





**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

<b>Description of Professional Development or School Improvement Activity or Workshop</b>	<b>Participant(s)</b>	<b>Cost Per Participant</b>	<b>Total cost</b>
NJSBA Conference October 20-22, 2020 Virtual Conference	Linwood Donelson Earl Ransome Daryl Halter James Davis Patty Bomba Julie Smith Peggy Nicolosi John Swain Jennifer Bates Frank Maurer	\$900 Registration	<b>\$900</b>

**C. Correspondence**

**D. Presentations**

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

**A. Board Secretary Report**

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2020. 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.

\_\_\_\_\_ October 27, 2020  
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 September 2020. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of September 2020.

**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 – OCTOBER 27, 2020**

**2. Request and Recommendation of the Business Administrator for the Board of Education Approval of the SCVTS Renovation Project Change Orders for WJ Gross in the amount of \$92,116.**

Request and Recommendation of the Business Administrator for the Board of Education Approval the following change orders related to the gymnasium floor abatement:

Change Order # 1 and #2: Volley Ball Sleeves and Art Work Logo

Change Order #3: Abatement requirements

Change Order # 4: Additional abatement orders

Change Order #5: Bleachers and installation

**3. Request and Recommendation by the Business Administrator to Approved the Shared Services Billing with Salem County Vocational Technical School District.**

It is recommended by the Business Administrator to approve the shared services billing with Salem County Vocational Technical School District. The attached spreadsheet details the employee with benefits and other associated costs.

Payments will not go back and forth across district but the difference will be paid from Special Services to the Vocational District. \*Any changes to this document will be presented for reapproval.

**4. Request and Recommendation of the Business Administrator for Board of Education Approval to Cancel Check #37149.**

It is recommended by the Business Administrator that the Board of Education approve cancelling check #37149 in the amount of \$909.09 to Johnson Controls and reissue in the same amount. The check was not cashed and is now outdated.

**5. Request and Recommendation of the Business Administrator for Board of Education Approval to Cancel Check #37160.**

It is recommended by the Business Administrator that the Board of Education approve cancelling check #37160 in the amount of \$1,000.00 to Adericka Selby and reissue in the same amount. The check was lost in the mail.

**6. Request and Recommendation by the Business Administrator for Board of Education Approval to Cancel Check #36492.**

It is recommended by the Business Administrator that the Board of Education approve to cancel check #36492 in the amount of \$300 to Laurel Flipping and reissue in the same amount. Ms. Flipping misplaced the check and is now outdated.

**7. Request and Recommendation of the Business Administrator for Board of Education Approval of a Refund to an Adult Program Student.**

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the amount of \$1,200 to Nathan Banks, an Adult Electrical Student. Mr. Banks paid for a welding course that was cancelled due to Covid-19.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

**8. Request and Recommendation of the Business Administrator for Board of Education Approval of a Refund to an Adult Program Student.**

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the amount of \$800 to Pasquale Rubino, an Adult Welding Student. Mr. Banks paid for an electrical course that was cancelled due to Covid-19.

**9. Request and Recommendation by the School Business Administrator for Board of Education Approval of a Refund to a CTHS Student.**

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the total amount of \$375 to student #102742. The student paid for an upcoming real estate course offered through the Adult Education Program in error.

**10. Request and Recommendation by the Business Administrator for Board of Education Approval of a Refund to an Adult Program Student.**

It is recommended by the Business Administrator for Board of Education approval to refund partial tuition in the amount of \$187.50 to Jennifer Wolfe. Ms. Wolfe enrolled in the Real Estate course yet chose not to complete the full program. During this pandemic, we will be refunding this student as a one time non-precedent setting portion of paid tuition.

**11. Request and Recommendation by the Business Administrator for Board of Education Approval to accept Quote from SAIMA of North America.**

It is recommended by the Business Administrator that the Board of Education approve the Quote from SAIMA of North America for Preventive Maintenance/Inspection of the Paint Booths at a cost of \$1450 for both.

**12. Request and Recommendation by the Business Administrator for Renewal of Boiler Operator's Licenses.**

It is requested by the Business Administrator that the Board of Education approve the renewal of Boiler Operator's Licenses for Gregory Harper and Kevin Shipman at a cost of \$400 each. The cost includes 3-year renewal and late fees. The licenses had expired because of non-renewal.

**13. Request and Recommendation by the Business Administrator for Board of Education Approval of Membership Renewal to NJ School Buildings & Grounds Association.**

It is requested by the Business Administrator that the Board of Education approve the renewal of the membership for Kevin Shipman to the New Jersey School Buildings & Grounds Association at a cost of \$385.00 for the 2020/21 school year.

**14. Request and Recommendation by the Business Administrator for Board of Education Approval of the Biosecurity Plans for SCVTS and SCSSSD.**

It is requested by the Business Administrator that the Board of Education approve the Biosecurity Plans for Food Service. Mr. Carter has updated the







**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

**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.

<b>Description of Professional Development or School Improvement Activity or Workshop</b>	<b>Participant(s)</b>	<b>Cost Per Participant</b>	<b>Total cost</b>
Structured Learning Experience (SLE) Supervision Training The NJ Safe Schools Program, Rutgers, The State University Virtual Trainings (4 total) conducted between October 11, 2020 to December 21, 2020 Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders; NJ Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders; OSHA 10 Plus for General Industry; and Designing and Implementing Student Training Plans	Maria Alleva	\$143.00 per session	\$572.00 (EXPAND)
American Heart Association CPR & ECC Guidelines: The Virtual Experience October 21, 2020	Wandra Wells	No Cost	No Cost
2020 National Health Science Conference (Virtual) October 27 - 30, 2020 5:00 PM to 7:00 PM	Lisa Hartsough Wandra Wells	\$200.00	\$400.00 (EXPAND)
NJSACC 21CCLC Virtual Conference	Scott Marakovits Jeanette Jackson	\$100.00registration \$ 2.50 fee	\$410.00 (21st CCLC)



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

Board of Education grant approval to accept 2019-2020 carryover funds from the NJDOE for the ESEA Title IA and Title IIA Grant. The funds will be used during the 2020-2021 school year to improve program offerings.

Title IA - \$63,599

Title IIA - \$ 6,432

- 3. Request and Recommendation for Board of Education Approval to Carryover the FFA Living to Serve Grant Funds in the amount of \$2,600.**  
It is recommended by the Superintendent that the Board of Education approve the CTHS FFA Chapter to carryover funds for the Living to Serve, Local Engagement grant in the amount of \$2,600. The money will be used to support yearlong service-learning projects that address community needs in one of four focus areas: Community Safety; Hunger, Health and Nutrition; Environmental Responsibility and Community Engagement.
- 4. Request and Recommendation for Board of Education Approval to Accept the CASE Grant from the NJ Department of Agriculture in the amount of \$6,998.98.**  
It is recommended by the Superintendent that the Board of Education accept CASE grant funds from the Department of Agriculture in the amount of \$6,998.98. The Grant is to be utilized for costs associated with CASE Institute of Professional Development and classroom supplies. Funds were received during the 2019-2020 school year, but returned to the State per their request. The funds have now been returned to SCVTS for use during the 2020-2021 school year.
- 5. Request and Recommendation for Board of Education Approval to Accept Corona Relief Fund Grant Allocation in the amount of \$41,055.**  
It is recommended by the Superintendent that the Board of Education approve the Corona Relief Funding in the amount of \$41,055 to support health and safety measures necessary to support reopening in-person instruction.
- 6. Request and Recommendation for Board of Education Approval of an Articulation Agreement with Delaware Valley University.**  
It is recommended by the Superintendent that the Board of Education approve an articulation agreement between Delaware Valley University and SCVTS for the Animal Science (CASE) course. This articulation agreement will be reviewed periodically to reflect changes in the curriculum and course offerings.
- 7. Request and Recommendation for Board of Education Approval of a Professional Membership in the New Jersey Association of Mathematics Supervisor and Leaders for the 2020-2021 School Year.**  
It is recommended by the Superintendent that the Board of Education approve to pay for a professional membership in the New Jersey Association of Mathematics Supervisor and Leaders in the amount of \$15 for Scott Marakovits, Supervisor/Director of Community Learning Centers and \$15 for Gwen Herman, Director/Title I Instructional Coach for the 2020-2021 school year. By negotiated

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

contract Dr. Marakovits and Mrs. Herman are entitled up to \$1250 in professional membership fees.

**8. Request and Recommendation for Board of Education Approval to Provide CPR/Basic Lifesaving Skills Training Courses for SCVTS Child Care and Allied Health Program Students during the 2020-2021 School Year.**

It is recommended by the Superintendent that the Board of Education approve the Salem County Adult Education Program to provide CPR/Basic Lifesaving Skills Training courses to SCVTS Child Care and Allied Health Program students. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$10.00 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach each four (4) hours course. The courses will be held at the SCVTS Campus, during normal school hours on dates agreed upon by the program instructors.

**9. 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 experience below for the Salem County Vocational Technical Schools.

<b>Curriculum in Action Experience</b>	<b>Attendees</b>	<b>Date</b>	<b>District Cost</b>
<b>HOSA FLC Virtual Conference</b>	Lisa Hartsough, HOSA Advisor and ten (10) HOSA Students	November 16 – November 19, 2020  5pm – 7pm each night	HOSA – Student Activity Account – Cost is \$5.00 per student

**10. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2019-2020 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.

	<b>ORGANIZATION</b>	<b>ACTIVITY</b>	<b>DATE OR WEEK OF THE ACTIVITY</b>
A.	HOSA	Pennies to Dollars  Chocolate Covered Pretzels and Candy Bars – Fundraiser \$1.00 Each	October 1, 2020 – June 1, 2021

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

B.	AFJROTC	Letter campaign for direct solicitation of monetary donations to support AFJROTC activities.	October 27 – November 27, 2020
C.	FFA	Agriculture Calendar Sale. FFA members will sell calendars designed by a local artist Kimberly English. Presale calendars will be sold on Ms. English' website. For each calendar sold the FFA chapter will receive \$5.00.	October 30 – November 30, 2020
D.	FFA	Bake sale at Tractor Supply in Woodstown, NJ. Baked goods will be made by FFA members and families and individually wrapped for sale. Contingent upon approval from Tractor Supply.	November 7, 2020
E.	FFA	Collect monetary donations at Tractor Supply in Woodstown, NJ for a chance to be selected to receive cornhole boards created by FFA students.	November 7, 2020

**11. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2020-2021 school year.**

<b>Community Service Project</b>	<b>Date</b>	<b>District Cost</b>
FFA members to participate in a roadside clean-up of Bailey Street in Woodstown, NJ	November 7, 2020	\$0

Action:      Approved\_\_\_\_ Disapproved \_\_\_\_ Held for Study\_\_\_\_  
Motion by: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

Second by: \_\_\_\_\_  
Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
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:

- P 0152 Board Officers (Revised)**
- P 1581 Domestic Violence (M) (Revised)**
- R 1581 Domestic Violence (M) (New)**
- P 2422 Health and Physical Education (M) (Revised)**
- P 3421.13 Postnatal Accommodations (New)**
- P 4421.13 Postnatal Accommodations (New)**
- P & R 5330 Administration of Medication (M) (Revised)**
- P 7243 Supervision of Construction (M) (Revised)**
- P 8210 School Year (Revised)**
- P 8220 School Day (M) (Revised)**
- R 8220 School Closings (Revised)**
- P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)**
  
- P 1620 Administrative Employment Contracts (M) (Revised)**
- P 2431 Athletic Competition (M) (Revised)**
- R 2431.1 Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)**
- P 2451 Adult High School (M) (Revised)**
- P 2464 Gifted and Talented Students (M) (Revised)**
- P & R 5330.05 Seizure Action Plan (M) (New)**
- P 6440 Cooperative Purchasing (M) (Revised)**
- P & R 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)**
- P & R 7440 School District Security (M) (Revised)**
- P 7450 Property Inventory (M) (Revised)**
- P & R 7510 Use of School Facilities (M) (Revised)**
- P 8420 Emergency and Crisis Situations (M) (Revised)**
- P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)**

**RESTART AND RECOVERY PLAN POLICY GUIDES**

- P 1648 Restart and Recovery Plan (M) (Revised)**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

- P 1648.02 Remote Learning Options for Families (M) (New)**
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)**
- R 2624 Grading System**

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

**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 months of September 2020. 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.

\_\_\_\_\_ October 27, 2020  
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 September 2020. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of September 2020.

**C. Transfer of Funds**

It is recommended that the Board of Education approve the attached list of transfers for the period of October 1, 2020 through October 21, 2020.

**D. Warrants**

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

- SCSSSD Payroll Period Ending September 15, 2020 in the amount of \$386,619.87
- SCSSSD Payroll Period Ending September 30, 2020 in the amount of \$302,775.37
- Payments for the time period of September 18, 2020 through October 22, 2020 in the amount of \$512,274.24

Action:            Approved\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study\_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**E. Board Secretary/Business Administrator New Business:**

**1. Request and Recommendation by the Business Administrator to Approve the Contract with Cumberland County Freeholders**

It is recommended by the Business Administrator to approve the contract with the Cumberland County Freeholders which provides Salem County Special Services \$200,000 towards special education allocation. The Cumberland County Board



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

of Chosen Freeholders have presented a letter, resolution, and contract. It should be noted that this will be the final year of funding at the rate of \$200,000 annually. There will be no further financial funding from Salem County. Due to fiscal restraint and knowledge that Salem County Board of Chosen Freeholders do not support the district, Cumberland County is changing its' designation as well.

- 2. Request and Recommendation by the Business Administrator for Board of Education Approval of the Biosecurity Plans.**  
It is requested by the Business Administrator that the Board of Education approve the Biosecurity Plans for Food Service. Mr. Carter has updated the Food Service Biosecurity plans to be adopted for this year for the Alternative Campus, Cumberland Campus, Daretown Campus, and Salem Campus.
- 3. Request and Recommendation by the Business Administrator to Approve the Shared Services Billing with Salem County Vocational Technical School District.** It is recommended by the Business Administrator to approve the shared services billing with Salem County Vocational Technical School District. The attached spreadsheet details the employee with benefits and other associated costs. Payments will not go back and forth across district but the difference will be paid from Special Services to the Vocational District. \*Any changes to this document will be presented for reapproval.
- 4. Request and Recommendation by the Business Administrator that the Board of Education Approve GCSSD Transportation Contracts.**  
It is recommended by the school administrator that the Board of Education approve the attached GCSSD Transportation Contracts, Part 1,2 and 3.
- 5. Request and Recommendation by the Business Administrator to Approve a \$10 Per Hour Charge for Out of District School Bus Usage**  
It is recommended by the Business Administrator to approve a \$10/hour charge for school bus usage to cover the cost of fuel and maintenance when transporting out of district individuals. This cost will be in addition to the \$25/hour driver fee, bringing the total to out of district transportation rate of \$35/hour. SCSSSD has been paying the fuel costs for all trips of both districts and any out of district transportation.
- 6. Request and Recommendation by the Business Administrator to Approve the School Bus Emergency Evacuation Drill Reports**  
It is recommended by the Business Administrator to accept the completed School Bus Emergency Evacuation Drill Reports. In accordance with N.J.A.C. 6A:27-11.2 school bus emergency evacuation drills must be performed twice within a school year.
- 7. Request and Recommendation by the Business Administrator for the Board of Education Acceptance of the Fixed Asset Report.**  
It is requested by the Business Administrator that the Board of Education accept the fixed asset report for Salem County Special Services School District.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

- 8. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Comprehensive Maintenance Plan and M-1 Report for 2021-2024.**

It is requested by the Business Administrator that the Board of Education approve the Comprehensive Maintenance Plan and M-1 Report for Salem County Special Services School District.

- 9. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Cancellation of Check #1346.**

It is requested by the Business Administrator that the Board of Education approve the cancellation of check #1346 in the amount of \$1,031.83 to Amanda Stopper. The check was lost and will be reissued.

- 10. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Cancellation of Check #42925 and reissuance.**

It is requested by the Business Administrator that the Board of Education approve the cancellation of check #42925 and reissuance in the amount of \$2310.03 to Verizon.

- 11. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Cancellation of Check #42819.**

It is requested by the Business Administrator that the Board of Education approve the cancellation of check #42819 in the amount of \$750.00 to EBS.

- 12. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Cancellation of Student Activities Check #42827.**

It is requested by the Business Administrator that the Board of Education approve the cancellation of check #42827 in the amount of \$1446.20 to Johnson Controls, Inc.

- 13. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Cancellation of Student Activities Check #1211.**

It is requested by the Business Administrator that the Board of Education approve the cancellation of student activities check #1211 in the amount of \$35.00 to Linda Cammarata.

- 14. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Snow Removal Quotes**

It is requested by the Business Administrator that the Board of Education approve the snow removal quotes for the Cumberland Campus, awarding to RGC.

Company	Bid
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

HighPoint	\$5,800
RGC	\$4,950
Archer	No Quote

**15. Request and Recommendation by the Business Administrator for the Board of Education Approval of the Snow Removal Quotes**

It is requested by the Business Administrator that the Board of Education approve the snow removal quotes for the Cumberland Campus, awarding to 4 Seasons Lawn Care and Excavating.

<b>Company</b>	<b>Bid</b>
<i>4 Seasons Lawn Care &amp; Excavating</i>	<i>\$515/hour (average 2 hours) Plow, sidewalks and ice melt</i>
Rahn Landscaping LLC	(0"-1.99") \$499.98 plowing + \$361.91 shoveling + \$318.41 (Salt parking lot) + \$377.02 (Ice melt walks)
Cumberland County Road Department	No Quote

Action:       Approved\_\_\_ Disapproved \_\_\_ Held for Study\_\_\_  
 Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  
 Mr. Davis                   \_\_\_\_\_                   Mr. Ransome                   \_\_\_\_\_  
 Mr. Donelson               \_\_\_\_\_                   Mrs. Bomba                   \_\_\_\_\_  
 Mr. Halter                   \_\_\_\_\_                   Ms. Nicolosi                   \_\_\_\_\_  
                                                                                                                           Mrs. Smith                   \_\_\_\_\_  
  
 Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT**

**A. New Business:**

**PERSONNEL:**

**1. Request and Recommendation for Board of Education Approval of the Request for Concurrent Placement for Kathryn Lashbrook.**

It is recommended by the Superintendent that the Board of Education approve the request for concurrent placement for Kathryn Lashbrook for the Spring 2021 semester. This is a 50 hour Practicum Placement experience at Daretown. Tracy Parente, Teacher, will mentor Ms. Lashbrook.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

**2. Request and Recommendation of the Superintendent for Board of Education Approval of Frank Maurer as the School Safety Specialist.**

It is requested and recommended by the Superintendent for the Board of Education to approve Frank Maurer as the School Safety Specialist.

**New Hire:**

**3. Request and Recommendation for Board of Education Approval for the Employment of Sheetal Parikh.**

It is requested by the Superintendent that the Board of Education approve the employment of Sheetal Parikh Occupational Therapist for EIP at the salary of \$70 per hour effective November 1, 2020.

**4. Request and Recommendation for Board of Education Approval for the Employment of Christiana Unger.**

It is requested by the Superintendent that the Board of Education approve the employment of Christiana Unger as an Occupational Therapist for EIP at the salary of \$70 per hour effective November 1, 2020.

**5. Request and Recommendation for Board of Education Approval for the Employment of Kirsten Maltman.**

It is requested by the Superintendent that the Board of Education approve the employment of Kirsten Maltman as an EIP at the salary of \$70 per hour effective September 1, 2020. Kirsten Maltman will continue her employment for the Salem County Special Services School District.

**FMLA/NJFLA:**

**6. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Lorraine Byard**

It is requested by the Superintendent that the Board of Education approve the FMLA of Lorraine Byard, Paraprofessional at Cumberland Campus, beginning on or about September 14, 2020 until on or about November 2, 2020.

**7. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Jennifer Rowand**

It is requested by the Superintendent that the Board of Education approve the FMLA of Jennifer Rowand, Paraprofessional at Salem Campus, beginning on or about October 22, 2020 until on or about December 18, 2020, 2020.

**8. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA/NJFLA of Brooke Bitzer.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Brooke Bitzer, Paraprofessional at Cumberland Campus, beginning on or about November 23, 2020 until on or about January 22 2021. Additionally, it is requested to utilize NJFLA beginning on or about January 25, 2021 until on or about April 16, 2021.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

**9. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA/NJFLA of Michelle Scharff.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Michelle Scharff, Paraprofessional at Cumberland Campus, beginning on or about January 4, 2021 until on or about February 16, 2021. Additionally, it is requested to utilize NJFLA beginning on or about February 16, 2021 until on or about May 7, 2021.

**EFMLEA**

**10. Request and Recommendation of the Superintendent for Board of Education Approval of the Leave Request of Kathleen Garrison**

It is requested by the Superintendent that the Board of Education approve the Leave Request of Kathleen Garrison, Paraprofessional at Cumberland Campus. Ms. Garrison is requesting Emergency Family and Medical Leave Expansion Act (EFMLEA) beginning on September 28, 2020 until October 13, 2020.

**11. Request and Recommendation of the Superintendent for Board of Education Approval of the Leave Request of Lindsay Quinn.**

It is requested by the Superintendent that the Board of Education approve the Leave Request of Lindsay Quinn, Teacher at Salem Campus. Ms. Quinn is requesting Emergency Family and Medical Leave Expansion Act (EFMLEA) intermittent leave on 10/5, 10/6, 10/22, 10/23, 10/26, 10/27, 11/10, 11/16, 11/17) beginning on October 5, 2020 until November 17, 2020.

**Resignation:**

**12. Request and Recommendation for Board of Education Approval of Resignation of Stacie Paroda**

It is recommended by the Superintendent that the Board of Education approve with resignation of Stacie Paroda as a Paraprofessional for Salem Campus, effective October 9, 2020.

**13. Request and Recommendation for Board of Education Approval of Resignation of Nancy Jones**

It is recommended by the Superintendent that the Board of Education approve with resignation of Nancy Jones as a Paraprofessional for Cumberland Campus, effective October 27, 2020.

**14. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 20-21 School Year.**

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2020-21 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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

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

**PROGRAMS:**

**1. Request and Recommendation for Board of Education Approval of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights (Self-Assessment) Report for Each Building.**

It is recommended by the Superintendent that the Board of Education approve the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Acts. Annually, each school is required to complete a self-assessment of eight Core elements (HIB Programs, Approaches or Other Initiatives, Training on the BOE - approved HIB policy, Other Staff Instruction and Training Programs, Curriculum and Instruction on HIB and related Information and Skills, HIB Personnel, School Level HIB Incident Reporting Procedures, HIB Investigation Procedures, HIB Reporting. Once completed for each building and approved by the BOE, the reports are then submitted to the state. This year's report was completed by the Anti-Bullying both Districts team consisting of the Anti-Bullying Specialist from each building along with both Affirmative Action Officers. It is recommended by the Superintendent that the Board of Education approve the individual reports for the Alternative Campus, Cumberland Campus, Daretown Campus, and Salem Campus.

**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.

**3. Request and Recommendation for Board of Education Approval of Reimbursement of Current Employee Fingerprinting for Related Services.**

It is recommended that the Board of Education approve the reimbursement of current employees fingerprinting fees to archive fingerprints for the Related Services staff. This is a State requirement for staff who work in multiple schools/district.

**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.



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

- P 6440 Cooperative Purchasing (M) (Revised)
- P & R 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)
- P & R 7440 School District Security (M) (Revised)
- P 7450 Property Inventory (M) (Revised)
- P & R 7510 Use of School Facilities (M) (Revised)
- P 8420 Emergency and Crisis Situations (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

**RESTART AND RECOVERY PLAN POLICY GUIDES**

- P 1648 Restart and Recovery Plan (M) (Revised)
- P 1648.02 Remote Learning Options for Families (M) (New)
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)
- R 2624 Grading System

Action: Approved \_\_\_ Disapproved \_\_\_ Held for Study \_\_\_  
 Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_  
 Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_  
 Mr. Donelson \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
 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 \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_  
 Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_  
 Mrs. Smith \_\_\_\_\_  
 Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**INFORMATIONAL ITEMS**

1. **Request and Recommendation for Board of Education Review of the following Student/Staff Handbooks for the 2020-2021 school year.**  
 It is recommended by the Superintendent that the Board of Education review the following student/staff handbooks for the 2020-2021 school year:

Alternative High School Student Handbook  
 Alternative Staff Handbook  
 ASD Satellite Programs





**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**

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 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.
6. Time will be limited to 3 minutes per speaker. Another speaker may transfer their time to a speaker to increase the total time to 6 minute. However, the person transferring time loses their time to comment.
7. Comments from the public will not have a response from the Board of Education.

**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:

**Board Hearing regarding student grade 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:

\_\_\_\_\_

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

\_\_\_\_\_





**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – OCTOBER 27, 2020**