

**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, August 30, 2016 at 7:00 p.m.

**PUBLIC 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 Districts 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. David Moffett	_____
Mr. Linwood Donelson III	_____	Ms. Margaret Nicolosi	_____
Mr. Daryl Halter	_____	Mr. Earl Ransome	_____
		Mrs. Julie Smith	_____

**IV. MINUTES**

It is recommended that the Board of Education approve the Minutes and Executive Minutes of the August 2, 2016 Board of Education Meeting.

**V. ADDENDA**

**A. Acceptance of Agenda Addenda Items SCVTS**

**B. Acceptance of Agenda Addenda Items SCSSSD**

**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.

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**VII. BOARD OF EDUCATION BUSINESS**

- A. Old Business-**
- B. New Business-** Busses
- C. Correspondence-** Mid-Atlantic States Career and Education Center Letter
- D. Presentations**
  - Board Goals Update - Mr. Swain
  - 2015-2016 PARCC Scores - Dr. Bates
  - Recognition of Retirement of Eileen Gotwals, Administrative Assistant

**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 June 2016. 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.

August 30, 2016

\_\_\_\_\_  
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 June 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of June 2016.

**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 by the Superintendent 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 months ending July 1, 2016 to August 25, 2016.

**F. Warrants**

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

- Bills paid July 2016, August 2016
- Board Payment Approval List Benefits Posting July 2016

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

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**1. Request and Recommendation for Board of Education Approval to Return Monies to Graduating Seniors from the Food Service Account for Salem County Vocational Technical Schools. Likewise, Approve the Write Off Select Student Cafeteria Balances.**

It is recommended that the Board of Education approve to return monies to graduating seniors from the food service account for Salem County Vocational Technical Schools. Likewise, approve the write off select student cafeteria balances.

Graduating Senior	Amount to be Returned
D.A.	\$3.50
D.E.	\$3.50
A.P.	\$5.25
A.S.	\$5.85
J.S.	\$6.50
F.D.	\$8.80
J.R.	\$10.65
Z.A.	\$19.50
A.B.	\$20.25
D.W.	\$20.65
C.A.	\$51.15
K.K.	\$59.00

Graduating Senior	Amount to be Written Off
B.B.	\$0.25
E.M.	\$0.25
J.S.	\$0.50
B.K.	\$0.75
K.W.	\$1.00
C.B.	\$1.25

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N.S.	\$1.75
S.B.	\$3.00

- 2. Request and Recommendation for Board of Education Approval of the Record Management Services Proposal for the Salem County Vocational Technical Schools and Salem County Special Services School District. The cost to implement the proposal is \$5,000. Prices are in effect until December 31, 2016.**

It is recommended that the Board of Education approve the Record Management Services proposal for the Salem County Vocational Technical Schools and Salem County Special Services School District. Physical Inventory-6 days, Data Entry, Classification, Final Report-3 days. Total cost to implement the proposal is \$5,000 for both districts. Prices are in effect until December 31, 2016.

Note: Project cost is a one time fee to get the inventory up to date. The cost of available annual maintenance will be provided upon project completion.

- 3. Request and Recommendation for Board of Education Approval of Updated Purchasing Manual for Salem County Vocational Technical School District and Salem County Special Services School District. The Manual has been updated to Clarify Procedures and to reflect the District’s use of the EDGE system.**

It is recommended that the Board of Education approve the updated Purchasing Manual to be used by both the Salem County Vocational Technical School District and Salem County Special Services School District. The manual has been updated to clarify procedures and to reflect the district’s use of the EDGE system.

- 4. Request and Recommendation that upon the Recommendation of the Business Administrator that the Board of Education Approval of the attached lease with U.S. Bancorp Government Leasing and Finance, Inc. pursuant to the lease bid results approved on August 2, 2016.**

It is recommended that upon the recommendation of the Business Administrator that the Board of Education approve the attached lease with U.S. Bancorp Government Leasing and Finance, Inc. pursuant to the lease bid results approved on August 2, 2016.

- 5. Request and Recommendation that upon the Recommendation of the Business Administrator that the Board of Education Approve that Van Guard be Added to the Salem County Vocational Technical School List of Authorized 403B Providers. Currently, it is on the Salem County Special Services School District Side Only.**

It is recommended that upon the recommendation of the Business Administrator that the Board of Education approve that Van Guard be added to the Salem County Vocational Technical School list of authorized 403B Providers. Currently, it is on the Salem County Special Services School District side only.

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- 6. Request and Recommendation that upon the Recommendation of the School Business Administrator that the Board of Education Approve the School Integrated Pest Management Plan for the Salem County Vocational Technical Schools for the 2016-2017 School Year.**

It is recommended that upon the recommendation of the school business administrator that the Board of Education approve the School Integrated Pest Management Plan for the Salem County Vocational Technical Schools for the 2016-2017 School Year.

- 7. Request and Recommendation that the Board of Education Grant Approval to Award a Contract with ARAMARK Uniform Services of Cherry Hill, New Jersey, for the Rental of mops, floor mats, and dust mops for the period between October 1, 2016 and September 30, 2017 for an annual fee not to exceed \$5,804.50, which includes a \$25.00 service charge per invoice.**

It is recommended that the Board of Education grant approval to award a contract with ARAMARK Uniform Services of Cherry Hill, New Jersey, for the rental of mops, floor mats, and dust mops for the period between October 1, 2016 and September 30, 2017 for an annual fee not to exceed \$5,804.50, which includes a \$25.00 service charge per invoice.

<b>Actual</b>	<b>Billed</b>	<b>Size</b>	<b>Per Mat</b>	<b>Total Per Week</b>
18 Floor Mats	9 Floor Mats	4 x 6	\$7.75	\$69.75
16 Floor Mats	8 Floor Mats	3 x 10	\$9.75	\$78.00
4 Dust Mops	2 Dust Mops	60"	\$2.70	\$5.40
12 Dust Mops	6 Dust Mops	24"	\$1.80	\$10.80
20 Wet Mops	10 Wet Mops	Regular	\$3.00	\$30.00
4 Dust Mops	2 Dust Mops	48"	\$2.15	\$4.30
Service Charge	Per Invoice		\$25.00	\$25.00
			<b>Total Per Week</b>	\$223.25
				X 26 Weeks
			<b>Grand Total</b>	\$5,804.50

**TOTAL ANNUAL FEE (NOT TO EXCEED):      \$5,804.50**

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**8. Request and Recommendation for Board of Education Approval of Technology Section of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.**

It is recommended that the Board of Education approve the Technology Section of the Operations Manual to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies.

**9. Request and Recommendation for Board of Education Approval of the Substitute Rates for Salem County Vocational Technical Schools and Salem County Special Services School District for the 2016-2017 School Year.**

It is recommended that the Board of Education approve the following substitute rates for Salem County Vocational Technical Schools and Salem County Special Services School District for the 2016-2017 school year.

	<b>SCSSSD</b>	<b>SCVTS</b>
Certificated	\$85/per day	\$85/per day
Extended Certificated	\$125/per day    \$1	25/per day
Non-Certificated	\$60/per day	N/A
Support Service Person (Food Service Aide)	N/A	\$9/per hour
Nurses	\$135/per day	\$135/per day
Internal (Aide with substitute certificate)	\$30/per day (days 1-9) \$40/per day (day 10+)	N/A
Home Instruction	\$27/per hour (non-public)	\$30 hour

**10. Request and Recommendation for Board of Education Approval of the 2016-2017 Student Transportation Contract Renewal Related Activities with B. R. Williams, Inc., Woodstown, New Jersey.**

It is recommended that the Board of Education approve the 2016-2017 Student Transportation Contract Renewal-School Related Activities with B.R. Williams, Inc., Woodstown, New Jersey.

**Student Transportation Services**  
**Including Field Trips, Summer Exploration Program**

<b><u>Route Number</u></b>	<b><u>Per Diem Cost</u></b>
FT-1	307.19
FT-2	307.19
FT-3	274.27
FT-4	274.27
RT-H01	164.56
RT-H02	164.56
RT-H03	164.56
RT-H04	164.56
RT-H05	164.56

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RT-M01	164.56
RT-M02	164.56
RT-M03	164.56
RT-M04	164.56
RT-M05	164.56
RT-M06	164.56
RT-M07	164.56
RT-M08	164.56
RT-M09	164.56
RT-M10	164.56
RT-M11	164.56
RT-M12	164.56

**11. Request and Recommendation that the Board of Education Approve the Business Administrator to go out to bid for a Law Enforcement and Public Safety Training Simulator as part of the LEPS Program of Study and LEPS County Vocational School Grant Program.**

It is recommended by the Business Administrator that the Board of Education approve the Business Administrator to go out to bid for a Law Enforcement and Public Safety Training Simulator as part of the LEPS Program of Study and LEPS County Vocational School Grant Program.

**IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**A. New Business:**

**PERSONNEL:**

**1. Request and Recommendation for Board of Education Approval to Modify in Title and Salary Guide of Appendix A-13(q) Level III Secretary-Accounts Payable to Appendix A-13(q) Confidential Secretary-Accounts Payable.**

It is recommended by the Superintendent that the Board of Education approve the modification in Title and Salary Guide of Appendix A-13(q) Level III Secretary-Accounts Payable to Appendix A-13(q) Confidential Secretary-Accounts Payable. Additionally it is requested that the salary guide be modified from Appendix B-3, Clerical and Secretarial – Level III (12 months) to Confidential Secretaries Exempt Guide. These changes will then match positions and salary guides across both districts.

**2. Request and Recommendation for Board of Education Approval of the Employment of Linda Dunner as a Part-Time Food Service Aide.**

It is recommended by the Superintendent that the Board of Education approve Linda Dunner as a Part-Time Food Service Aide for the Career and Technical High School, effective August 30, 2016, at the salary of \$9.55/hour (based upon the 2013-2016 contract rates) (No Benefits).

**3. Request and Recommendation for Board of Education Approval of the Employment of Angelina Karpolorich as a Part-Time Food Service Aide.**

It is recommended by the Superintendent that the Board of Education approve Angelina Karpolorich as a Part-Time Food Service Aide for the Career and Technical High School, effective August 30, 2016, at the salary of \$9.55/hour (based upon the 2013-2016 contract rates) (No Benefits).

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**4. Request and Recommendation for Board of Education Approval to Employ Deborah Lubelski as a Part-Time Spanish Instructor for the Career and Technical High School.**

It is recommended by the Superintendent that the Board of Education approve Deborah Lubelski as a Part-Time Spanish Instructor at the Career and Technical High School, effective September 1, 2016, at the salary of \$27,533 (50% of \$53,065) BA-10 (based upon the 2013-2016 contract rates) (No Benefits).

**5. Request and Recommendation for Board of Education Approval to Employ Zuleida Gonzalez as a Substitute Instructional Aide for The Learning Center for the 2016-2017 school year.**

It is recommended by the Superintendent that the Board of Education approve Zuleida Gonzalez as a substitute Instructional Aide for The Learning Center for the 2016-2017 school year, beginning July 1, 2016, at a rate of \$9.00 per hour.

**6. Request and Recommendation for Board of Education Approval to Appoint Paula DeRosa as Administrative Assistant to the Superintendent Effective July 1, 2016.**

It is recommended by the Superintendent that the Board of Education approval Paula DeRosa to the position of Administrative Assistant to the Superintendent, effective July 1, 2016. Paula DeRosa has taken on many of the responsibilities of Eileen Gotwals upon her retirement for the vocational district. It is requested that Paula DeRosa's salary be modified from \$40,168 to \$50,533 matching other similar staff in the position. Funding for this is possible due to a recent retirement.

**7. Request and Recommendation for Board of Education Approval to Appoint Laurie Taormino as Confidential-Accounts Receivable, Effective September 1, 2016.**

It is recommended by the Superintendent that the Board of Education approval Laurie Taormino to the position of Confidential-Accounts Receivable, effective September 1, 2016. Laurie Taormino has been working as Accounts Payable with a vast difference in salary to her Special Services counterparts. It is requested that Laurie Taormino's salary be modified from \$31,051 to \$41,000 matching other similar staff in the position. Funding for this is possible due to a recent retirement.

**8. Request and Recommendation for Board of Education Approval to Modify Karlye Adams Salary as Information Technology Specialist, Effective July 1, 2016.**

It is recommended by the Superintendent that the Board of Education approve Karlye Adams' salary modification as the Information Technology Specialist, effective July 1, 2016. Karlye Adams has taken on many additional responsibilities which would align his salary to his counterpart. It is recommended by the Superintendent that Karlye Adams salary be modified from \$41,000 to \$51,000. Funding for this is possible due to a recent retirement.

**9. Request and Recommendation for Board of Education Approval to Employ Michael Eggenburg as a Substitute Custodian on an As-Needed-Basis for the 2016 -2017 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Michael Eggenburg as a substitute custodian for the Salem County Vocational Technical School District. It is recommended by the Superintendent that Michael Eggenburg be employed at the rate of \$10.50 per hour between the dates of July 1, 2016 through June 30, 2017.

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**10. Request and Recommendation for Board of Education Approval of Nicole Pham to Construct the Mentoring Program for Career and Technical High School Instructors for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education approve Nicole Pham to construct the mentoring program for CTHS instructors for the 2016-2017 school year. This work will be provided in August and will include the preparation of materials and required documentation. Mrs. Pham will be paid \$30.00 per hour for a time not to exceed four hours.

**11. Request and Recommendation for Board of Education Approval to Employ Doren Stanford Leathers as a Career and Technical High School Math Instruction Specialist for the 2016-2017 school year.**

It is recommended by the Superintendent that the Board of Education approve Doren Stanford Leathers as a Career and Technical Education math instruction specialist at the Career and Technical High School for the 2016-2017 school year from September 19, 2016 to June 16, 2017. Mr. Leathers will provide supplemental math instruction for identified Title I students in career and technical education classes each week. He will be compensated a salary of \$42.68 per hour for actual hours worked, no benefits, not to exceed \$24,000.00. Timesheets and Illustrative Time and Activity Reports are required. Mr. Leathers teaching scheduled will be coordinated and approved by the Career and Technical High School principal. This position will be funded utilizing NCLB Title IA grant funds.

**12. Request and Recommendation for Board of Education Approval of No Child Left Behind (NCLB), Title I, Part A funding for the following staff for the 2016-17 school year.**

It is recommended by the Superintendent that the Board of Education approve Career and Technical High School staff to be funded through the No Child Left Behind, Title I, Part A grant. The staff and their salary percentages are listed below.

<b>Staff</b>	<b>Assignment</b>	<b>Funding Source</b>	<b>Percentage of Time</b>
Cindia Gredesky	CTHS - ELA Support	NCLB - not to exceed \$7,175	12.5% (full time staff)
Paula Leo	CTHS- Mathematics Support	NCLB - not to exceed \$6,726	12.5% (full time staff)
Nicole Pham	CTHS - ELA Support	NCLB - not to exceed \$16,585	25% (full time staff)
Eric Walters	CTHS- Mathematics Support	NCLB – not to exceed \$12,983	25% (full time staff)

**13. Request and Recommendation for Board of Education Approval of Substitute List for the 2016-2017 school year.**

It is recommended by the Superintendent that the Board of Education approve the District Substitute List for the 2016-2017 school year. All substitutes listed are approved for the Salem County Vocational Technical Schools and Salem County Special Services School District, unless otherwise noted.

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**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>
34th Annual Garden State Employment and Training Association (GSETA) Workforce Development Conference, Atlantic City, NJ, September 14-15, 2016	1 individual from each partnering agency for the Workforce Innovation and Opportunity Act, Title II, Adult Education and Literacy Grant Jennifer Bates (7 total)	\$300 registration	\$2,100.00
Low Pressure Boiler Class, Holiday Inn, Bridgeport, NJ, September 15, 2016	Caleb Brooks	\$550.00 - course, study materials, state application fee, test fee	\$550.00
34th Annual Garden State Employment and Training Association (GSETA) Workforce Development Conference, Atlantic City, NJ, September 14-15, 2016	Maria Alleva	\$300 registration \$33.85 Mileage \$7.50 Tolls \$10.00 Parking	\$351.35
Current Trends in Cancer Care, Crowne Plaza Hotel, Cherry Hill, NJ, September 29, 2016	Lisa Hartsough	No cost	\$85 substitute
Fall Agricultural Education Conference, Florence NJ, September 30, 2016	Carly Chaapel	\$150 Registration \$37.20 Mileage \$85.00 Substitute	\$272.20
2016 National Association of Agricultural Educators Convention, Las Vegas, NV, November 29 - December 3, 2016	Keely DiTizio	Transportation, registration and lodging is covered by NAAE \$64.00 per day for meals and incidentals and \$48 per day on first and last day of travel per GSA Guidelines	\$628.00

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		\$340.00 Substitute	
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**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 the Career and Technical High School.**

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 during an April training session where the Anti-Bullying Specialist were trained and certified through NJPSA. It is recommended by the Superintendent that the Board of Education approve the individual report for the Career and Technical High School. It should be noted that each school reported that they “Met the Requirements” in each category resulting in a score of 52 out of 78.

**2. Request and Recommendation for Board of Education Approval to Accept Funds for the FY2017 Workforce Innovation and Opportunity Act, Title II, Adult Education and Literacy Grant in the amount of \$641,050.**

It is recommended by the Superintendent that the Board of Education grant approval to accept funds for the FY2017 Workforce Innovation and Opportunity Act, Title II, Adult Education and Literacy Grant in the amount of \$641,050.

**3. Request and Recommendation for Board of Education Approval of the School District Safety and Health Plan for Career and Technical Education Programs as Required for Perkins Funds for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education approve the School District Safety and Health Plan for Career and Technical Education programs as required for Perkins funds. This plan outlines the safety and health program the district utilizes to protect students and staff from safety and health risks on and off-site for our hazardous occupation Career and Technical Education programs.

**4. It is recommended by the Superintendent by the Superintendent that the Board of Education approve the 2016-2017 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.**

It is recommended by the Superintendent that the Board of Education approve the 2016-2017 Professional Development Plan for the Salem County Vocational Technical

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School and Salem County Special Services School Districts. Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

**5. Request and Recommendation for Board of Education Approval of the 2016-2017 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.**

It is recommended by the Superintendent that the Board of Education approve the 2016-2017 District Mentoring Plan. The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

**6. Request and Recommendation for Board of Education Approval of a Purchase Service Agreement with the EIRC to Provide Basic Skills Math Coaching for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education approve a purchased service agreement with the EIRC to provide basic skills math coach training for 75 days from September 2016 through June 2017 at the Salem County Vocational Technical Schools in the amount of \$67,500.00. NCLB Title I A funds will be used to pay for this purchased service agreement.

**7. Request and Recommendation for Board of Education Approval of the Second Reading and Approve Purchase for the Following Textbooks at the Career and Technical High School for the 2016 – 2017 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval of the second reading and approval to purchase the following textbooks for use at the Career and Technical High School for the 2016-2017 school year. The textbooks are available in the Board Conference Room for review. Readability studies have been completed and reviewed in accordance with the Affirmative Action Policy.

<b>Textbooks</b>	<b>Class/Program</b>	<b>ISBN</b>
Carpentry – Building Construction: McGraw 2016	Construction Program	978-0-02-140244-1
Literature/American Literature: Holt McDougal 2012	English	978-0-547-61841-8
Principles of Business 9e: South-Western Cengage Learning 2015	Introduction to Business	978-1-305-65303-0
Welding Skills (5 <sup>th</sup> edition): American	Welding Program	978-0-8269-3084-2

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Technical Publishers 2015		
Early Childhood Experiences in Language Arts 2016	Childcare Program	978-1-305-08893-1

**8. Request and Recommendation for Board of Education Approval to Utilize Option ii Graduation Standards for Students in the AFJROTC Program for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval to utilize Option ii Graduation Standards for students in the AFJROTC program to fulfill Physical Education requirements towards graduation through the physical training and development aspects of the AFJROTC classes. The students must be enrolled in and attend health classes to receive health credit.

**9. Request and Recommendation for Board of Education Approval to Utilize Option ii Graduation Standards to Offer the Transcription of Applied Technical Math or Applied Technical Science for Shared Time Students Enrolled at the Career and Technical High School for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval to utilize Option ii Graduation Standards to offer the transcription of Applied Technical Math or Applied Technical Science or Financial Literacy credits for shared time students enrolled in career and technical classes. The transcription is given for 2.5 credits per school year based on New Jersey Core Content Curriculum Standards embedded in the curriculum for the career and technical classes. These credits must be approved and accepted by the sending school principal for the student to count them towards fulfilling graduation requirements.

**10. Request and Recommendation for Board of Education Approval to Utilize Option ii Graduation Standards for Full Time Career and Technical Students to Fulfill Visual and Performing Arts and Financial Literacy Credits for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval to utilize Option ii Graduation Standards for full time career and technical students to fulfill visual and performing arts and financial literacy credits through successful completion and credit attainment in their career and technical classes based on approved curriculum standards embedded in the curriculum.

**11. Request and Recommendation for Board of Education Approval of all SCVTS and Academy Educational Curriculum including new course offerings for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education approve all SCVTS and Academy educational curriculum including new course offerings for the 2016-2017 school year.

**12. Request and Recommendation for Board of Education Approval for FFA Members and the Advisor to Participate in the National FFA Convention in Indianapolis, Indiana from October 18, 2016 to October 22, 2016.**

It is recommended by the Superintendent that the Board of Education grant approval for five (5) FFA members and one (1) FFA Advisor, to participate in the National FFA

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Convention in Indianapolis, Indiana on October 18, 2016 to October 22, 2016. A cost breakdown for the trip follows:

**Cost to District:**

**Student Costs:\***

Airfare/Train                 \$2112.50  
Registration Fees             \$ 750.00

**Chaperone Costs:**

Airfare/Train                 \$ 422.50  
Registration Fee             \$ 150.00  
Rental Car                    \$ 365.00  
Chaperone Fee \$ 75.00 per night (Acct# 11-140-100-101-53-002)  
Mileage                        \$ 25.00  
Parking                        \$ 115.00  
Tolls                            \$ 5.00

Chaperone meal and incidental reimbursement at approved GSA guidelines.

\*Students are responsible for any costs not covered after the \$2,500 district contribution per District Policy 2340.

**13. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD District Technology and Digital Learning Plan from 2016-2019.**

It is recommended by the Superintendent that the Board of Education approve the SCVTS/SCSSSD District Technology and Digital Learning Plan from 2016-2019. This document provides a full spectrum of options and guidance to facilitate the progression of digital learning for all students.

**14. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2016-2017 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.	Adult Cosmetology Program	CHI Salon Products Fundraiser	August 31, 2016 to June 16, 2016
B.	Class of 2018	Spirit Wear Sale - \$15 per t-shirt and \$25 - \$30 per hoodie	August 1, 2016 – May 30, 2017

**B. Old Business:**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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**INFORMATIONAL ITEMS**

- 1. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCVTS - July and August (May Be Appropriate for Closed Session) (Handout)**

It is recommended by the Superintendent that the Board of Education accept and approve the HIB report as presented.

**X. BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT-  
SPECIAL SERVICES SCHOOL DISTRICT**

**A. Board Secretary Report**

Draft Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2016. 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.

August 30, 2016

\_\_\_\_\_  
Business Administrator/Board Secretary                      Date

**B. Reconciliation of Cash for School Funds Report**

Draft Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month June 2016. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of June 2016.

**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 by the Superintendent 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 by the Superintendent that the Board of Education approve the transfer of funds for the months ending (None for the month)

**F. Warrants**

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

- Board Payment Approval List July 2016

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

- 1. Request and Recommendation for Board of Education Approval of the GCSSSD Transportation Contracts and Addenda.**

It is recommended by the Superintendent that the Board of Education approve the 2016 Extended School Year Transportation Contracts and Contract Addenda, August 16, 2016,

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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Special Education/Nonpublic /Vocational/Homeless/Public Students Transportation Bid Summary/Recommendations.

- 2. Request and Recommendation for Board of Education Approval of the Record Management Services Proposal for the Salem County Vocational Technical Schools and Salem County Special Services School District. The cost to implement the proposal is \$5,000. Prices are in effect until December 31, 2016.**

It is recommended by the Superintendent that the Board of Education approve the Record Management Services proposal for the Salem County Vocational Technical Schools and Salem County Special Services School District. Physical Inventory-6 days, Data Entry, Classification, Final Report-3 days. Total cost to implement the proposal is \$5,000 for both districts. Prices are in effect until December 31, 2016.

Note: Project cost is a one time fee to get the inventory up to date. The cost of available annual maintenance will be provided upon project completion.

- 3. Request and Recommendation for Board of Education Approval of Updated Purchasing Manual for Salem County Vocational Technical School District and Salem County Special Services School District. The Manual has been updated to Clarify Procedures and to reflect the District's use of the EDGE system.**

It is recommended by the Superintendent that the Board of Education approve the updated Purchasing Manual to be used by both the Salem County Vocational Technical School District and Salem County Special Services School District. The manual has been updated to clarify procedures and to reflect the district's use of the EDGE system.

- 4. Request and Recommendation for Board of Education Approval of an Itinerant/Shared Services Agreement between Salem County Special Services School District and Bridgeton Public Schools Board of Education for the 2016-2017 School Year.**

It is recommended that the Board of Education approve an Itinerant/Shared Services Agreement between Salem County Special Services School District and Bridgeton Public Schools Board of Education for the 2016-2017 school Year. Through this agreement, SCSSSD shall provide to the Local District Itinerant/Shared Services for students to assist the Local District in fulfilling its responsibility in providing related services in accordance with applicable law. SCSSSD will recruit, interview and employ the professionals needed to provide Itinerant/Shared Services.

- 5. Request and Recommendation for Board of Education Approval of School Psychology Services Agreement between Salem County Special Services School District and Bridgeton Public Schools Board of Education for the 2016-2017 School Year.**

It is recommended that the Board of Education approve School Psychology Services Agreement between Salem County Special Services School District and Bridgeton Public Schools Board of Education for the 2016-2017 school Year. Through this agreement, SCSSSD shall provide to the Local District School Psychology Services for students to assist the Local District in fulfilling its responsibility in providing related services in accordance with applicable law. SCSSSD will recruit, interview and employ the professionals needed to provide School Psychology Services. Services will be provided by Charles Weidler.

- 6. Request and Recommendation for Board of Education Approval of LDTC Services Agreement between Salem County Special Services School District and Bridgeton Public Schools Board of Education for the 2016-2017 School Year.**

It is recommended that the Board of Education approve LDTC Services Agreement between Salem County Special Services School District and Bridgeton Public Schools

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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Board of Education for the 2016-2017 school Year. Through this agreement, SCSSSD shall provide to the Local District School LDTc for students to assist the Local District in fulfilling its responsibility in providing related services in accordance with applicable law. SCSSSD will recruit, interview and employ the professionals needed to provide School LDTc Services. Services will be provided by Victoria Hackney-Danks.

**7. Request and Recommendation for Board of Education Approval of the Following SCSSSD Food Service Prices for the 2016-2017 School Year.**

It is recommended that the Board of Education approve the following SCSSSD food service prices for the 2016-2017 school year.

School Site	Program	Paid	Reduced	Adult	Vendor
Alternative HS/MS	Breakfast	2.25	.30	4.00	Penns Grove-Carneys Point
	Lunch	3.50	.40		
Cumberland Campus	Breakfast	2.25	.30	4.00	Lawrence Township
	Lunch	3.50	.40		
Daretown School	Breakfast	2.25	.30	4.00	Upper Pittsgrove
	Lunch	3.50	.40		

Note: The satellite site at Upper Pittsgrove follows prices set by Upper Pittsgrove School District.

The Salem Campus follows prices set by SCVTS.

**8. Request and Recommendation for Board of Education Approval of the Agreement between Salus University and the Board of Education of the Special Services School District and Vocational Technical School District.**

It is recommended that the Board of Education approve an agreement with Salus University and the Board of Education of the Special Services School District and Vocational Technical School District. Fieldwork Site is qualified to provide such clinical education experiences to support the Program and provides therapy and related healthcare services at facilities suitable to provide desired experiences for students of Salus University.

**9. Request and Recommendation by the School Business Administrator that the Board of Education Approve for a Bid to Procure Landscape Maintenance Quotes for the Cumberland and Daretown Campuses for Services from October 1, 2016 to June 30, 2017.**

It is requested by the school business administrator that the Board of Education approve for a bid to procure Landscape Maintenance quotes for the Cumberland and Daretown Campuses for services from October 1, 2016 to June 30, 2017.

**10. Request and Recommendation that upon the Recommendation of the School Business Administrator that the Board of Education Approve the School Integrated Pest Management Plan for the Regional Day School for the 2016-2017 School Year.**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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It is requested that upon the recommendation of the school business administrator that the Board of Education approve the School Integrated Pest Management Plan for the Regional Day School for the 2016-2017 School Year.

**11. Request and Recommendation for Board of Education Approval of Technology Section of the Operations Manual for Salem County Vocational Technical School and Salem County Special Services.**

It is recommended that the Board of Education approve the Technology Section of the Operations Manual to be used by both Salem County Vocational Technical School and Salem County Special Services. The manual has been updated to clarify procedures and to include previously approved district policies.

**12. Request and Recommendation for Board of Education Approval of the Holly City Family Center Facility Agreement in the amount of \$720 for the 2016-2017 School Year for the Cumberland Campus. Holly City Family Center Facility is located in Millville, NJ and will be utilized on Tuesday mornings for open swimming for 16 one hour sessions at \$45 per session.**

It is recommended that the Board of Education approve the Holly City Family Center Facility Agreement in the amount of \$720 for the 2016-2017 school year for the Cumberland Campus. Holly City Family Center Facility is located in Millville, NJ and will be utilized on Tuesday mornings for open swimming for 16 one hour sessions at \$45 per session.

**13. Request and Recommendation for Board of Education Approval of the Substitute Rates for Salem County Vocational Technical Schools and Salem County Special Services School District for the 2016-2017 School Year.**

It is recommended that the Board of Education approve the following substitute rates for Salem County Vocational Technical Schools and Salem County Special Services School District for the 2016-2017 school year.

	<b>SCSSSD</b>	<b>SCVTS</b>
Certificated	\$85/per day	\$85/per day
Extended Certificated	\$125/per day	\$125/per day
Non-Certificated	\$60/per day	N/A
Support Service Person (Food Service Aide)	N/A	\$9/per hour
Nurses	\$135/per day	\$135/per day
Internal (Aide with substitute certificate)	\$30/per day (days 1-9) \$40/per day (day 10+)	N/A
Home Instruction	\$27/per hour (non-public)	\$30 hour

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

**A. New Business:  
PERSONNEL:**

**1. Request and Recommendation for Board of Education Approval to adjust the salary for Todd Slimm, Principal/CST Director.**

It is recommended by the Superintendent that the Board of Education approve the salary adjustment for Todd Slimm, Principal, Cumberland Campus/Director of CST from \$110, 984.00 to \$115,984.00 for increased responsibilities, effective July 1, 2016.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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- 2. Request and Recommendation for Board of Education Approval to adjust the salary for E. Jane Whittinghill, Director of Related Services & Autism Programs/Principal of Upper Pittsgrove Site.**

It is recommended by the Superintendent that the Board of Education approve the salary adjustment for E. Jane Whittinghill, Director of Related Services & Autism Programs/Principal of Upper Pittsgrove site from \$95,447.00 to \$100,447.00 for increased responsibilities, effective July 1, 2016.

- 3. Request and Recommendation for Board of Education Approval to Employ Keyanah West as a Full Time Speech Language Specialist for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Keyanah West as a full time Speech Language Specialist for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be MA Step-1 (\$53,440).

- 4. Request and Recommendation for Board of Education Approval to Employ Amanda Stopper as a Full Time Speech Language Specialist for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Amanda Stopper as a full time Speech Language Specialist for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be MA Step-1 (\$53,440). Her employment is dependent upon receipt of her DOE certification.

- 5. Request and Recommendation for Board of Education Approval to Employ Suzanne Dagleish as a Full Time Speech Language Specialist for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Suzanne Dagleish as a full time Speech Language Specialist for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be MA Step-2 (\$53,740).

- 6. Request and Recommendation for Board of Education Approval to Employ Alicia Atkinson as a Full Time Speech Language Specialist for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Alicia Atkinson as a full time Speech Language Specialist for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be MA+30 Step-1 (\$55,050). Her employment is dependent upon receipt of her DOE certification.

- 7. Request and Recommendation for Board of Education Approval to Employ Chris Ann McCarthy as a Mathematics Instructor-Alternative Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Chris Ann McCarthy as a Mathematics Instructor-Alternative Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be BA+30 Step-2 (\$52,130).

- 8. Request and Recommendation for Board of Education Approval to Employ Ariana Brauer as a Full Time Instructional Assistant-Salem Campus for the 2016-17 School Year.**

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It is recommended by the Superintendent that the Board of Education approve the employment of Ariana Brauer as a full time Instructional Assistant-Salem Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be IA Step-1 (\$17,774).

**9. Request and Recommendation for Board of Education Approval to Employ Sheri Lamplugh as a Full Time Instructional Assistant-Cumberland Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Sheri Lamplugh as a full time Instructional Assistant-Cumberland Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be IA Step-1 (\$17,774).

**10. Request and Recommendation for Board of Education Approval to Employ Kathryn Lashbrook as a Full Time Instructional Assistant-Salem Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Kathryn Lashbrook as a full time Instructional Assistant-Salem Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be IA Step-1 (\$17,774).

**11. Request and Recommendation for Board of Education Approval to Employ Gianna Vassallo as a Part Time Instructional Assistant-Cumberland Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Gianna Vassallo as a Part time Instructional Assistant-Cumberland Campus for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be IA Step-1 (\$10,664 = 60% of \$17,774).

**12. Request and Recommendation for Board of Education Approval for Joan Fisher to serve as a Substitute Teacher at Daretown for Lindsay Melon, Teacher at Daretown.**

It is recommended by the Superintendent that the Board of Education approve the Substitute Teacher position for Joan Fisher at Daretown to cover maternity leave for Lindsay Melon, Teacher at Daretown, beginning September 1, 2016 through on or about November 28, 2016.

**13. Request and Recommendation for Board of Education Approval to Transfer Christian Miguel from Instructional Assistant to Clerk at the Cumberland Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the transfer of Christian Miguel from Instructional Assistant to Clerk at the Cumberland Campus for the 2016-17 school year beginning September 1, 2016. It is recommended by the Superintendent that his salary be 10 month secretary Step-1 (\$25,052).

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**14. Request and Recommendation for Board of Education Approval to Extend ESY Maintenance Employment for Eric Fizur to Include August 22, 2016 through August 25, 2016 for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the extension of employment for Eric Fizur to include August 22, 2016 through August 25, 2016 to complete painting projects. Funds will be utilized from the ESY budget.

**15. Request and Recommendation for Board of Education Approval to Employ Ian Poinsett as an Elementary Social Studies Instructor-Daretown for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the employment of Ian Poinsett as an Elementary Social Studies Instructor - Daretown for the 2016-17 school year beginning September 1, 2016. It is recommended that her salary be BA Step-1 (\$50,220). Ian Poinsett has been an Instructional Assistant at the Daretown Campus and the transition to instructor would be seamless. Ian would be employed under a provisional certificate and required to have a year of mentor training paid to the district. At the successful completion of the mentorship and necessary filing by the mentor, the district will pay the mentor the fees collected from Ian Poinsett. Action to approve the mentor will be requested once one is chosen.

**17. Request and Recommendation for Board of Education Approval of Shannon Leady and Stephanie Weiser, current Special Services employees, to work on a contracted as-needed basis for the Early Intervention Program for the 2016-2017 school year.**

It is recommended by the Superintendent that the Board of Education approve the following contracted employees for the Early Intervention Program for the 2016-2017 school year at the contracted rate of \$70 per hour, on an as needed basis, per service. These employees will be under the direct supervision of the EIP Director, Shawn Rebman:

Shannon Leady  
Stephanie Weiser

**18. Request and Recommendation for Board of Education Approval of Maternity FMLA Leave Request for Jaclyn Freda, Instructional Assistant at the Salem Campus, effective on or about November 20, 2016. Ms. Freda will utilize her sick and other accrued days concurrent with the unpaid FMLA for 12 weeks.**

It is recommended by the Superintendent that the Board of Education approve maternity and FMLA leave request for Jaclyn Freda, Instructional Assistant at the Salem Campus, effective on or about November 20, 2016. Ms. Freda will utilize her sick and other accrued days concurrent with the unpaid FMLA for 12 weeks, according to Policy #3431.1 and #4431.1.

**19. Request and Recommendation for Board of Education Approval to Employ Brittany Masino as an Independent Contractor for Early Intervention at the rate of \$70.00/hour.**

It is recommended by the Superintendent that the Board of Education approve Brittany Masino as an Independent Contracted Speech Language Pathologist for Early Intervention, effective July 26, 2016 at the hourly rate of \$70.00/hour.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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**20. Request and Recommendation for Board of Education Approval to Employ Arlene Padden as a Speech Language Specialist (50% Cumberland Campus) at the rate of \$76.00/hour through Therapy Source.**

It is recommended by the Superintendent that the Board of Education approve Arlene Padden as a Speech Language Specialist (50% Cumberland Campus), effective July 26, 2016 at the hourly rate of \$76.00/hour through Therapy Source.

**21. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Nancy Bello from the Upper Pittsgrove Campus to the Cumberland Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the voluntary transfer of Nancy Bello, Instructional Assistant, from the Upper Pittsgrove Campus to the Cumberland Campus. It is recommended that the Board of Education approve this voluntary transfer.

**22. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Jennifer Rowand from the Cumberland Campus to the Salem Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the voluntary transfer of Jennifer Rowand, Instructional Assistant, from the Cumberland Campus to the Salem Campus. It is recommended that the Board of Education approve this voluntary transfer.

**23. Request and Recommendation for Board of Education Approval of the Voluntary Transfer of Kristen Deehan from the Cumberland Campus to the Salem Campus for the 2016-17 School Year.**

It is recommended by the Superintendent that the Board of Education approve the voluntary transfer of Kristen Deehan, Instructional Assistant, from the Cumberland Campus to the Salem Campus. It is recommended that the Board of Education approve this voluntary transfer.

**24. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Experience for Alisha Robinson, Rutgers Occupational Therapy student, for the Fall 2016 Semester.**

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Experience for Alisha Robinson, Rutgers Occupational Therapy student, for the Fall 2016 semester. It is recommended that Shannon Leady be her clinical supervisor.

**25. Request and Recommendation for Board of Education Approval of an Unpaid Clinical Practicum Experience for Rachel Vanderslice, Stockton University Speech Therapy student, for the Fall 2016 Semester.**

It is recommended by the Superintendent that the Board of Education approve an unpaid Clinical Practicum Experience for Rachel Vanderslice (Masters level student), Stockton University Speech Therapy student, for the Fall 2016 semester. It is recommended that Jane Whittinghill be her clinical supervisor at the RDS/Salem Campus.

**26. Request and Recommendation for Board of Education Approval to Accept the Resignation of Jamey Brown, Instructor - Cumberland Campus, effective August 6, 2016.**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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It is recommended by the Superintendent that the Board of Education accept the resignation of Jamey Brown, Instructor - Salem Campus, effective August 6, 2016.

**27. Request and Recommendation for Board of Education Approval to Accept the Resignation of Kirby Goold, Instructor - Cumberland Campus, effective August 18, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Kirby Goold, Instructor - Salem Campus, effective August 18, 2016.

**28. Request and Recommendation for Board of Education Approval to Accept the Resignation of Lauren Adkins, Speech Language Specialist-Related Services, effective August 18, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Lauren Adkins, Speech Language Specialist - Related Services, effective August 18, 2016.

**29. Request and Recommendation for Board of Education Approval to Accept the Resignation of Shannon Jones, Instructional Assistant - Cumberland Campus, effective August 18, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Shannon Jones, Instructional Assistant - Cumberland Campus, effective August 18, 2016.

**30. Request and Recommendation for Board of Education Approval to Accept the Resignation of Martin Altersitz, Instructional Assistant - Cumberland Campus, effective August 30, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Martin Altersitz, Instructional Assistant - Cumberland Campus, effective August 30, 2016.

**31. Request and Recommendation for Board of Education Approval to Accept the Resignation of Miklos Matusek, Instructional Assistant - Salem Campus, effective August 30, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Miklos Matusek, Instructional Assistant - Salem Campus, effective August 30, 2016.

**32. Request and Recommendation for Board of Education Approval to Accept the Resignation of Kelsey Osborne, Instructional Assistant - Salem Campus, effective August 30, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Kelsey Osborne, Instructional Assistant - Salem Campus, effective August 30, 2016.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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**33. Request and Recommendation for Board of Education Approval to Accept the Resignation of Wardell Whittaker, Instructional Assistant - Cumberland Campus, effective August 30, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Wardell Whittaker, Instructional Assistant - Salem Campus, effective August 30, 2016.

**34. Request and Recommendation for Board of Education Approval to Accept the Resignation of Hannah Harbs, Instructional Assistant - Salem Campus, effective August 18, 2016.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Hannah Harbs, Instructional Assistant - Salem Campus, effective August 18, 2016. Hannah Harbs has been working at the Salem Campus. She was accepted into a radiology program at Cumberland County College but would like to remain on the substitute list based on her availability.

**35. Request and Recommendation for Board of Education Approval to Tonya Paroda Salary Increase Confidential Business Office Assistant due to Change and Increase in Responsibilities.**

It is recommended by the Superintendent that Tonya Paroda, Confidential Business Office Assistant, be approved for a salary increase due to increased workload and change in responsibilities. Tonya Paroda will begin working with Human Resources due to the retirement of Eileen Gotwals, effective September 1, 2016. Tonya Paroda is being requested to have a salary increase of \$1,889 to \$41,000 matching the other Confidential Business Office Assistants in the District Office. Funding for this is possible due to a recent retirement.

**36. Request and Recommendation for Board of Education Approval to Transfer Michelle Fimiani from Secretary-Cumberland Campus to Confidential Business Office Assistant.**

It is recommended by the Superintendent that Michelle Fimiani be transferred from Cumberland Campus Secretary to Confidential Business Office Assistant effective September 1, 2016. Michelle Fimiani was a secretary that was RIF, then the Cumberland Campus secretary position became available. Michelle is being recommended to begin employment in the Business Office at the prorated salary of \$35,000. Michelle will be filling the Confidential Business Office Assistant position of Tonya Paroda. Funding for this is possible due to a recent retirement.

**37. Request and Recommendation for Board of Education Approval of Substitute List for the 2016-2017 school year.**

It is recommended by the Superintendent that the Board of Education approve the District Substitute List for the 2016-2017 school year. All substitutes listed are approved for the Salem County Vocational Technical Schools and Salem County Special Services School District, unless otherwise noted.

**PROFESSIONAL DEVELOPMENT**

**1. Request and Recommendation for Board of Education Approval of the following Professional Development activities for the 2016-2017 school year.**

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It is recommended by the Superintendent that the Board of Education approve the following professional development activities and costs associated with the activities for the 2016-2017 school year:

<b>Description of Professional Development or School Improvement Activity or Workshop</b>	<b>Participant(s)</b>	<b>Cost Per Participant</b>	<b>Cost of Sub</b>	<b>Total Cost</b>
Bowen Family Systems Theory Clinical Certificate New Brunswick, NJ - One Workshop from September 2016 through June 2017	Shawn Rebman	\$2,200.00	N/A	\$2,200
ASHA CAA Accreditation site visit to Miami University of Ohio Oxford, OH - October 7-11, 2016	E. Jane Whittinghill	All expenses are covered by ASHA	N/A	\$ 0
ASHA CAA Accreditation site visit to Ken State Kent, OH - October 28, 2016 - November 2, 2016	E. Jane Whittinghill	All expenses are covered by ASHA	N/A	\$ 0

**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 during an April training session where the Anti-Bullying Specialist were trained and certified through NJPSA. 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. It should be noted that each school reported that they "Met the Requirements" in each category resulting in a score of 53 out of 78.

**2. Request and Recommendation for Board of Education Approval of all SCSSSD Educational Curriculum for the 2016-2017 School Year.**

It is recommended by the Superintendent that the Board of Education approve all SCSSSD educational curriculum for the 2016-2017 school year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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- 3. It is recommended by the Superintendent by the Superintendent that the Board of Education approve the 2016-2017 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.**

It is recommended by the Superintendent that the Board of Education approve the 2016-2017 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts. Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

- 4. Request and Recommendation for Board of Education Approval of the 2016-2017 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.**

It is recommended by the Superintendent that the Board of Education approve the 2016-2017 District Mentoring Plan. The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

- 5. Request and Recommendation for Board of Education Approval of the attached sites as TCP job shadowing/social trip locations for the 2016-2017 school year.**

It is recommended by the Superintendent by the Superintendent that the Board of Education approve the attached list of TCP job shadowing/social trip locations for the 2016-2017 school year.

- 6. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD District Technology and Digital Learning Plan from 2016-2019**

It is recommended by the Superintendent that the Board of Education approve the SCVTS/SCSSSD District Technology and Digital Learning Plan from 2016-2019. This document provides a full spectrum of options and guidance to facilitate the progression of digital learning for all students.

- 7. Request and Recommendation for Board of Education Approval of the following Field Trip Requests for the 2016-2017 school year.**

It is recommended by the Superintendent by the Superintendent that the Board of Education approve the following field trips for the 2016-2017 school year:

PROGRAM	LOCATION	DATE	COST	BUS COST	7% FEE	TOTAL COST
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – AUGUST 30, 2016**

Cumberland Campus	National Constitution Center (Philadelphia, PA). Attend all activities on "Constitution Day" to learn about the men that signed the Constitution.	9/16	\$ 0	\$2,560.00	\$179.20	\$2,739.20
Upper Pittsgrove	Johnson's Corner Farm (Monroeville, NJ). Explore how food is grown and how animals are raised to connect with where their food comes from.	9/23	\$337.50	\$312.00	\$21.84	\$671.34
Salem Campus	Mood's Farm Market & Wendy's (Mullica Hill, NJ). Engage students in social and physical skills practiced in school in a community activity.	9/30	\$588.00	\$460.00	\$32.20	\$1080.20
Cumberland Campus	Holly City Family Center Pool (Millville, NJ). Students will learn water safety and do physical therapy exercises.	10/4	\$ 0	\$700.00	\$49.00	\$749.00
Cumberland Campus	Holly City Family Center Pool (Millville, NJ). Students will learn water safety and do physical therapy exercises.	10/18	\$ 0	\$970.00	\$67.90	\$1,037.90

**B. Old Business:**

**INFORMATIONAL ITEMS**

- 1. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)**

It is recommended by the Superintendent that the Board of Education accept and approve the HIB report as presented.

**XII. AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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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:  
\_\_\_\_\_  
\_\_\_\_\_
4. Matters concerning negotiations, and specifically: Votech Negotiation Impasse;  
Pennsgrove Academy
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:
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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:
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9. Matters involving quasi-judicial deliberations, and specifically:
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**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.

**XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**XV. ADJOURNMENT**