.

5. Request and Recommendation for Board of Education to Approve the Transfer of Edmund Borden

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It is recommended by the Superintendent that the Board of Education approve the transfer of Edmund Borden pay rate of pay from Level III-1 Custodian \$22,987 to Level II-1 Custodian \$23,987, effective May 1, 2019.

6. Request and Recommendation for Board of Education Approval of Job Description

It is recommended by the Superintendent that the Board of Education approve the Job Description for Coordinator of Special Programs; Coordinator of Shared Services (Human Resources).

7. Request and Recommendation for Board of Education Approval of Resignation of Dr. Donald Aikens

It is recommended by the Superintendent that the Board of Education approve with regret the resignation of Dr. Donald Aikens as a Law Enforcement and Public Safety Instructor, effective July 1, 2019. Additionally, to pay our Dr. Aiken his unused sick and personal days according to contract.

8. Request and Recommendation for Board of Education Approval of FMLA for Nicole Kelly

It is recommended by the Superintendent that the Board of Education approve the use of intermittent FMLA for Nicole Kelly from May 1, 2019 until June 30, 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: _____

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	Participant(s)	Cost Per Participant	Total cost
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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1. Request and Recommendation for Board of Education Approval to Apply for the FY2020 Carl D. Perkins Secondary Grant.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the FY2020 Carl D. Perkins Secondary Grant. Final allocations for the FY2020 Carl D. Perkins Grant will be awarded upon the State’s review of a proposed Perkins Program Performance Activity Plan designed to address Perkins Performance Measures for the 2019-2020 school year. The Board will be asked to approve the final award and spending plan for the grant once it is received from the State.

2. Request and Recommendation for Board of Education Approval to Apply for the Continuation of the Grant Funds for FY 20 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program in the amount of \$711,050.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the Workforce Innovation and Opportunity Act, Title II, Adult Education and Family Literacy Grant (July 1, 2017 to June 30, 2020) in the amount of \$711,050 for FY20. This is the second year of a three year competitive grant program. The purpose of the grant is to provide all required adult basic education, literacy, and English as a second language services consistent with the statutory requirements outlined in Title II of the Workforce Innovation and Opportunity Act (WIOA) of 2014.

3. Request and Recommendation for Board of Education Approval to for the Adult Education Program to Provide CPR/Basic Lifesaving Skills Training Courses in Partnership with Salem Community College.

It is recommended by the Superintendent that the Board of Education approve the Salem County Adult Education Program to provide a CPR/Basic Lifesaving Skills Training courses in partnership with Salem Community College. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$50.00 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach the course. The course will be held at Salem Community College on June 5, 2019.

4. Request and Recommendation for Board of Education Approval to Approve the 2018-2019 Adult Vocational Program Class Schedule.

It is requested that the Board of Education approve the 2018-2019 Adult Vocational Program class schedule as follows:

<u>Program</u>	<u>Length</u>	<u>Start Date*</u>	<u>End Date*</u>
Certified Nurse Aide	90 hours	June 6, 2019	July 15, 2019

5. Request and Recommendation for Board of Education Approval to Approve the 2019-2020 Adult Vocational Program Class Schedule and Fees.

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It is requested that the Board of Education approve the 2019-2020 Adult Vocational Program class schedule as follows:

Program Name	Start Date	End Date	Total Cost*	Tuition**	Reg. Fees	Books/ Materials	Supplies/ Tools	Other	Hours
Patient Care Technician	10/21/19	12/20/19	\$3375	\$3325	\$50	\$0	\$0	\$0	200
Certified Clinical Medical Assistant	8/5/19 11/18/19	10/11/19 1/24/19	\$3625	\$3575	\$50	\$270	\$650	\$440	360
Certified Nurse Aide	8/5/19 9/19/19	9/13/19 10/23/19	\$1525	\$1000	\$75	\$136	\$85	\$229	90
Basic Welding	6/25/19	8/14/19	\$1300 B	\$750	\$50	\$0	\$0	\$500	75
Level 1			\$1300 L	\$750	\$50	\$0	\$0		
OSHA	8/20/19 8/21/19		\$200 - OSHA	\$200	n/a	\$0	\$0		30
Phlebotomy	6/10/19	7/11/19	\$1950	\$1900	\$50	\$0	\$0	\$0	200
Certified Home Health Aide	7/30/19	7/31/19	\$265	\$0	\$0	\$0	\$0	\$0	10
CPR Training	8/5/19 11/18/19 10/21/19	N/A	\$50 In District \$90 Out of District Allied Courses Included	\$0	\$0	\$0	\$0	\$0	8

*Total Cost includes Tuition, Lab, Books, and Supplies. Uniforms, medical exams, and criminal background not included.

**Tuition includes 1 time cost of certification/exams unless otherwise noted on contracts.

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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 January 2019. 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 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 of January 2019. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of January.

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 the period of January 31, 2019 through May 3, 2019

F. Warrants

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

- Warrants for the period of April 11, 2019 through May 2, 2019 in the amount of \$174,667.88.
- Warrants for Payroll Period ending April 15, 2019 in the amount of \$305,598.38

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or a 10% cashier's check or certified check as required by the bid document, and as a result of this noncompliance, it is recommended that the Board of Education accept and award the bid to Clover IPM Landscaping and Maintenance, Inc.

4. **Request and Recommendation by the Business Administrator for Approval of a Classroom Space Agreement with Upper Pittsgrove School District for the 2019/2020 school year.** It is recommended by the Business Administrator that the Board of Education approve the Classroom Space Agreement with Upper Pittsgrove School District for the 2019/2020 school year at a total cost of \$54,760. This represents an increase in cost of approximately 2% over the previous year.

5. **Request and Recommendation by the Business Administrator for Approval of a Clinical Affiliation Agreement with Rutgers University.** It is recommended by the Business Administrator that the Board of Education approve a Clinical Affiliation Agreement with Rutgers University Graduate Nursing Program. A student nurse from their program, Jenna Falzone, will be placed at Cumberland Campus with Anne Callens for the Fall 2019 semester.

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

XI. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. **Request and Recommendation by the Superintendent for Board of Education Approval of Employment of SCSSSD certificated and non-certificated staff for the 2019-2020 School Year.**
It is recommended by the Superintendent that the Board of Education approve the [employment](#) of SCSSSD certificated and non-certificated staff for the 2019-20 school year. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

2. **Request and Recommendation by the Superintendent for Board of Education Approval of Employment of SCSSSD certificated and non-certificated staff for the 2019 Extended School Year Program.**
It is recommended by the Superintendent that the Board of Education approve the [employment](#) of SCSSSD certificated and non-certificated staff for the 2019

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Extended School Year Program. It is also recommended that the Board of Education approve the employment of staff employed under grant programs.

- 3. Request and Recommendation by the Superintendent for Board of Education Approval of Megan Lamb**
It is recommended by the Superintendent that the Board of Education approve Megan Lamb as a Paraprofessional - Cumberland Campus, \$17,934 (prorated), effective May 1, 2019.
- 4. Request and Recommendation by the Superintendent for Board of Education Approval of Rashaun Smith**
It is recommended by the Superintendent that the Board of Education approve Rashaun Smith as a Paraprofessional - Cumberland Campus, \$17,934 (prorated), effective May 6, 2019.
- 5. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Stacy Lockwood**
It is recommended by the Superintendent that the Board of Education approve Stacy Lockwood as a Assistant Principal/Social Worker - Daretown Campus to Principal Daretown Campus, July 1, 2019. * Actual salary will be determined upon agreement of a successor contract for all staff.
- 6. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Brenda Russell**
It is recommended by the Superintendent that the Board of Education approve Brenda Russell as a Instructor - LAC Campus to Instructor - Cumberland Campus, September 1, 2019.
- 7. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Julie Yamasaki**
It is recommended by the Superintendent that the Board of Education approve Julie Yamasaki as a Paraprofessional - LAC Campus to Paraprofessional - Cumberland Campus, September 1, 2019.
- 8. Request and Recommendation for Board of Education Approval of by the Superintendent the Transfer of Shannon Jones**
It is recommended by the Superintendent that the Board of Education approve Shannon Jones as a Paraprofessional - LAC Campus to Paraprofessional - Cumberland Campus, September 1, 2019.
- 9. Request and Recommendation for Board of Education Approval of Resignation of Nicklas Thistlewood**
It is recommended by the Superintendent that the Board of Education approve the resignation of Nicklas Thistlewood as a Paraprofessional - Salem, effective April 17, 2019.

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5. Limit your comments to the specific resolution.

XIII. RECESS INTO EXECUTIVE SESSION

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

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

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

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

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

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

- 4. Matters concerning negotiations, and specifically:

Negotiations

- 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:

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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:

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

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

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Abstain: _____ Opposed: _____

XV. ADJOURNMENT

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

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