

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

B. Acceptance of Agenda Addenda Items SCSSSD

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: _____

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.
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.

VII. BOARD OF EDUCATION BUSINESS

A. Old Business-

- 1.

B. New Business-

- 1.

C. Correspondence

- 1.

D. Presentations

1. Cumberland Campus Students of the Month for November 2020:
 1. Kaitlyn West (Grade 5)
 2. Robbin Allen (Grade 9)

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mrs. Bomba	_____
-----------	-------	------------	-------

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

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

Abstain: _____ Opposed: _____

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

A. Board Secretary Report

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

_____	November 24, 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 October 2020 . The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of October 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.

E. Transfer of Funds

There are no transfers to report

F. Warrants

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

- SCVTS Payroll Period Ending October 15, 2020 in the amount of \$178,251.59
- SCVTS Payroll Period Ending October 30, 2020 in the amount of \$153,249.73

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

EcoLab Bathroom Cleaning Machine	9265-1053	NA
2.5 Ton AC Unit	JT4BE-030KA	Kevin Shipman \$100
Electric Heater	B6BMM030K-A	Kevin Shipman \$50

4. Request and Recommendation for Board of Education Approval of a Lease Agreement between Salem Community College and Salem County Vocational Technical School for Use of Space for Instructional Training in Educational Programs Offered by Salem County Vocational Technical School and Offices for Supervisorial Personnel for the Programs dated July 1, 2020 through June 30, 2021.

It is recommended that the Board of Education approve a lease agreement between Salem Community College and Salem County Vocational Technical School. Salem Community College agrees to rent to Salem County Vocational Technical School the following in Tillis Hall at Salem Community College, 460 Hollywood Avenue, Carneys Point, NJ 08069 for use as space for instructional training in educational programs offered by SCVTS and offices for supervisorial personnel for the programs: TIL 103 (Classroom/Office), TIL103A (Restroom Facility), TIL 103B (Storage), TIL 106 (Classroom/Office), TIL 108 (Lab), TIL 117 (Secretary), TIL 117A (Breakroom/Storage), TIL 117B (Office). Total square feet approximating 2,790s.f. Included within TIL 103 is 1 desk and 3 chairs and within TIL 106 1 desk w/chair and 13 student desks w/chairs. The lease commences on July 1, 2020 through June 30, 2021. Upon the signing of this lease, SCVTS will make a single payment of \$25,826 to SCC, the amount of which is equal to the rent for one rental period. **(Attachment)**

5. Request and Recommendation by the School Business Administrator that the Board of Education Approve the Use of District Vehicles.

It is recommended by the School Business Administrator that the Board of Education approve the use of district vehicles as needed for school events outside of normal school hours and for potential overnight usage for snow removal, as recommended by the Business Administrator.

6. Request and Recommendation by the School Business Administrator to void Student Activities Check #2620.

It is recommended by the School Business Administrator that the Board of Education approve voiding Check #2620 in the amount of \$50 payable to Bruce Connell. The check was lost and a replacement check will be issued.

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

2. Request and Recommendation for Board of Education Approval of TASC (GED) Testing Dates.

It is recommended by the Superintendent that the Board of Education approve TASC (GED) testing dates for December 2020 and January 2021. Annually, the Bureau of Adult Education and Family Literacy requests the Salem County Vocational Technical School’s Board of Education to serve as the approved test center for Salem County. A list of those dates follow:

2020-2021	Test Dates
December	1st, 8th & 15th
January	5th, 12th & 26th

3. Request and Recommendation for Board of Education Approval to Offer Adult Post Secondary Program Online as per Certification and Program Guidelines for Virtual Education.

It is recommended by the Superintendent for the Board of Education approval of the Pharmacy Technician course and associated student costs. This course will be conducted online and will not include in-person instruction. Instructors will use virtual means for student delivery and communication. Clinical options will be afforded once it is determined by State related health and safety guidelines. Current costs do not include clinical experiences or additional resources needed for clinical. Students will be connected with our current employer partners.

Pharmacy Technician (125 Hours Online)
January 11, 2021 to April 8, 2021
\$799 Tuition with payment plan, \$599 Tuition if paid in full

4. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2020-2021 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.	Girls Basketball	Team gear – sweatshirts, warm-up gear and shirts Cost: \$10 - \$45	December 7, 2020 thru December 18, 2020

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

- 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)
- 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: _____

INFORMATIONAL ITEMS

CTHS Principal's Report
 CTHS Discipline Report

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

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

There are no transfers to report.

F. Warrants

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

- SCSSSD Payroll Period Ending October 15, 2020 in the amount of \$367,616.34
- SCSSSD Payroll Period Ending October 30, 2020 in the amount of [\\$303,358.12](#)
- Payments for the period of October 23, 2020 through November 20, 2020 in the amount of \$685,106.50.

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: _____

G. Board Secretary/Business Administrator New Business:

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

It is recommended by the school business administrator that the Board of Education approve the attached GCSSD Transportation contracts:

2. Request and Recommendation by the School Business Administrator for Board of Education Approval of Contract with GCSSSD.

It is recommended by the School Business Administrator that the Board of Education approve the attached contract with Gloucester County Special Services School District to extend our agreement for provision of cooperative transportation services for years 2021-2022, 2022-2023 and 2023-2024, with a two-year option to extend the agreement for years 2024-2025 and 2025-2026.

3. Request and Recommendation by the School Business Administrator that the Board of Education Approve the Donation of 10 Stop the Bleed Kits

It is recommended by the School Business Administrator that the Board of Education approve the donation of 10 Stop The Bleed Kits from University

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

A. New Business:

PERSONNEL:

1. Request and Recommendation of the Superintendent for Board of Education Approval of Randy Wentzell for Increased Hours

It is requested by the Superintendent that the Board of Education approve Randy Wentzell for increased compensation for hours worked outside of his contracted hours. Mr. Wentzell has been working 5 hours on Saturday’s for Buildings and Grounds Supervisor Certification. It is requested that he be compensated at his daily rate for those days of class as approved by his supervisor.

2. Request and Recommendation for Board of Education Approval of the Change in Salary Guide for Lindsay Quinn

It is requested by the Superintendent that the Board of Education approve the change in salary guide for Lindsay Quinn- Teacher at Salem Campus from salary of MA, Step 11 \$66,387 to MA +30 Step 11 at the salary of \$67,997 effective December 1, 2020.

Transfers:

3. Request and Recommendation of the Superintendent for Board of Education Approval of the following Staff

It is requested by the Superintendent that the Board of Education approve the transfer of the following staff:

Name	From	To	Date	Salary
Melanie Blew	Classroom Rm 106	1:1 Rm 208	10/29/20	No Change
Jessica Bagley-Adkins	1:1 Rm 202	1:1 Rm 104	10/29/20	No Change
Justin Davis	1:1 Rm 104	1:1 Rm 103	10/29/20	No Change
Michelle Scharff	Classroom 202	1:1 Rm 202	10/29/20	No Change
Jessica Wolfe	1:1 Rm 208	1:1 Rm 202	11/2/20	No Change
Shelby Garrison	1:1 Rm 201	1:1 Rm 101	11/16/20	No Change
Gwednolyn Scott	Classroom 201	1:1 Rm 201	11/16/20	No Change
Erin Sharp	Classroom 107	1:1 Rm 208 (50%)	11/16/20	No Change

FMLA/NJFLA/LOA:

4. Request and Recommendation of the Superintendent for Board

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

of Education Approval of the FMLA/NJFLA of Autumn Friant.

It is requested by the Superintendent that the Board of Education approve the FMLA of Autumn Friant, Paraprofessional at Cumberland Campus, beginning on or about November 23, 2020 until on or about January 29, 2021. Additionally, it is requested to utilize NJFLA beginning on or about February 1, 2021 until on or about April 23, 2021.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Erin Sharp

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

6. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA of Barbara Gannon

It is requested by the Superintendent that the Board of Education approve the FMLA of Barbara Gannon, Paraprofessional at Cumberland Campus, beginning on or about November 18, 2020 until on or about December 21, 2020.

7. Request and Recommendation of the Superintendent for Board of Education Approval of a Leave of Absence for Janeth Coll

It is requested by the Superintendent that the Board of Education approve a Leave of Absence for Janeth Coll -Paraprofessional at Salem Campus be approved beginning on or about November 20, 2020 to on or about February 21, 2021.

8. Request and Recommendation of the Superintendent for Board of Education Approval of a Leave of Absence for Michelle Martins

It is requested by the Superintendent that the Board of Education approve a Leave of Absence for Michelle Martins- Job Coach at Salem Campus be approved beginning on or about November 20, 2020 to on or about June 16, 2021.

Terminations:

9. Request and Recommendation of the Superintendent for Board of Education Approval for the Reduction of Staff

WHEREAS, N.J.S.A. 18A:28-9 provides that a board of education may reduce the number of staff members employed in the district whenever, in the judgment of the board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause;

WHEREAS, for reasons of economy, budgetary shortfalls, overstaffing in light of student enrollment, need and program requirements, and other good cause, the Board finds it necessary to immediately reduce the total number of instructional aide positions in the Salem County Special Services School District for the 2020-2021 school year through a reduction in force;

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

- 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: _____

INFORMATIONAL ITEMS

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 to Accept the Student Placement and Student Financial Report for the Month of October 2020.**

It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of October 2020 This report

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – NOVEMBER 24, 2020**

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:

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

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

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

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

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

