



**DISTRICT  
ANNUAL REPORT**

**2016 - 2017  
SCHOOL YEAR**

**Prepared and Compiled by Susan Donnelly  
Submitted to the Voorhees Township Board of Education  
August 30, 2017**

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Susan Donnelly  
Coordinator of Special Projects/Affirmative Action Officer

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**SUPERINTENDENT'S MESSAGE**  
**RAYMOND J. BROSEL, JR.**  
**2016-2017**  
**The Year in Review**

The Voorhees Township Public School District continues to offer state of the art instructional programs and facilities. We provide a wide range of outstanding curricular and co-curricular opportunities designed to meet the needs of all students. We continue to implement techniques and strategies that enhance 21<sup>st</sup> Century Learning. Our staff strive to instruct through collaboration, communication, critical thinking and creativity. As a district, we are privileged to work with accomplished and creative professionals, as well as dedicated parents who are united in their vision to strengthen and improve student learning.

Each year we provide great opportunities for our students to explore. Whether it is on a sports team, community service club, or a stage production in our theater where the talent of our students provides an amazing performance for the audience. Our teachers and classrooms were featured on *New Jersey Classroom Close-Up* and continue to serve as a positive example for New Jersey Public Schools.

This was our third year implementing the PARCC assessment. The changes in the implementation of PARCC proved to be a success. We had an increase in student participation. Voorhees students continue to achieve at or above the state average.

We work closely with the community to enhance the educational experiences provided for the students. Each school has an active PFA, enthusiastic teaching staff and very dedicated support staff. We are very proud of our students and the wonderful staff who guide the children toward excellence in education.

**Raymond J. Brosel, Jr., Superintendent**  
**Voorhees Township Public Schools**

**Business Office  
2016-2017 Annual Report**

**Dr. Frank T. DeBerardinis**

**Assistant Superintendent  
For Business  
Board Secretary**

**2016-2017 ANNUAL REPORT BUSINESS OFFICE  
DR. FRANK T. DEBERARDINIS  
ASSISTANT SUPERINTENDENT FOR BUSINESS  
BOARD SECRETARY**

**Historical Perspective:** In the 2009-2010 fiscal year, Governor Christie implemented financial measures to cope with the State of New Jersey's growing budget deficit. The result of these measures was a \$4.3 million reduction in State aid for the Voorhees Township School District. We were able to financially stabilize the District through appropriation of District reserves, a freeze in District spending during the 2009-2010 school year, additional reductions in spending for the 2010-2011 school year and a 3¢ tax increase for the 2010-2011 Budget. The tax increase is in line with past increases, but was not acceptable to the community during the current economic conditions.

We must now function within the newly enacted economic parameters established by the Governor and State legislators. The legislature passed a 2% cap on the tax levy, with limited exceptions. Our District had to compensate for the \$4.3 million loss in State aid while complying with the more restrictive 2% cap on the tax levy.

In order to meet this extraordinary challenge, we implemented a comprehensive solution which significantly impacted the way in which our District will function in the future. With input from the community, we clearly established the core services the District must provide to our students to ensure a superior education. We also challenged the community to define the overall educational environment they desire for their children through their vote on the budget proposal. We challenged the community, but we first challenged ourselves. We submitted the 2011-2012 budget with a reduction in spending from the previous year of over \$1.8 million without reducing educational programs. The budget was approved by the voters. The 2012-2013 budget was the first budget not voted on by the residents of Voorhees but was required to be within the 2% cap on the tax levy. The district was required to budget for a new Charter School while appealing final approval. The Charter was eventually denied and budget adjustments were made to utilize the funds in a more productive manner for the students of Voorhees. The Board must continue its vigilance on the creation of future Charter Schools in Voorhees because of their devastating effect on the students and community of the district. However, the District was required to Budget \$52,514 to be transferred to Charter Schools for the 2015-2016 Fiscal year.

During the 2015-2016 school year the District underwent the Department of Education of the State of New Jersey's Quality Single Accountability Continuum (QSAC) district performance review (DPR) The district received a designation of "**High Performing**" scoring 100% in Fiscal management, Operations and Governance. This rating was made possible by the quality and dedication of the staff.

Fiscal year 2017 was extremely challenging but at the same time a rewarding year. We continued the implementation of the projects approved in the 2015- 2020 Long Range Facility Plan. The projects are being funded through two sources, 60% through the December 2007 Bond Referendum and 40% through State Debt Service Aid.

The Revised Long Range Facility Plan for 2015 to 2020 was completed in-house under the supervision of Cynthia McClain and was approved by the Board of Education on June 15, 2016. The revised five year Comprehensive Maintenance Plan 2016-2021 was prepared with assistance from Mr. Clark Mathes and approved by the Board of Education on October 24, 2016. This plan is the foundation of the State Facilities requirement for budgeting and the basis for "**The Safety, Security and Rehabilitation Program**". The

program was implemented to ensure the health and safety of the students and staff and included: Secured and monitored entrances to all facilities, installation of 3M glass coating on all glass entrances to harden and prevent the shattering of glass, maintaining the door monitoring system in each elementary school, upgrading the video surveillance systems in each school and installing multiple monitoring stations, installing and maintaining emergency alert (panic buttons) in each school, installing a new locking system in every classroom in the district, installing a new locking system in all large meeting rooms, installing an integrated lockdown blue strobe alert system with a new phone system for automated notification of staff and emergency personnel, upgrading of outside lighting to complement the new video surveillance system, maintain a FOB entry system for childcare. The District has also entered into an agreement with the Township for a police presence in each school on a full-time. This agreement has been extended to the summer CER programs.

The “**Go Green initiative**” is an on-going program to reduce energy cost, preserve natural resources and reduce the carbon footprint of the Voorhees school district in its entirety. The four step plan consisted of Phase I and II of the Solar project at the Middle School, enrollment in the Demand Response Program for the East Coast Power Grid and the Comprehensive Energy Efficiency Lighting Retrofit and Replacement Program. The Solar Energy System Phase I and Phase II were fully functional during 2008-2009 and began to reduce energy costs. The District also sells the Solar Energy Credits on the open market providing a source of income to reduce energy costs. The program has also included the replacement of facility roofs with insulated energy efficient roofing, installation of new energy efficient HVAC units in all schools, installation of new energy efficient lighting in all large spaces throughout the district, installation of light monitoring devices in all facilities, replacement of windows at Kresson School with energy efficient windows, installation of an energy monitoring system in the Middle School, replacement of hot water system at Middle School with a state of the art energy efficient system. The district also completed the conversion to an energy saving wireless clock system in all buildings. The District under Clark Mathes leadership has also made a strong and effective move to the utilization of green products for all cleaning requirements. This process is on-going and will continue to evolve.

We continue to meet the challenge of providing mandatory educational programs with a capped budget by reducing non-instructional costs. The largest and most substantive changes continue to occur in the District’s Risk Management Insurance Program. The continued participation in the Burlington County Insurance Pool Joint Insurance Fund has substantially reduced our insurance costs and eliminated consulting fees. This was accomplished through the efforts of Cynthia McClain, who supervises the program and has assumed the responsibilities of the District Insurance Consultant, completely eliminating the need for an outside Broker.

We continue to meet the challenge of the most far reaching changes in the State purchasing laws in the State’s history which were passed in 2002 and fully implemented in the 2003-2004 school year and continue to be revised annually. Dr. DeBerardinis continues to maintain the distinction of a Qualified Purchasing Agent, helping the Business Office personnel to meet these changes diligently and professionally. The revised and updated District Purchasing Manual was prepared and approved by the Board of Education on May 3, 2017. The periodic review and updating of the Manual is accomplished through the efforts of Cynthia McClain and Michelle Mortelliti.

Fiscal year 2017 marked the continued restructuring of the Business Office. In order to more efficiently serve the needs of the District and improve the internal control of the Business Office functions, the physical structure and work flow of responsibilities continue

to be restructured and the Board approved a revised Standard Operating Procedures Manual on May 3 2016. The purchasing process for the Food Service Program was restructured and made part of the district's regular purchasing system. The restructuring is an ongoing process and will continue through the 2017-2018 school year.

The Business Office completed the process of converting the AS400 system and all business software to the new EDGE version from EMC utilizing a district server. The new software has greatly improved efficiency and effectiveness. New state laws continue to present challenging opportunities in all areas of supportive services including budgeting, purchasing, accounting, payroll, employee benefits, transportation services, food services, buildings and grounds, maintenance and custodial.

The Business Office continues to advance in technology to permit more transactions to be computerized such as the logging of purchase orders, tracking of purchase order research and correspondence. The Business Office, through Internet access, is able to retrieve purchasing information including vendors, cost of items and state contracts from the Department of the Treasury. In compliance with the State of New Jersey, the gathering of New Jersey Business Registrations from all vendors is completed each year through the efforts of Melissa Dammer and Michelle Mortelliti. The payroll system continues to be updated to improve efficiency and accountability. The verification of payroll required by the DOE was completed during 2015-2016 and must be re-verified every three (3) years. Payroll services continue to be expanded and improved for district employees. The implementation of the new IRS regulations was accomplished through a contract with OMNI. All 403(b) transactions are processed through OMNI, helping to ensure IRS compliance. This has been accomplished under the direction of Carol Trost.

The Business Office completed the process of implementing the new GASB34 standard which redefines the accounting for fixed assets and the reporting of the District's financial statements. This was accomplished through the efforts of Cynthia McClain. The Business Office conducted a physical inventory in 2000 and continues to update this document annually to comply with the new capital outlay amount of \$2,000 in compliance with GASB34.

Health benefits administration continued to be a major task since moving from AmeriHealth to the State Health Benefits Plan. The administration of health benefits and COBRA has been consolidated under Lisa Sollenberger. This consolidation improved efficiency and the service provided to district employees. The 2016-2017 year was only the second time the extremely complex reporting of individual health benefits to the IRS had to be completed. Lisa Sollenberger was responsible for successfully carrying out the task and submitting all the required data in a timely fashion. Additionally, Lisa Sollenberger continues to assume additional duties in employee services by managing the Worker's Compensation Program and implementing a Flexible Spending Account program for all eligible employees. In conjunction with Carol Trost, Payroll Supervisor, the implementation of State Law (Chapter 78, 2011) regulating the mandatory health benefit contribution has become an on-going process and continues to add complexity and challenges to both the administration of health benefits and the processing of the payroll.

The district continues to utilize TD Bank's on-line system. This process has accomplished our goal to control the work flow associated with banking and financial reporting. The new Treasury Direct system has been fully implemented under the direction of Cynthia McClain.

Under Diane Turner, the transportation system continues to meet the challenge for continued efficiency while serving the needs of the students. The efficiency rating for 2016-



2017 was 1.24%. The DOE standard is 1.20%. Currently, 2341 students are provided transportation services. Bus routes continue to be reviewed and revised to improve safety and efficiency. The new cap placed on transportation contracts has resulted in bus companies not renewing routes that were not cost effective. However, the economy has deterred bus companies from continuing this practice. The District had to continue to re-bid a few routes this year resulting in an additional cost to the Board. The transportation computerized scheduling and routing program was upgraded to accommodate the increase in demand. The new program Transfinder was installed and fully functional for the 2016-2017 School year.

The expertise of the maintenance staff has been improved by the employees' continued participation in workshops and licensing. The Board has reinforced its commitment to continued education by maintaining a Master Mechanic stipend. The district continues to provide a safe environment for all students and employees. The District has fulfilled requirements under AHERA, ADA and continues to test the air and water supplies of all facilities on an annual basis. In addition, each facility is required to complete a health and safety check list on a monthly basis. Clark Mathes, with assistance from Roy Waite, has fully implemented the new computerized work system called "SchoolDude." Work order e-mails are sent directly to the cell phone of the mechanic and/or to the appropriate contractor. The district continues to utilize a hybrid system of management for maintaining the District's grounds and facilities. A hybrid system utilizes a combination of in-house expertise and outsourcing to contractors, who have been approved as the lowest qualified bidder for specific trades.

We continue to expand the district warehouse system maintained in the old Kresson School. The system enables schools to better utilize storage space within their buildings and implement district wide control of paper products and cleaning agents.

Dr. DeBerardinis continues to serve on the New Jersey ASBO Ethics and Legislative Committees and has been chosen once again by the Department of Education to serve as a mentor for candidates applying for School Business Administrator Certificates. He has also maintained the distinction of Registered School Business Administrator by the International Association of School Business Officials and the Certified Government Financial Manager distinction from the Association of Governmental Accountants. The Assistant School Business Administrator, Cynthia McClain, maintains the distinction of a Registered School Business Official and continues to expand her expertise in the profession. She was chosen by the New Jersey ASBO to serve on the Auditing and Finance Committee and the Budget Committee and elected to serve as Vice President of the Burlington County Joint Insurance Fund.

Since becoming the Coordinator of CER, Michael Redfearn has helped to maintain and expand the stature of the program in the community. A number of programs increased while rates were reduced, providing a commendable service to the district. Under Michael Redfearn's leadership, a successful Saturday Enrichment Program was initiated and a very successful Kindergarten CER program (KCER) was also implemented. Through the findings from the research project implemented by Dr. DeBerardinis, with the assistance of Cynthia McClain, the Food Service Program has become completely self-supporting and not requiring a subsidy from the General Fund. Only 24% of the Districts in the State of New Jersey are self-supporting. The Food Service Program had to cope with the sudden and unexpected departure of the Food Service Director at the end of October. The district under an emergency contract retained a FSMC Nutri Serv to be a consultant and to successfully continue the program without interruption.

The Assistant Superintendent for Business designed a research project to evaluate the feasibility of privatizing the management of the food service program in order to reduce or eliminate district subsidies from the general education budget. The research compared the food service operations of two schools. One school was managed by a food service management company (FSMC) and the other was district managed. The research also compared the results of the research project to a data base developed from three years of data of thirty school districts' food service programs.

The findings of the six month study showed the district managed program outperformed the privatized program on the performance indicators of per-pupil profit/loss, student participation, and in student preference for the quality of the food and service. The findings of the study also identified a correlation between the variables of enrollment and per-pupil profit/loss. As enrollment increased operating profit increased, or operating losses were reduced. The variable of wealth was identified as having a negative correlation with the variable of student daily participation. As wealth increased daily participation decreased. The results were consistent in comparison with similar districts, but were challenged when compared to a wider sample of districts.

The findings of the study suggest research must be utilized at the local district level to determine the most effective management structure of the food service program for the individual district. Research also suggests there are instances where privatizing improves the operation of the food services program but there are also instances where a well-managed district-operated program may be able to outperform its competition from the food service management companies.

To keep pace with the growing technology of our in-house computer capabilities, the Business Office staff attended workshops on pension, GAAP, CAFR, health benefits, transportation and computer system implementation of new software programs. Mrs. McClain's expertise in all areas of technology and accounting has been instrumental in increasing productivity and meeting all State and Federal regulations. The success of the Business Office operation is directly associated to the quality of the people employed.

**Curriculum and Instruction**  
**Annual Report 2016 - 2017**  
**Dr. Diane Young**  
**Assistant Superintendent**

**2016-2017 ANNUAL REPORT CURRICULUM AND INSTRUCTION**  
**DR. DIANE YOUNG**  
**ASSISTANT SUPERINTENDENT**

**2016-2017 District Results**

During the 2016-2017 school year, instructional staff and administrators worked collaboratively to accomplish the following goals:

- Continue to encourage high academic achievement by providing instruction that is individualized based on students' readiness, interests, and learning styles.
- Increase teachers' knowledge and implementation of 21st century learning skills that includes a focus on communication, critical thinking, problem solving, collaboration, and creativity. (NJ Student Learning Standards and Technology Integration)
- Provide professional development focused on math and literacy NJ Student Learning Standards.
- Provide teacher professional development and student instruction focused on Digital Citizenship.
- Create learning environments that embrace the social and emotional needs of every child.

In August of 2016, New Jersey school districts received the results of the Partnership for Assessment of Readiness for College and Career or PARCC. Overall, the results demonstrated that the students in the Voorhees Township School District performed at or above the state average. When compared to other like districts in New Jersey, Voorhees students performed at comparable levels. Teachers and administrators used the comprehensive data to identify specific learning objectives that were strengths and specific learning objectives that were weaknesses. The data allowed teachers to better plan instruction to ensure that all students are college and career ready. This spring students completed PARCC, and overall the results demonstrated that students are continuing to make strides in both literacy and math. Additionally, more students participated in the PARCC assessment compared to previous years. The charts below show student participation rates as well as results of the evaluation.

Participation Rates on PARCC Assessment			
	2015	2016	2017
Grade 3	7	8	2
Grade 4	38	9	5
Grade 5	32	28	12
Grade 6	31	21	16
Grade 7	37	24	15
Grade 8	72	23	11
Total	217	113	61

*\*Green indicates improvement*

### PARCC- Language Arts Literacy Results

	Level 1			Level 2			Level 3			Level 4			Level 5		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
3rd	8%	4%	5%	9%	10%	12%	21%	20%	18%	49%	55%	52%	13%	11%	13%
4th	3%	4%	1%	8%	5%	5%	17%	17%	20%	55%	51%	56%	18%	23%	18%
5th	2%	2%	2%	6%	7%	7%	20%	19%	17%	57%	60%	54%	14%	13%	21%
6th	3%	3%	3%	11%	9%	11%	22%	23%	18%	52%	46%	51%	12%	18%	18%
7th	6%	6%	5%	13%	10%	8%	26%	24%	19%	42%	43%	39%	12%	16%	29%
8th	7%	5%	4%	7%	11%	12%	20%	25%	19%	49%	46%	42%	16%	12%	23%

*\*Green indicates improvement*

### PARCC-Math Results

	Level 1			Level 2			Level 3			Level 4			Level 5		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
3rd	5%	2%	3%	12%	10%	8%	26%	20%	17%	45%	54%	47%	11%	13%	25%
4th	3%	2%	3%	18%	16%	8%	27%	26%	27%	48%	52%	51%	5%	5%	10%
5th	1%	3%	2%	13%	12%	8%	32%	27%	27%	45%	46%	44%	8%	12%	19%
6th	8%	6%	7%	19%	15%	12%	32%	30%	29%	36%	42%	41%	5%	8%	11%
7th	3%	6%	5%	18%	13%	11%	37%	32%	29%	35%	38%	42%	8%	12%	13%
8th	1%	13%	21%	21%	28%	17%	29%	42%	38%	35%	17%	23%	0%	0%	.5%
Algebra I	1%	0%	0%	1%	0%	0%	5%	8%	6%	86%	75%	80%	7%	17%	14%

*\*Green indicates improvement/Pink no change*

Percent of Students Considered College and Career Ready			
Language Arts Literacy			
	2015 District % >= Level 4	2016 District % >= Level 4	2017 District % >= Level 4
Grade 3	62%	66%	69%
Grade 4	73%	74%	74%
Grade 5	71%	73%	75%
Grade 6	64%	64%	69%
Grade 7	54%	59%	68%
Grade 8	65%	58%	65%

*\*Green indicates improvement/Pink no change*

Percent of Students Considered College and Career Ready			
Math			
	2015 District % >= Level 4	2016 District % >= Level 4	2017 District % >= Level 4
Grade 3	56%	67%	72%
Grade 4	53%	57%	61%
Grade 5	53%	58%	63%
Grade 6	41%	50%	52%
Grade 7	43%	50%	55%
Grade 8	35%	17%	23.4%
Algebra I	93%	92%	94%

*\*Green indicates improvement/Pink no change*



As required by the New Jersey Department of Education, teachers created student growth objectives. These objectives were established through collaboration with building administrators. The goal was for teachers to determine quality assessments that would evaluate student grade level content knowledge at the beginning of the year and then to assess student progress at the end of the school year. The results of the student growth objectives are listed by building below.

School	SGO Average
Hamilton	3.89
Kresson	3.85
Osage	3.92
Signal Hill	3.87
VMS	3.85

*Based on a 4 point scale*

Teachers and administrators focused on analyzing student assessment data to plan programs that meet the academic needs of all learners. To ensure student success in all areas, teachers used assessment data to inform their instruction and provide differentiated experiences for their students. As has been our mission for many years, Voorhees Township School District staff continued to have high expectations for student academic achievement.

During the 2016-2017 school year, professional development focused on math, literacy, and 21st-century technology standards. All teachers were trained on the updated math program and shifts in instructional practices that encourage students to think critically, and problem solve. Training on the literacy standards continued to be a focus in professional learning communities and mini-training sessions. Additionally, teachers were provided training focused on modern teaching strategies with a focus on Microsoft Classroom and Microsoft 365. Using technology as the tool to transform educational tasks that were previously inconceivable is the goal of the SAMR model of technology integration. This educational model continued to be the framework that guided the teaching and learning initiatives at both the middle school and elementary levels.

Character education programs have always been an integral part of our curriculum and instruction. Digital citizenship has become a significant focus in both our elementary and middle school character education programs. Digital Citizenship, also commonly referred to as Digital Wellness or Digital Ethics, is the concept where students, teachers, parents, and leaders learn the appropriate and responsible way to utilize technology in our society. Common Sense Media Digital Curriculum continued to serve as a guide for teachers and administrators to plan programs that promote safe technology use.

As a district, we continue to work collaboratively to ensure that the Voorhees School District's vision for instruction, *Voorhees Township School District strives to meet the unique needs of all stakeholders by providing comprehensive, innovative, and creative instructional programs that prepare lifelong learners to succeed in an ever-changing global society*, is achieved. We are committed to providing all students the educational experiences and resources that are necessary for them to be competitive in our ever-changing global society. Additionally, we are focused on creating a positive school climate in which students feel safe taking educational risks and can develop a love of learning. In Voorhees Township School District, we are living our brand each day, and we will continue to strive to encourage innovation, to engage all learners, and to inspire lifelong learning!

**SPECIAL SERVICES**

**2016 -2017**

**Dr. Elaine Hill  
Director Special Services**

**SPECIAL SERVICES DEPARTMENT**  
**Dr. Elaine Hill**  
**Director of Special Services**

The Special Services department includes all services related to the identification and evaluation of potentially disabled students as well as the provision of special education and related services and/or speech language services to students deemed eligible. This department also coordinates home instruction for students unable to attend school on a temporary basis.

Staff members include Child Study Team personnel, teachers, related service providers, instructional associates and home providers. All of them interact directly with children and provide consultative services to the school staff and parents.

**Child Study Team Services**

The function of the Child Study Team is to provide diagnostic, evaluative, consultative, and related services to the school community. CST staff includes 2 full teams serving the preschool and elementary levels. For the middle school team, we have two school psychologists and a learning consultant. Each child study team member evaluates at least one student per week, serves as case manager for approximately 50 students and participates on a committee entitled Response to Intervention. They provide on-going consultation and support to all staff to facilitate the implementation of IEP's. Related services personnel include: 5 full time speech therapists as employees; 60% time equivalent; a 40% time equivalent as a contracted speech therapist; 1.8 occupational therapists, .6 physical therapist, 60% time behavior specialist and .8 behavior therapist for preschool and elementary schools. Select evaluations are conducted by private agencies when current staff schedules cannot meet timelines.

**Instructional Staff**

Teacher/IA	Kresson	Hamilton	Osage	Signal Hill		Total
2009-10	5.5/9	6.5/12	10/11	10/13.5	19/9	51/54.5
2010-11	7/9	6/13	10/10	10/13.5	17/9	50/54.5
2011-12	6/7	5/10	10/11	10/12.5	17/13	48/53.5
2012-13	6/8	5/10	10/13	10/12	17/12	48/55
2013-14	6/7	5/9.5	9/12	10/12.5	18/10	48/51
2014-15	5/5.5	6/7.5	10/11.5	8/11	19/12.5	48/48
2015-16	6/10	5/8	10/13	8/12	17/13	46/39/17pt
2016-17	7/5+5	5/5+4	10/10+5	9/10+3	17/7+7	48/37+24pt

**Referrals**

There were 117 referrals this year. Of that number 56 students were deemed eligible for special education and related services. This represents 4% of the total school enrollment. Of the 56 newly classified students 17 were preschoolers and 39 were school age. Due to the number and nature of the disabilities of those recently classified, two additional preschool classes are being opened for the 2017-18 school year.

**Preschool Referrals**

	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
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Referred	53	51	49	43	40	51	35	43	63	37	41	56	41
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**School Age Referrals**

Kresson	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Males	10	14	14	10	7	10	6	4	3	7	11	10	6
Females	5	5	1	6	4	8	3	5	8	6	9	6	3
Enrollment	470	472	467	442	440	397	394	360	344	314	374	379	398
	3.2%	4%	3.2%	3.6%	2.5%	4.5%	2.3%	2.5%	3.2%	4.1%	5.3%	4.2%	2.2%
Hamilton	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Males	13	17	12	15	11	9	4	12	2	6	8	6	5
Females	12	6	5	8	7	5	7	8	4	7	8	7	4
Enrollment	552	571	545	537	514	508	488	484	454	418	419	412	383
	4.5%	4.0%	3.1%	4.2%	3.5%	2.8%	2.25%	4.1%	1.3%	3.1%	3.8%	3.1%	2.3%
Signal Hill	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Males	5	13	11	15	9	14	5	11	9	11	23	13	7
Females	9	8	3	9	9	8	2	6	7	12	5	11	8
Enrollment	476	561	479	533	574	571	537	547	512	499	473	489	484
	2.9%	3.7%	2.9%	4.5%	3.1%	3.8%	1.3%	3.1%	3.1%	4.6%	5.9%	4.8%	3.0%
Osage	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Males	13	15	16	18	13	11	10	9	17	12	21	22	11
Females	7	5	5	8	7	6	6	6	6	10	20	7	9
Enrollment	630	637	629	599	616	616	640	646	651	655	643	638	606
	3.2%	3.1%	3.3%	4.3%	3.2%	2.7%	2.5%	2.3%	3.5%	3.3%	6.3%	4.5%	3.3%
<b>Total Elementary</b>	<b>2128</b>	<b>2240</b>	<b>2120</b>	<b>2111</b>	<b>2144</b>	<b>2092</b>	<b>2059</b>	<b>2037</b>	<b>1961</b>	<b>1916</b>	<b>1909</b>	<b>1861</b>	<b>1871</b>
	3.5%	3.7%	3.1%	4.2%	3.1%	3.4%	2%	3.0%	2.9%	3.7%	5.5%	4.1%	2.8%

	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Males	9	6	10	9	6	5	10	8	4	5	18	11	8
Females	7	3	0	3	3	3	3	6	6	3	6	2	5
Enrollment	1225	1175	1201	1189	1196	1154	1175	1151	1136	1107	1110	1063	1072
	1.3%	0.76%	.8%	1%	.75%	.7%	.01%	1.2%	.88%	.72%	2.1%	1.2%	1.2%
<b>Total District Referrals</b>	<b>90/3353</b>	<b>92/3416</b>	<b>77 / 3321</b>	<b>101/ 3300</b>	<b>76/ 3340</b>	<b>79/ 3246</b>	<b>56/ 3234</b>	<b>75/ 3188</b>	<b>66/ 3097</b>	<b>79/ 3023</b>	<b>129/ 3019</b>	<b>91/ 2981</b>	<b>66/ 2943</b>
	2.6%	2.7%	2.3%	3%	2.3%	2.4%	1.7%	2.35%	2.13%	2.6%	4.2%	3%	2.2%

Based on total enrollment as of June 30<sup>th</sup>

**Special Education Enrollment**

The New Jersey Administrative Code requires districts to provide services to students with disabilities in either of two categories: Eligible for Special Education and Related Services or Eligible for Speech /Language Services. The following chart outlines enrollment in each of the schools:

**Eligible for Special Education/Eligible for Speech Only by School/School Enrollment**

	PS	Signal Hill	Hamilton	Kresson	Osage	VMS	OD	Total	% of enrollment	
2015	28	47/28/457	43/36/418	36/7/367	49/16/641	139/12/1107	17	359/99/2991	12%/3.3%	15.3%
2016	24	40/32/474	40/34/410	43/14/373	54/16/629	134/11/1055	16	351/107/2943	11.9%/3.6%	15.5%
2017	35	49 /30/484	37/33/383	54/37/398	66/27/606	96/10/1072	17	354/137/2943	12.0%/4.6%	16.6%

**Current Enrollment for Special Education/Speech by School as of June 2017**

	2016	2017
Eligible for SERS	363	354
Newly Eligible	71	56
Transfers In	14	39
Graduated	48	49
Moved out	27	23
Declassified	7	9
Eligible for Speech	128	137
District enrollment	2981	2943

**Declassifications over time**

	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Preschool	0	5	1	8	6	3	8	3	5	0	0	0
Elementary/	3	11	11	12	14	22	10	14	8	5	7	9
Totals	3	16	12	20	20	25	18	17	13	5	7	9

June 30<sup>th</sup>, 2017

**Special Education Programs**

The state department t of education issued its annual performance report on how well each district met the State Performance Plan Indicators (<http://www.state.nj.us/specialed/sppi1011/reports/07/5400.html>). The report addresses *graduation rates, drop-out rates, performance on state assessments, suspensions/expulsions, education environments, preschool Environments, preschool outcomes, parental involvement, disproportionality, child find, early childhood transition, secondary transition and post- secondary outcomes*. Some areas are not applicable to our district.

We have met our targets in the areas of Child Find, suspensions and expulsions, disproportionality, and least restrictive environment for school age students. Ninety-nine percent of the children were evaluated within the 90 day time frame and one hundred percent of the students referred by Early Intervention were evaluated and in a program by their third birthday.

Regarding participation in the PARCC assessment we increased our participation rate from 90% to 95% in literacy and from 89.7% to 95 % in math to meet state targets. The district did not meet state standards for proficiency in literacy or math for grades 3 through 8.

Data reported relative to the Preschool Outcomes:

Performance      Made significant      Functioning

Indicator	growth	within age expectations
Social/behavioral relationships	50% /72%	70%/77%
Knowledge, Language, literacy	62.5%/67%	50%/51%
Behavior	40%/70%	62.5%/59%

We continue to exceed the state targets with inclusion in general education classes for all age levels except the 3-5 year age range where our goal is to increase the number of preschoolers who are spending the majority of their time in regular early childhood programs.

K-8	In general ed 80% or more Voorhees/State target	In general ed between 79%-41% no state target	In general ed 40% or less Voorhees/State target	Out of district placement Voorhees/State target
2008-09	51.1%	32.6	11.7%	4.6%
2009-10	56.2%	27.7	13.4%	2.7%
2010-11	53.6% / >44%	30.5	13.1% / <19%	2.8% / <8%
2011-12	53.7%/48%	30%	11.4%/16.5%	4.9%/7.8
2012-13	59%/48%	28.8%	8.4%/16.5%	3.8%/6.7%
2013-14	57.2%/48%	30.5%	7.3%/16.5	5%/7.6%
2014-15	52.9%/48.5%	35.2%	7.9%/16%	4%/7.4%
2015-16	51.7%/49%	48.3%	7.1%/15.5%	4.2%/7.4%

Ages 3-5	Percent of Preschoolers in inclusive settings/state target	Percent of Preschoolers in separate settings/state target	Other (general ed + resource center)
2012-13	39.5%/42.5%	55.3%/36%	5.2%
2013-14	41.5%/42.5%	56.1%/36%	2.4%
2014-15	39%/43%	53.7%/35.5%	7.3%
2015-16	26.2%/43.5%	59.5%/35%	14.3%

### Federal Flow-Through Grant Projects

#### Basic Grant FT5400-17

The Basic Allocation was \$719,644 and was used to offset the salaries of 11 instructional associates and tuition for 3 students placed in schools for the disabled. Monies allocated for services to students in non-public schools provided tutoring, speech therapy and occupational therapy and supplies most of which went to Kellman Brown Academy.

#### Preschool Grant PS5400-17

The allocation of \$35,530 offset the salary of one instructional associate. Non-public funds provided speech language and occupational therapy

### Homebound Instruction

Home Instruction is a service coordinated by the Child Study Team office for students who need to be absent from school for an extended period of time due to illness, injury or suspension from school. Home instruction may also be provided as deemed appropriate for

students with disabilities via the IEP process. During the 2016-17 school year a total of 22 students received home instruction. Most were out of school due to behavioral/mental health issues.

**Staff Development**

Behnke	Amy	admin	CST	Absenteeism in schools
Ganzman	Eileen	Osage	Speech	American speech language convention
Romaniello	Diane	Osage	Speech	American speech language convention
Nykiel	Sophie	Signal Hill	Speech	ASHA speech convention
Peterson	Donna	Admin	CST	Autism NJ Conference
Demski	Jennifer	Admin	CST	Autism NJ Conference
Petersen	Donna	Admin	CST	Autism NJ transition conference
Jacobus	Lauren	Signal Hill	Teacher	Autism, Asperger’s, sensory and ADHD
Stephens	Marguerite	Admin	CST	Compassion fatigue and secondary trauma
Berry	Lawrence	Osage	OT	Comprehensive approach to myofascial systems
Zanetich	Beth	Signal Hill	Speech	Continuing education conference
Manashil	Diane	VMS	Teacher	CPI Training
Barnhart	Janetta	VMS	Teacher	CPI Training
Wooden	Diane	VMS	IA	CPI Training
Weinstock	Tatiana	Hamilton	IA	CPI Training
Salman	Nimra	Hamilton	IA	CPI Training
Gillespie	Caitlin	Hamilton	Teacher	CPI Training
Kurdrick	Kourney	Hamilton	Teacher	CPI Training
Tотора	Matthew	Hamilton	Teacher	CPI Training
Tropea	Dionne	Osage	Teacher	CPI Training
Rossi	Rob	VMS	Asst principal	CPI Training
Mignogna	Mary pat	Osage	IA	CPI Training
Dorman	Linda	Osage	IA	CPI Training
Mortelliti	Kirsten	Kresson	Teacher	CPI Training
Peluszak	Caitlin	Osage	Teacher	CPI Training
Zwicker	Gordon	Osage	Teacher	CPI Training
Flynn	Ryan	VMS	Teacher	CPI Training
Naulty	Nancy	Osage	IA	CPI Training
Day	Molly	Signal Hill	Teacher	CPI Training
Covello	Kim	Osage	IA	CPI Training
Trunkwalter	Donna	Signal Hill	Teacher	CPI Training
Garr	Hillary	VMS	IA	CPI Training
Bravman	Maribeth	Hamilton	IA	CPI Training
Gallo	Kelli	Hamilton	Teacher	CPI Training
Grossman	Lise	Hamilton	IA	CPI Training
Mina	Fran	Hamilton	IA	CPI Training
Piva	Donna	Hamilton	IA	CPI Training
Scholefield	Dawn	Hamilton	Teacher	CPI Training
Walshe	Debby	Hamilton	IA	CPI Training
Steinbeck	Stephanie	VMS	Teacher	CPI Training

Geiter	Karen		IA	CPI Training
Sundstrom	Kimberly	Hamilton	Kcer teacher	CPI Training
Wagner	Sheila	Hamilton	Teacher	CPI Training
Bonventure	Janice	VMS	Teacher	CPI Training
Seiber	Rosemary	VMS	Teacher	CPI Training
Kramer	Pat	VMS	IA	CPI Training
Gallucci	Gina	VMS	IA	CPI Training
Colahan	Christine	VMS	IA	CPI Training
Hayden	Deborah	Signal Hill	Speech	Creative Curriculum Preschool
Rosica	Holly	admin	CST	Creative Curriculum Preschool
Ashton	Nicole	Signal Hill	Teacher	Creative Curriculum Preschool
Silverman	Maddie	Signal Hill	Teacher	Creative Curriculum Preschool
Cooper	Cari	Osage	Teacher	Creative Curriculum Preschool
Nykiel	Sophie	Signal Hill	Speech	Creative idea for using ipads
Danley	Dawn	CST	CST	Directors Toolkit Workshop
Ganzman	Ilene	Osage	Speech	district speech meeting
Steinbeck	Stephanie	VMS	Teacher	DLM Training
Peluszak	Caitlin	Osage	Teacher	DLM Training
Trunkwalter	Donna	Signal Hill	Teacher	DLM Training
Zielinski	Julia	VMS	Teacher	EIRC
Courtney	Kelly	Hamilton	Teacher	EIRC workshop
Kudrick	Kourtney	Hamilton	Teacher	EIRC workshop
Latyn	Beth	Hamilton	Teacher	EIRC workshop
Kotch	Michael	CST	Psychologist	ELA program
Courtney	Kelly	Hamilton	Teacher	Foundations
Kudrick	Kourtney	Hamilton	Teacher	Foundations observation
Cosenza	Marlene	Hamilton	Specialist	Foundations training
Behnke	Amy	Admin	CST	Homeless workshop
Kudrick	Kourtney	Hamilton	teacher	Improving Classroom management workshop
Cosenza	Marlene	Hamilton	Specialist	LAL meeting
Danley	Dawn	VMS	CST	Literacy Consortium
Zelinski	Julie	VMS	teacher	Literacy Consortium
Ratliff	Tara	VMS	teacher	Literacy Consortium
Penman	Eileen	VMS	Specialist	Literacy Consortium
Fulton	Stacey	VMS	Teacher	Literacy Consortium
Penman	Eileen	VMS	Teacher	Literacy consortium for literacy coaches
Smart	Kelly	Kresson	Teacher	Maximize success for struggling readers
Starobinets	Melissa	Kresson	Teacher	Maximize success for struggling readers
Stephens	Marguerite	Admin	CST	McKinney Vento Workshop
Jennings	Allison	Kresson	Teacher	NJ Autism conference
Rosica	Holly	Admin	CST	NJASP winter conference
Behnke	Aamy	Admin	CST	PD workshop
Day	Molly	Signal Hill	Teacher	PECS Level 1 training
Ross	Donna	Admin	CST	Practical strategies for intervening
Kotch	Michael	VMS	Psychologist	Rewrite the Anxious Brain Workshop



Cosenza	Marlene	Hamilton	Teacher	RTI Workshop
Peterson	Donna	Admin	CST	RTI workshop on reading and math
Pace	Patricia	VMS	Teacher	SPIRE training
Elliot	Julie	VMS	Teacher	SPIRE training
Courtney	Kelly	Hamilton	Teacher	SPIRE training
Gillespie	Caitlin	Hamilton	Teacher	SPIRE training
Mortelliti	Kirsten	Kresson	Teacher	SPIRE training
Gaff	Wendy	Osage	Teacher	SPIRE training
Ienthe	Juli	Osage	Teacher	SPIRE training
Peluszak	Caitlin	Osage	Teacher	SPIRE training
Putman	Erin	Osage	Teacher	SPIRE training
Stillwagon	Lisa	Osage	Teacher	SPIRE training
Tropea	Dionne	Osage	Teacher	SPIRE training
Pace	Patti	VMS	Teacher	SPIRE training
Trost	Kelly	Osage	IA	STAR Program
Walshe	Debby	Hamilton	IA	STAR Program
Grossman	Lise	Hamilton	IA	STAR Program
Bravman	Marybeth	Hamilton	IA	STAR Program
Scholefield	Dawn	Hamilton	Teacher	STAR Program
Gallo	Kelli	Hamilton	Teacher	STAR Program
Jacobus	Lauren	Signal Hill	Teacher	STAR Program
Ehly	Laura	Signal Hill	IA	STAR Program
Jain	Archana	Hamilton	IA	STAR Program
Mina	Fran	Hamilton	IA	STAR Program
Hernandez	Stephanie	Signal Hill	IA	STAR Program
Medina	Celines	Signal Hill	IA	STAR Program
Maser	Leslie	Signal Hill	IA	STAR Program
Magette	Mimmy	Signal Hill	IA	STAR Program
Koehler	Cynthia	Signal Hill	IA	STAR Program
Bansch	Elaine	Signal Hill	IA	STAR Program
DiNicolas	Monica	Kresson	IA	STAR Program
Jacobs	Karen	VMS	teacher	Strengthen your Writing Instruction
Stephens	Marguerite	Admin	CST	Teaching Emotional Regulation Workshop
Stephens	Marguerite	Admin	CST	Workshop
Watkin	Anna	VMS	Psychologist	Why do our children think about dying workshop
Stephens	Marguerite	Admin	CST	Why do our children think about dying workshop

**EDUCATIONAL TECHNOLOGY**

**2016-2017**

**Bruce Taylor**  
**Director of Educational Technology**

## **Educational Technology** **Bruce Taylor, Director**

The current Voorhees Township School District Technology for Digital Learning Plan was completed during the winter of 2016-17. This three-year plan was approved by the Board of Education and submitted to the Camden County Office for approval during January, 2017.

All components developed in the plan were reviewed to ensure compliance with New Jersey State Department of Education Guidelines required for funding from the following sources:

- No Child Left Behind
- E-Rate funding via compliance with the Telecommunications Act of 1996 and Children's Internet Protection Act (CIPA)

These criteria include the establishment of linkages with the following external plans:

- Future Ready Schools (White House Future Ready Summits)
- Framework for 21<sup>st</sup> Century Learning (The Partnership for 21<sup>st</sup> Century Skills)
- National Educational Technology Standards (International Society for Technology in Education – ISTE)
- New Jersey Core Curriculum Content Standards, including 2014 Educational Technology Standard 8.1 with student assessment and state reporting components

Linkages have also been identified across many other ancillary plans. These plans, at least in part, serve to determine and reinforce roles and levels of responsibility of individuals, schools and the district as a whole, toward meeting the technology goals in the Voorhees Township School District.

Current corporate partners, technology vendors and various experts were consulted throughout the planning process as solutions for voice, data and video applications were placed under consideration. In addition to the review and selection of technology products and services, opportunities for educational institutions, creative-financing programs, customer support options and product futures were explored. Relationships formed or renewed in this process will continue to serve the district during the incremental implementation of this plan.

The district's main goals for technology initiatives through the year 2019 have been established to meet district technology needs, as identified by the committee, and are set within the eight major areas of the action plan. The revised technology plan document serves as a next edition in an ever-evolving process, and will always be subject to periodic changes as deemed appropriate.

Our district's "Technology for Digital Learning Plan 2016-19" has personalized student learning at the center in setting our goals for evolving our district's Digital Learning Readiness posture. This plan was approved in January 2017.

If our students are to graduate college and career ready in today's high tech, connected society, they must be competent digitally, proficient with technology, the Internet, 21st Century skills, and digital learning. The framework adopted by the NJDOE and us, according to the U.S. Department of Education, is designed to set out a roadmap to achieve that success and to commit districts to move as quickly as possible towards a shared vision of preparing students to thrive today and tomorrow. This can only be accomplished through a systemic approach to change., we must align each of the following eight (8) key categories in order to implement and sustain successful digital learning:

- Curriculum, Instruction, and Assessment
- Use of Time
- Technology, Networks, and Hardware
- Data and Privacy
- Community Partnerships
- Professional Learning
- Budget and Resources
- Empowered, Innovative Leadership

Each of these goes hand in hand, with all being equally important, interrelated, and interdependent.

In the early spring of 2016, the New Jersey Department of Education launched a statewide Digital Learning initiative that was developed in alignment with the U.S. Department of Education's "Future Readiness" initiative. The NJDOE established the NJTRAx database to gauge the technology readiness of New Jersey schools and districts for online testing as well as provide a digital learning tool.

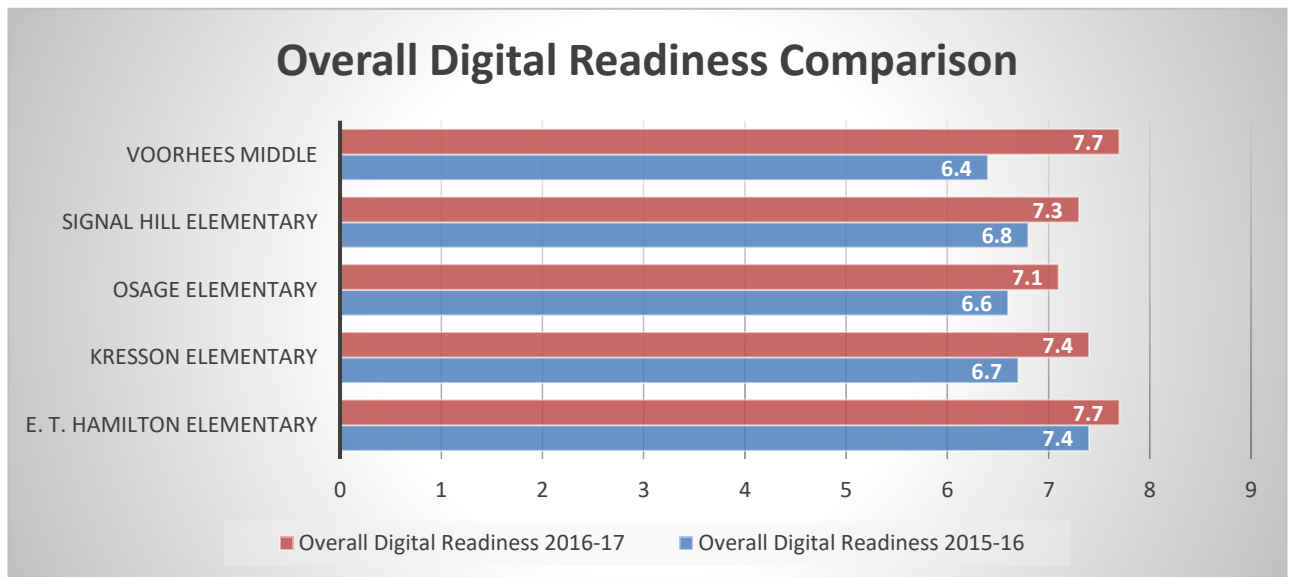
The NJTRAx technology readiness database is designed to collect and store the datasets that inform readiness ratings. These ratings are published in reports that are customized for each school, district, region, and for the state. NJTRAx has been revised to reflect the single administration for the Spring PARCC Assessments as well as for the possibility of field test units. The districts will continue to keep the data in NJTRAx up to date so that the data reflects the present reality of the district.

To assist districts with developing digital learning environments, new digital learning surveys and reporting capabilities have been added to the NJTRAx interactive technology readiness data and reporting system. Each district school now has the ability to track and strategically plan for digital learning policies and practices. The launch of NJTRAx Digital Learning (DL) is part of the NJDOE Educational Technology's long-term Digital Learning Initiative (DLI) and Voorhees Township School district has embraced the established framework as we evolve our local Digital Learning Readiness posture.

Each of our schools is now using the NJTRAx Digital Learning tool to document their readiness and implementation ratings for digital learning, and we use the Digital Learning framework to assist each school to be ready for digital learning. Stakeholders may gain insight into the school’s digital learning readiness, its digital learning implementation, and the gaps the school currently has that must be closed if they are to use technology efficiently and effectively, in ways that increase our students’ college and career readiness.

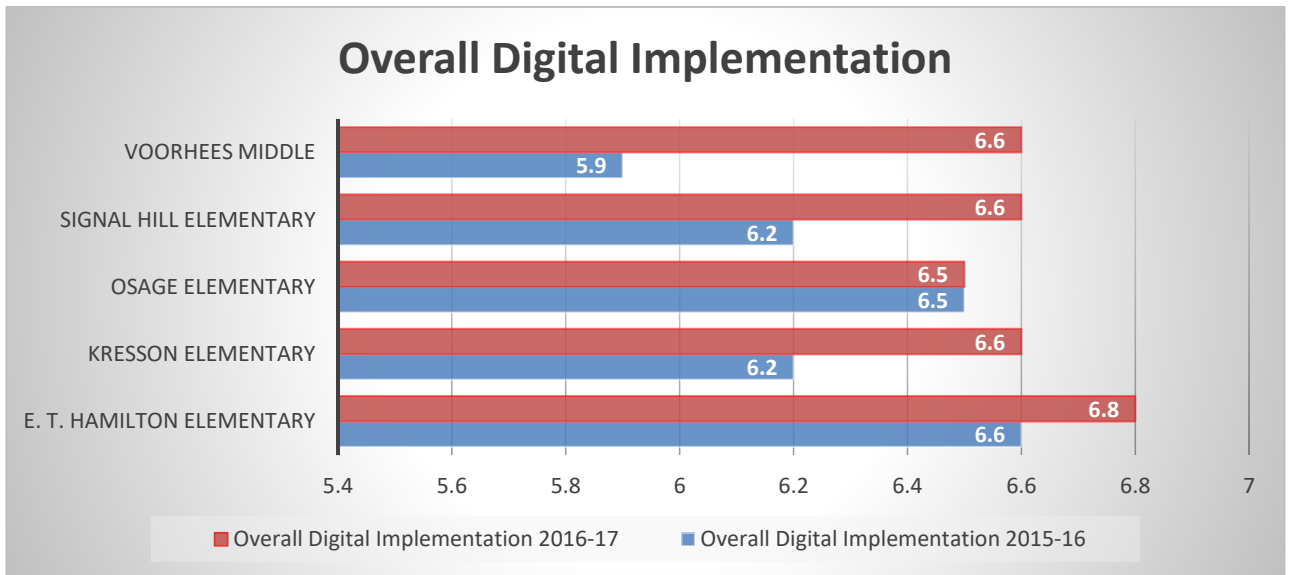
Grounded in a key set of indicators for effective implementation of digital learning, six surveys were used to collect data from six different stakeholder groups. Those six include: students, parents/guardians, teachers, school administrators, information technology coordinator, and educational technology coordinator. The data has been collected and a customized report for each school has been generated with its readiness ratings for digital learning and comparisons of perspectives across the survey respondent groups. Sponsored by the New Jersey Department of Education, this Digital Learning tool is a school version of the District Readiness Assessment (<http://dashboard.futurereadyschools.org/>) used at the White House Future Ready Summits (<http://tech.ed.gov/futureready/>). Stakeholder groups in each of our school communities had completed the survey process during the established March-April 2016 and February-May 2017 windows, and although the full content of each school’s report may be found posted on the district’s website (<http://www.voorhees.k12.nj.us/Page/82984>), the following illustration provides comparative data related to Overall Digital Readiness and Overall Digital Implementation during both 2015-16 and 2016-17:

### NJTRAx Overall Digital Learning Readiness Growth Report



The Digital Learning Readiness Rating is scored on a continuum from Investigating, to Envisioning, Planning, and Staging for implementation. Each of the ratings is based on a scale of 0-10.

Investigating	0-3	Envisioning	4-5	Planning	6-7	Staging	8-10
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A school’s implementation rating represents the extent to which digital learning is implemented with students. The Digital Learning Implementation Rating is scored on a scale of 1-10 on a continuum from no/low implementation, to moderate, and then high implementation. Only 5 of the 8 gears are used to calculate the implementation score, since the other three gears do not directly impact students.

<b>No/Low Implementation</b>	<b>0-3</b>	<b>Moderate Implementation</b>	<b>4-7</b>	<b>High Implementation</b>	<b>8-10</b>
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**BASIC SKILLS IMPROVEMENT PROGRAM**

**ANNUAL REPORT**

**2016-2017**

**Dan Mattie**  
**Director of Program Development**

**BASIC SKILLS IMPROVEMENT PROGRAM**

**Dan Mattie**

**BASIC SKILLS IMPROVEMENT PROGRAM DESCRIPTION**

The Basic Skills Improvement Program is a federally and locally funded program that provides supplemental instruction in reading, math, and writing to Voorhees Township students in grades pre-kindergarten through eighth. This year Voorhees Township received **\$231,909** from the federal government to help fund the program.

The district serviced Basic Skills students with class sizes at or below fifteen (15) students, thus increasing student/teacher contact time. Basic Skills teachers saw kindergarten children at least twice a week for twenty minutes each session. Elementary students in grades kindergarten through five were seen a minimum of one hour a week in two 30 minute sessions for each content area serviced. Osage students were seen five times per week because they are the district’s Title I school. In all elementary schools, we are working to implement a “push in” model so that students can remain in the regular classroom and participate in the regular classroom teacher’s lesson. BSIP teachers can then work within the regular classroom with small groups after the lesson has been presented. In the Middle School, the Basic Skills teachers taught students math and language arts five days a week with a reduced class size. Students were also provided instruction via extended-day programs in all elementary schools and via an NJ Assessment prep class at the Voorhees Middle school.

**PARTICIPATING STUDENTS FOR 2016-2017**

Kindergarten-----	32
Grade 1-----	33
Grade 2-----	29
Grade 3-----	31
Grade 4-----	27
Grade 5-----	29
Grade 6-----	33
Grade 7-----	23
Grade 8-----	27
Total Students-(unduplicated total) -----	264

**BSIP STAFF**

- Supervisor - Part Time
- Elementary Level – 6 Full Time Teachers
- Middle School – 5 Full Time Teachers
- Extended-Day Program in each elementary school



**BSIP MEETINGS**

Collaboration meetings were conducted with program staff to coordinate the Basic Skills Improvement Program throughout the district:

- September 14, 2016**
- December 6, 2016**
- February 17, 2017**
- June 7, 2017**

Additional meetings were scheduled as needed with BSIP staff members, guidance counselors, and school administrators. District meetings for parents of Basic Skills students were conducted during each building’s Back to School Nights held in the fall 2016.

**TEST RESULTS/PROGRAM EVALUATION**

The Voorhees Township Public School district measures success in the Basic Skills Improvement Program through district testing, standardized testing programs, and New Jersey State assessments. The district uses the test results to determine whether students perform well enough to exit from the Basic Skills Program or remain for the next school year. During the 2016-2017 school year, kindergarten and first grade students were evaluated using a district profile that combined unit test score results and other formal and informal evaluation data. Students in grade two were evaluated using the district developed profile sheets. Students in grades three through eight were evaluated using a district profile in conjunction with the results of the New Jersey Assessment. The following chart indicates the percentage of students in each grade level who performed well enough to exit the Basic Skills Improvement Program in each of the subject areas.

**English Language Arts Results**

<b>Grade</b>	<b>Total Students</b>	<b>Number Exited</b>	<b>Percent Exited</b>
<b>Kindergarten</b>	<b>31</b>	<b>22</b>	<b>72</b>
<b>First Grade</b>	<b>29</b>	<b>16</b>	<b>55</b>
<b>Second Grade</b>	<b>18</b>	<b>13</b>	<b>72</b>
<b>Third Grade</b>	<b>19</b>	<b>7</b>	<b>37</b>
<b>Fourth Grade</b>	<b>17</b>	<b>7</b>	<b>41</b>
<b>Fifth Grade</b>	<b>22</b>	<b>9</b>	<b>41</b>
<b>Sixth Grade</b>	<b>11</b>	<b>2</b>	<b>18</b>
<b>Seventh Grade</b>	<b>15</b>	<b>6</b>	<b>40</b>
<b>Eighth Grade</b>	<b>37</b>	<b>10</b>	<b>27</b>

**Math Results**

<b>Grade</b>	<b>Total Students</b>	<b>Number Exited</b>	<b>Percent Exited</b>
<b>Kindergarten</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>First Grade</b>	<b>13</b>	<b>8</b>	<b>62</b>
<b>Second Grade</b>	<b>19</b>	<b>11</b>	<b>58</b>
<b>Third Grade</b>	<b>27</b>	<b>8</b>	<b>30</b>
<b>Fourth Grade</b>	<b>21</b>	<b>1-</b>	<b>48</b>
<b>Fifth Grade</b>	<b>20</b>	<b>9</b>	<b>45</b>
<b>Sixth Grade</b>	<b>31</b>	<b>6</b>	<b>19</b>
<b>Seventh Grade</b>	<b>18</b>	<b>1</b>	<b>5</b>
<b>Eighth Grade</b>	<b>15</b>	<b>5</b>	<b>33</b>

**ENGLISH AS A SECOND LANGUAGE PROGRAM**

**2016-2017**

**ANNUAL REPORT**

**Susan Donnelly**  
**Coordinator of Special Projects**

## **ENGLISH AS A SECOND LANGUAGE**

**Susan Donnelly**  
**Coordinator of Special Projects**

### **Introduction**

The Bilingual Education Act (N.J.S.A. 18A: 35-16) was enacted to ensure that students of limited English proficiency are provided instruction, which will allow them to continue to develop academic skills while acquiring English language skills. Chapter 212 as amended also reaffirmed the need to provide special instructional programs to children who do not know sufficient English to work successfully in an English-only classroom. State bilingual categorical aid is made available to districts to assist them in meeting the educational needs of these children. To qualify for these funds, districts are required to submit a program plan describing how these services will be provided.

### **The Voorhees Township Public School's ESL Program**

Currently, the ESL Program in the Voorhees Township School District is organized to meet the needs of its LEP students on three proficiency levels: beginning, intermediate, and advanced. Students are grouped both by proficiency level and grade level. When grouped by proficiency level, we use cross grading. When grouped by grade level, we use multiple proficiency levels together, thus providing opportunities for the more advanced students to apply their newly acquired skills in a controlled, risk-free setting. Preschool ESL students are serviced through an in-class support model. When the ESL teacher has Preschool students enrolled, she follows the classroom teacher's curriculum and lesson plan for approximately 15 minutes two times each week. At the elementary school level, we use a pull out program that provides ESL students a minimum of 30 minutes of ESL instruction each day. In the middle school, a pull out program is also used. Students at the middle school level are afforded ESL instruction a minimum of 45 minutes per day.

**2015-2016 Program Data**

**Budget Resources:**

Local Funding

Federal Funding

**Staff:**           Coordinator (P/T)  
                           2 Full Time ESL Teachers

**ESL Students**

<b>School</b>	<b>Total Students in Program this School Year</b>
Signal Hill	13
Osage	26
Middle	12

<b>Total</b>	<b>51</b>
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**Student Exiting Procedures**

Student’s progress is assessed and monitored throughout the year and a final review occurs annually. Using the Multiple Exit Criteria Form students are either exited or remain in the ESL program following the review. The form requires the completion of nine areas of information that is completed jointly by the ESL teacher, the regular classroom teacher and/or the reading specialist. Based on a total score 15 or less, a recommendation is made to have the student either remain or exit the ESL program. A student profile sheet is initiated based on classroom performance observed by the ESL teacher, the regular classroom teacher and/or the reading specialist. Once exited, the student is monitored for a period of one (1) school year to ensure success in the regular program and to provide periodic assistance, if required. A State report also includes the number of students who have moved out of the district or who have exited the ESL program.

**Language Breakdown**

Arabic	Bengali	Cantonese	German
Gujarati	Hebrew	Hindi	Japanese
Korean	Mandarin	Maithili	Marathi
Nepali	Portuguese	Punjabi	Russian
Sinhala; Sinhalese	Spanish; Castilian	Tagalog	Tamil
Telugu	Turkish	Vietnamese	

ESL teachers assess students when they enter our school district using the W-APT test. One of five levels of Performance, 5: - Full English Proficiency, 4: - Advanced; 3: - Upper Intermediate; 2: - Lower Intermediate; and 1: - Beginners, was determined for our ESL students through the use of a rubric. These levels of performance provide the required assessment that will demonstrate progress of our limited English proficient students in English proficiency. ESL students participate in the State ACCESS WIDA Computer based testing to monitor progress in the program. Additionally, district staff continues to enhance instruction through an assortment of training opportunities. Our ESL teachers also work closely with classroom teachers to provide strategies to encourage our ESL students. Students also take the ACCESS test annually to assess progress in the program.

As a final note, the E.S.L. program for grades Pre-K – 8 continues to successfully enhance instruction. The Hampton Brown Company provides for a scope and sequence of units with complete skills coverage for standards-based instruction within each of the following ten strands:

- Language development and communication
- Reading and vocabulary
- Literacy analysis and appreciation
- Listening, speaking, viewing and representing
- Writing - Grammar, usage, mechanics and spellings
- Technology and media
- Cultural perspectives

Grade Pre-K – 5 objectives emulate Hampton Brown’s Avenues program, where grades 6 – 8 reflect objectives that are in the High Point program. Pre-K objectives have been adapted from the program and will be available for students when appropriate. All objectives cover language, literacy and content instruction (Social Studies, Science, Mathematics, and Fine Arts) and are correlated to the World-Class Instructional Design Assessment Standards, as well as selected New Jersey Core Curriculum Standards for Language Arts Literacy.

Our elementary ESL teachers and general education teachers also have access to an ESL component of the districts’ “Reading Streets” literacy program. By using this component, ESL teachers can support their students on the same skills, concepts, and themes being taught during their language arts instruction. The ESL component of Reading Street is broken down into three parts; English Language Learning and Literacy, Grammar Instruction for English Language Learners, and Phonics Instruction for English Language Learners. This program has been very successful for our students.

**LANGUAGE ARTS LITERACY**

**ANNUAL REPORT**

**2016-2017**

**Mary Tadley  
Assistant Principal/District Supervisor**

## **LANGUAGE ARTS LITERACY**

**Mary Tadley**

**Assistant Principal/Supervisor**

This year our district continued to focus on the Common Core standards and making our students 21<sup>st</sup> century learners, particularly in language arts. Two years ago, our teachers received training in close reading strategies, Writer's Workshop, and the shifts in the Common Core Standards. Our teachers continued to use these new strategies and programs during the 2016-2017 school year. Our students have benefited from these changes, particularly in writing. Writer's Workshop is being used at 2 of our elementary schools and the Zaner-Bloser Writing program is being used at the other two. All of the schools have reported success and improvement show in their student's writing.

At the elementary level, we have continued to use the Pearson Reading Street Program but are working to make modifications, as necessary, to ensure we are teaching all of the required standards. This year, literacy committees were formed for grades 2-5 to closely examine our current series and make changes as needed. Changes included adding supplemental materials to our program, purchasing digital subscriptions for a variety of online tools, modifying assessments, and integrating novel units into the upper grades curriculum. After the committee work was completed, each grade met to learn about the new changes and plan for the upcoming school year. Teachers were given new materials as well as an updated scope and sequence to use next school year. Additionally, teachers met with a representative from i-ready. The district has decided to implement i-ready for grades 2-5 in the 2017-2018 school year. Committee work will continue next school year as we monitor the progress of our students with the changes we have made and also begin to consider purchasing a new literacy curriculum for the 2018-2019 school year.

At the middle school level, successful change continues with literacy instruction in both the special education and basic skills programs. The Hampton-Brown Inside series continues to be a great fit for the needs of sixth grade special education and B.S.I.P. students, while Pearson-Prentice Hall's - The Reader's Journey continues to be the favorite for both seventh and eighth grades. Each provided program connections to the five literacy standards in reading, writing, language, listening and viewing, while also supporting the differentiated instructional model throughout; and mirrored or supported district language arts literacy curriculum.

The English Language Arts Literacy Curriculum Guide encourages development of each child's ability to communicate is provided through the compilation of this inclusive curriculum. It incorporates many aspects of scholarly vocabulary development to enhance and improve reading comprehension of complex and other text, writing strategies, speaking and listening skills, research skills, and technology applicable instruction to provide increased proficiency in the area of English Language Arts. Considering that our district believes that the English Language Arts goes beyond functional literacy in all content areas, we intend to foster lifelong literacy and learning for our students. It is therefore essential to prepare our students with college and career readiness skills through literacy and other instruction, as referenced in our Language Arts Literacy Curriculum Guide.

Countless methods and/or strategies for assessment are in place, and continue to be monitored effectively in classrooms throughout each grade level. All assisted with guiding instruction. Research formats recommended in the past, assisted with the creation of assessment and other strategic procedures for district staff. Assessment procedures provide provisions for continued monitoring of instruction, student mastery and/or need for



reinforcement or re-teaching. The creation of Benchmark assessments assisted with monitoring implementation of selected Common Core Standards that provide the most instructional change.

Technology continues to be infused as an integral part of our district's Literacy curriculum. Offline and/or online resources continue to be used. The tiered Reading Street Literacy Program's online SuccessNet component provides a host of online resources to integrate literacy with technology that can be used at home with parental support once teachers assign specific activities to review. Smartboard technology also provides an excellent support for staff through the manipulation and visual representation of text and graphic displays in a highly interactive motivating approach. This year, more I-pads were purchased throughout the district and many teachers are accessing Pearson tools and resources through their I-pad. Students are also using their personal devices at home to access the reading program. Students in the middle school, all fifth grade students, and select elementary classrooms, now have 1:1 I-pads. This allows for constant access to the reading program, E-Books, educational apps, and countless other tools that enhance their language arts skills.

The use of literature and/or novel reading to teach skill development continues to be in place. Reading and Library/Media specialists have available skill development materials and technologies for use with selected literature. Specific novels for reading instruction are provided through the use of classroom libraries as an option. Guidelines and criteria for the selection of replacement novels occur mainly at the middle school since this resource is not included in the Language Arts Literacy Curriculum Guide. Observation, careful monitoring and modifications of the program as needed to benefit our students and staff is always considered.

A focus on Writer's Workshop lessons within Pearson Reading Street program, and other instructional skill development strategies provided by our staff, along with various word-processing programs have assisted with writing instruction. The reading/writing connection within the integration of Language Arts Literacy ensures the creation of a balanced literacy program in our district. This year, all teachers in grades 1-5 received one day of professional development to refresh their knowledge of Writer's Workshop. The in-service was led by master teachers in the district who have demonstrated their understanding of the Writer's Workshop program. Teachers are also being given the opportunity to purchase Writer's Workshop kits that are now aligned to the Common Core Standards.

This year, one of our elementary schools piloted the Foundations Reading Program in Kindergarten, First, and Second Grade. This program is a systematic approach to teaching children foundational skills such as phonemic awareness, phonics, high frequency word study, reading fluency, vocabulary, comprehension strategies, spelling, and handwriting. Teachers reported that this program was able to be used in conjunction with the Reading Street Program. Many found that it was another tool to help struggling learners. The district will be implementing Foundations in all kindergarten classrooms next year and teachers have begun to receive training.

The library media specialists throughout the district were also involved in a variety of unique activities that directly related to their specialty area. The online card cataloging system continues to be widely used. The Information Literacy Curriculum for kindergarten through fifth grade continues to enhance library/media specialists' and classroom teachers' instruction of integrated library/media skills. Staff has used the full range and maximum utilization of available technology resources cited in this curriculum. The collaborative

efforts of the district's educational technology department always assist with ensuring successful implementation of this curriculum.

Our district's teaching of Language Arts Literacy (English Language Arts) at all levels, continues to strive toward consistency and the maintaining of the highest and required standards. School-wide and district in-services for staff have been enhanced for the continuation of needed collaboration that ensures that district goals are met. Our district's state of the art strategic goals and objectives in the Literacy area seeks to continually strive to maintain and provide students and staff with the statistically best and current methods of instruction and materials. Our main goal is to constantly strive to keep the 21<sup>st</sup> Century Skills in mind for our student's ultimate success to compete in our global community.

**E.T. HAMILTON SCHOOL**  
**Northgate Drive**

**2016-2017**

**Andrew H. Moskowitz**  
**Principal**

**E.T. HAMILTON SCHOOL  
ANDREW H. MOSKOWITZ, PRINCIPAL  
2016-2017**

**ENROLLMENT**

<b><u>Grade</u></b>	<b><u>Number of Students</u></b>	<b><u>Number of Classes</u></b>
K	44	2
1	42	2
2	70	3
3	70	3
4	69	3
5	80	4

**SPECIAL NEEDS**

<b><u>Programs</u></b>	<b><u>Number of Students</u></b>
B.S.I.P. Reading	16
B.S.I.P Math	11
B.S.I.P. Reading and Math	11
Speech	69
Resource Room	25
Self-Contained	9

**SCHOOL PROGRAMS**

<b><u>Programs</u></b>	<b><u>Grades Included</u></b>
Kindergarten Orientation	K
Back-to-School Night	K-5
School Pictures	K-5
American Education Week	K-5
School Spirit Week	K-5
Halloween Parade	K-5
Winter Concert	1, 2, 3
Spring Concert	4 & 5
Enrichment Program Challenge Bowl	3-5
Move-Up Day Presentation	5
Authors' Nights	1
Art Expo	K-5
Fire Prevention Week/Voorhees Fire Co. Visit	K&1
Strings and Band Concert	4&5
Field Day	K-5
EP Shakespeare Convocation	4&5
End of Year Talent Shows	K-5
Volunteer Tea	Parents
Kindergarten Moving Up Ceremony	K
Violence and Vandalism-/Halloween Safety	1-5
Ability Awareness Activities	K-5
Anti-Bullying Assembly	K-5
Cyberbullying and Internet Safety Assembly	K-5

Respect Week	K-5
Veterans' Day Assembly	K-5
Bullying Prevention Assembly	K-5
Flag Day Assembly	K-5
Josh the Otter Book Assembly (Rotary Club)	1
Rotary Club Presentation (Dictionaries)	3
Bags for Books Collection (Mrs. Rosenberg)	K-5
Operation Yellow Ribbon (Collection of supplies for the troops)	K-5
First Grade Open House	1
Sky Dome Assembly	K-5
Holiday Sing-Along	K-5
Volleyball Pep Rally	K-5
Eastern High School Presentation of High School Play	3-5
Professional Learning Communities (PLC's)	K-5
Kyle Dine Allergy Awareness Day and Night Program	K-5
Hawks of a Feather Character Education Program	K-5
Field Trips	K-5
SPEAK Poster Contest	5
Tolerance Assembly	3-5
Music Technology Assembly	K-5
6 <sup>th</sup> Grade Orientation	5
Fifth Grade Day	5
Pasta for Pennies	K-5
Bags of Books Drive	K-5
PARCC Enrichment	3-5
Author Assembly	K-5
Chick Hatching Project	1
Food Allergy Assembly	K-5
Band and Chorus Demonstration	5

**PARENT FACULTY ASSOCIATION**

HPFA Breakfast (new parents)
HPFA Membership Drive
HPFA Designer Handbag Bingo
Halloween Candy Drive/McDonald's House
Yearbook
Book Fair
Staff Luncheon
5th Grade Day
Helping Hands Collections /Packaging Night
Volunteer Parents/Lunchroom Volunteers
Holiday Shop
The Giving Tree
McDonald's Night
Rita's Water Ice Night
Chick-Fil-A Night
Dollar Days
Winter Carnival
Science Fair

Bandanna Sale  
 School Store  
 Color-a-Thon  
 Magazine Sale  
 Bowling Fundraiser  
 Family Skating Night  
 Skating Party  
 Monte Carlo Night  
 Yankee Candle Sale  
 Burger 21 Night  
 Save Around Fundraiser  
 Gianni Fundraiser  
 Chipotle Night  
 Friendly's Night  
 Passarielli Night  
 School Kidz Sale  
 Movie Night at VMS  
 Iron Hill Night  
 Mr. Softee

**NUMBER OF STAFF**

Certificated Full-Time (includes 1 administrator)	32
Certificated Part-Time or Shared:	6
Non-Certificated Full-Time	8
Non-Certificated Part-Time or Shared	6

E. T. Hamilton Annual Required Training			
Topic	Date	Participants	Method
<b>Staff Training</b>			
Substance Abuse Staff Training	9/19/16 Throughout the year	Staff/faculty meeting	Reviewed policy-principal: Power Point.
HIB bullying/student harassment staff training	9/06/16, 9/19/16, 11/07/16, 01/09/17 2/1/17	Staff/faculty meetings	Discussion with the Principal/counselor/ GCN Training
		Counselor	Classroom discussions
	Throughout the year	Volunteers	Mr. Myers/HIB Climate Survey.
Staff Harassment Training	9/19/16 Throughout the year	Staff/faculty meeting	Policy mentioned by the principal at faculty meeting.

Suicide Awareness, Prevention Training	9/6/16 Throughout the year	Presenter Staff/faculty meeting	District Staff GCN training for new staff. Review of district policies/procedures-principal.
School Safety/Emergency Plan Training	9/6/16 9/19/16  9/7/16 2/14/17  9/12/16 11/09/16 05/18/17	Staff/faculty Meetings  Committee Members/ <b>Crisis Team Meetings</b>  Committee Members/ <b>School Safety (HIB)Committee Meetings</b>	Copies to all and reviewed at meetings Introduced the Crisis Prevention Team and procedures-principal.  Discussed emergency drills. Reviewed the security plan with the principal. Discussed HIB Survey and the climate of the school. Reviewed polices and regulations Discussion of policy at faculty meeting. GCN training for new staff.
Sexual Harassment of Students-Training	9/19/16	Staff/faculty Meeting	
Missing/Abused/Neglected Children Training	9/19/16 Throughout the year	Staff/faculty meeting	Principal reviewed (DCP&P) requirements and district policy.
Equal Educational Opportunity/Achievement Gap training	9/19/16 Not GAP Trained	Staff/faculty meeting	Presented through the faculty meeting agenda.
Blood Borne Pathogens	9/19/16 Throughout the year	Staff/faculty meeting	Nurse presented information. GCN training for new staff.
Violence and Vandalism Week Activities for staff	Week of 10/03/16-10/07/16 Throughout the year	Staff/students	Faculty meeting and events were completed with collaboration by grade level partners on activities during the week.

<p>Violence and Vandalism</p>	<p>Throughout the year</p>	<p>Staff</p>	<p>Counselor presented lesson in classrooms.</p> <p>Streaming videos Stories</p> <p>Various activities in classrooms.</p>
<p>Allergy Management</p>	<p>09/19/16 11/07/16 01/09/17</p>	<p>Staff/faculty meeting</p>	<p>Review of policy GCN training done individually.</p>
<p>Asthma</p>	<p>09/19/16 Throughout the year</p>	<p>Staff/faculty meeting</p>	<p>Review policies with the school nurse. GCN Training for new staff.</p>
<p>Eye Protection</p>	<p>09/19/16 Throughout the year</p>	<p>Staff/faculty meeting</p>	<p>GCN training individually for new staff. School nurse presented information.</p>
<p>Intervention and Referral</p>	<p>Throughout the year</p>	<p>RTI meetings</p>	<p>Counselor and CST members.</p>
<p>School Nurse delegates for Epi-Pen</p>	<p>Throughout the Year (4 times; represented refresher trainings at the end of each marking period.)</p> <p>11/07/16</p> <p>Throughout the</p>	<p>Delegates</p>	<p>Nurse-trained individually all delegates</p> <p>Principal reviewed policies.</p>



Expectations for Pupil Conduct	Year 11/07/16	Staff/faculty Meeting	Principal reviewed policies
Pupil Discipline Code of Conduct	Throughout the year	Staff/faculty Meeting	Principal reviewed procedures
Diabetes Awareness	9/19/16	Nurse	Power Point presentation by the Principal
Gang Awareness Policy	Fall 2016	Faculty Meeting	Workshop
Suicide Prevention Training	10/13/16	All-Staff	Workshop
Janet Caldwell Math Presentation	1/5/17	Staff/Parents K-5 staff	Workshop
CPI Training	January 2017	Staff	Workshop
Microsoft 365	Fall 2016 and Spring 2017	Staff	Workshop
Reading Committee		Staff	Workshop
<b>Student Training</b>			
Bullying/Harassment Training	Throughout the year	Students K-5	Information/lessons from counselor and teachers; Health classes; Assembly with Grade 5.
Substance Abuse Training	Throughout the year	Students 1 <sup>st</sup> -5 <sup>th</sup>	Health classes
Violence and Vandalism Week Activities for students	Respect week 10/3/16-10/07/16; V&V week 10/17/15-10/21/16	Students and staff	Reading poems Writing songs Bulletin boards Class Posters Counselor lesson-see counselors' plans and teachers required student training worksheets.

**KRESSON ELEMENTARY SCHOOL**

**7 School Lane**

**2016-2017  
Annual Report**

**Stacey Morris  
Principal**

**Kresson School  
2016-2017 Annual Report  
Stacey Morris  
Principal  
KRESSON SCHOOL**

**Enrollment**

<b><u>Grade</u></b>	<b><u>Number Of Students</u></b>	<b><u>Number Of Classes</u></b>
K	89	4
1	59	3
2	73	4
3	54	3
4	68	3
5	56	3

**Special Needs**

<b><u>Programs</u></b>	<b><u>Number of Students</u></b>
B.S.I.P. (Reading)	22
B.S.I.P. (Math)	13
Speech	37
Resource Room	34
Self-Contained	14
Enrichment Program	31

**School Programs**

<b><u>Programs</u></b>	<b><u>Grades Included</u></b>
Back-To-School Night (1)	K – 5 <sup>th</sup>
Winter Concert	3 <sup>rd</sup> – 5 <sup>th</sup>
Spring Concert	1 <sup>st</sup> – 2 <sup>nd</sup>
Instrumental Music Program	4 <sup>th</sup> – 5 <sup>th</sup>
Art Show	1 <sup>st</sup> – 5 <sup>th</sup>
Fun & Fitness Day	1 <sup>st</sup> – 5 <sup>th</sup>
Voorhees Fire Co. Visit	1 <sup>st</sup> – 2 <sup>nd</sup>
Kindergarten Orientation	Kindergarten
Kindergarten Celebration Day	Kindergarten
New Parent Orientation (1)	1 <sup>st</sup> – 5 <sup>th</sup>
Reading Incentive Program	K – 5 <sup>th</sup>
Fifth Grade "Promotion Day"	5 <sup>th</sup>
EP Challenge Bowl	3 <sup>rd</sup> – 5 <sup>th</sup>
EP Convocations	4 <sup>th</sup> – 5 <sup>th</sup>
Talent Show	4 <sup>th</sup> – 5 <sup>th</sup>
Grand Friends' Day	3 <sup>rd</sup>
Digital Citizenship	K – 5 <sup>th</sup>
STEM Fair	K – 5 <sup>th</sup>
Josh the Otter	K

### **School Programs**

#### **Programs**

#### **Grades Included**

Field Trips	K – 5 <sup>th</sup>
Skywatch	K – 5 <sup>th</sup>
Literacy After School Class	3 <sup>rd</sup> – 5 <sup>th</sup>
Spelling Bee	3 <sup>rd</sup> – 5 <sup>th</sup>
Math 24 Challenge	4 <sup>th</sup> – 5 <sup>th</sup>
Week of Respect	K – 5 <sup>th</sup>
PARCC Enrichment	3 <sup>rd</sup> – 5 <sup>th</sup>

### **School Assemblies**

Welcome Back Assembly  
Halloween Safety - Voorhees Police  
It Pays To Be Nice – Sadecky’s Puppets  
Education Jeopardy - Unique, Inc  
Reading Incentive Assembly  
Volleyball Pep Rally and Kick-Off Assembly  
Bus Safety Program  
Voorhees Rotary Club – Water Safety  
Voorhees Rotary Club – Dictionaries  
SPEAK Disabilities Awareness  
Kresson Character Counts Assemblies  
Pasta for Pennies kick-off  
Anti Bullying – Sikh Awareness Assembly  
Kyle Dine Allergy Awareness Assembly  
Author Assemblies

### **Parent/Faculty Association Activities**

General Meetings (evening)  
Assembly Programs  
Yearbook  
Welcome Back Staff Breakfast  
Staff Appreciation Luncheon  
Fifth Grade Promotion Activities  
Grand Friends’ Day  
Reading Incentive Program  
Student Artwork Project  
Family Movie Night  
Winter Carnival  
Welcome Back Picnic  
Candy Bar Bingo

**KPFA Fundraisers**

Holiday Shop  
Scholastic Book Fair  
Dining Out Events  
School Store  
Color FunRun  
Spirit Wear  
Victorious Bandana Sale  
KidStuff Coupon Book Sale  
Bake Sales  
Trivia Night  
Rita's Water Ice

**KPFA Community Service Activities**

The Giving Tree  
Adopt-A-Family  
Pasta for Pennies  
Alicia Rose Victorious Foundation

**Other Activities**

Safety Patrol  
Beginning/Advanced Band  
Orchestra  
Choir

**Number of Staff**

Certificated	37
Non-Certificated	18

<b>Kresson School Annual Required Training</b>			
<b>Topic</b>	<b>Date</b>	<b>Participants</b>	<b>Method</b>
<b>Staff Training</b>			
Substance Abuse Staff Training Alcohol, Tobacco, & Other Drugs	9/19/16  Throughout the year	All Staff	Faculty Meeting PowerPoint Review & Discussion
Bullying/Student Harassment Staff Training (HIB) Pupil Discipline/Code of Conduct	9/6/16, 9/19/16  Throughout the year	All Staff Volunteers	Staff Handbook PowerPoint District Website Faculty Meeting
Staff Harassment Training	9/19/16	All Staff	Faculty Meeting Power Point
Student Sexual Harassment	9/19/16	All Staff	Presentation GCN
Suicide Awareness, Prevention Training (and connection to HIB)	9/19/16  Throughout the year	All Staff	Faculty Meeting Review of District Policies/Procedures District Website PowerPoint GCN for New Staff
School Safety/Emergency Plan Training	9/6/16, 9/19/16  Throughout the year  9/6/16, 2/16/17  9/6/16, 11/9/16, 5/19/17	All Staff / Faculty Meetings  Crisis Team Meetings  School Safety Committee	Copies to all and reviewed at meetings. Introduced the Crisis Team and procedures.  Discussed emergency drills. Reviewed security plan and discussed HIB survey and school climate.
Missing/Abused/Neglected Children Training	9/19/16, 10/10/16	All Staff	Faculty Meeting reviewed requirements and district policy.
Equal Educational Opportunity/Achievement Gap training	9/19/16	All Staff	Faculty Meeting PowerPoint
Blood Borne Pathogens	9/19/16	All Staff	Faculty Meeting PowerPoint

Asthma Training	9/19/16, 10/10/16	New Staff	Nurse Handouts GCN
Violence and Vandalism Week Activities for staff	10/10/16  Ongoing throughout the school year	Certified Teachers	Faculty Meeting Handouts Classroom lessons Assembly programs
Eye Protection	9/19/16	Designated staff and teachers as needed	Nurse individual instruction
Intervention and Referral	Throughout the year	RTI meetings	Principal reviewed policies / Reading Specialist gave individual instructions
School Nurse delegates for Epi-Pen	Throughout the year (4 times)	Delegates	Nurse Training
Expectations for Pupil Conduct	11/7/16 Throughout the year	All Staff	Faculty Meeting
Pupil Discipline Code of Conduct	11/7/16	All Staff	Faculty Meeting Power Point
Diabetes Awareness	Throughout the year	Nurse	Reviewed medical procedures
Gang Awareness Policy	11/7/16	All Staff	Faculty Meeting Power Point
<b>Student Training</b>			
Bullying/Harassment Training	Throughout the year	Students K - 5	Policies to all students/parents Health Lessons Guidance lessons Week of Respect

			Character Education Assemblies and Activities
Substance Abuse Training	Throughout the school year	Grades 1 -5	Health Curriculum
Violence and Vandalism Week Activities for students	Week of 10/17/16-10/21/16	All Students	Grade level presentations and activities by staff  Police Visit and Assembly on Halloween Safety/Crime Prevention



**OSAGE ELEMENTARY SCHOOL**  
**Somerdale Road**

**2016-2017**  
**Annual Report**

**Robert Cranmer**  
**Principal**

**Osage School  
Voorhees Township School District  
Robert Cranmer, Principal**

**Enrollment**

	<b>Number of Students</b>	<b>Number of Classes</b>
<b>K</b>	85	6
<b>1</b>	127	6
<b>2</b>	82	5
<b>3</b>	99	5
<b>4</b>	114	5
<b>5</b>	97	5
<b>Self-Contained</b>	12	3
<b>Total Students</b>	616	

**Special Needs Programs**

**Number of Students**

BSIP Literacy & Math	72
Speech	60
Resource Room	30
Inclusion	14
ESL	26
Special Education	
Autism	1
Specific Learning Disability	16
Other Health Impaired	20
Communication Impaired	15
Multi-Disabled	2
Emotionally Disturbed	0
Vision Impaired	1
Cognitively Impaired	0
Auditory Impaired	0

### School Programs

<b>Programs</b>	<b>Grades Included</b>
Kindergarten Orientation	Kindergarten
Back-to-School Night	All Grades
American Education Week	All Grades
Family Reading Night	All Grades
Family Fitness Challenge	1-5
Hall of Presidents	2
Instrumental Concert	4 & 5
December Concert	5
March Concert	4
May Concert	3
Field Day	All Grades
Fifth Grade Parent/Student Promotion Luncheon	5
Student Talent Show	4 & 5
Kindergarten Fun in the Sun	Kindergarten
Parent Volunteer Appreciation Night	Parents
Homework Helpers	1-5
Holiday Sing-A-Long	All Grades
Literacy After School Clubs	4&5
Extended Day BSIP Program	3-5
Voorhees Fire Department Visit	1 & 2
New Parent Orientation	All Grades
Heritage Food Festival	4
Spelling Bee	4
EP Challenge Bowl	3 <sup>rd</sup> – 5 <sup>th</sup>
EP Convocations	4 <sup>th</sup> – 5 <sup>th</sup>
Math 24 Challenge	4 <sup>th</sup> – 5 <sup>th</sup>

### School Assemblies

Fire Prevention	(All Grades)
Bus Safety Program	(K, 1 & 2)
Saddecky Puppets – Respect/Character Ed/HIB	(All Grades)
Halloween Safety	(All Grades)
Eastern High School Musical	(All Grades)
Voorhees Color Run Assembly/Pep Rally	(All Grades)
Wildlife Conservation (eagles/falcons)	(5 <sup>th</sup> Grade)
Magic by Chad Juros	(All Grades)
Author Day: Christine Ieronimo	(All Grades)
Author Day: Lori Miller	(All Grades)
Prismatic Laser Show “Science Spectacular”	(All Grades)
Superstar Character Academy	(All Grades)
Voorhees VTEA Volleyball Assembly/Pep Rally	(All Grades)
Voorhees Rotary Club – Water Safety	(kindergarten)

Voorhees Rotary Club – Dictionaries  
Food Allergy Awareness Assembly

(Grade 3)  
(All Grades)

**Parent/Faculty Organization Activities**

Five General Meetings  
8 Assemblies  
Staff Holiday Treats  
Staff Appreciation Week  
Family Fun Night  
Welcome Back Movie Night  
1 Skating Party  
Thanksgiving Feast  
Fifth Grade Promotion Luncheon

**OPF Fundraisers**

Osage Craftival  
Otis Spunkmeyer Cookie Sale  
T-Shirt Sale  
Gertrude Hawk  
Holiday Gift Shop  
School Book Fair  
Color Run  
Pretzel Sales  
General Mills Box Tops  
Otis Spunkmeyer Cookie Sale  
Chick-fil-A, Friendly's, and Burger 21 Booster Nights  
Rita's Water Ice Nights

**OPF Community Service Activities**

Giving Tree  
Alicia Rose Victorious Foundation  
Food Drive

**Other Activities**

Safety Patrol  
Beginning/Advanced Band  
Gym Club  
Peer Helpers  
Office Helpers  
Guidance Club  
Homework Helpers  
Adopt-A-Cop – Grade 3 – Sponsored by Voorhees Police

**Number of Staff**

Certificated - 58  
Certificated Part-Time or Shared - 6  
Non-Certified - 15

Osage School Annual Required Training			
Topic	Date	Participants	Method
Staff Training			
Substance Abuse Staff Training	September 19, 2016	All Staff	Faculty Meeting – Reviewed Policy Power Point Presentation
Harassment, Intimidation, and Bullying Staff Training & Pupil Discipline/Code of Conduct	September 6, 2016, September 19, 2016, Throughout the year	All Staff	Faculty Meeting, Staff Handbook, District Website, PowerPoint Presentation
Staff Harassment Training	September 19, 2016	All Staff	Faculty Meeting – Reviewed Policy Power Point Presentation, GCN Presentation
Sexual Harassment	September 19, 2016	All Staff	Faculty Meeting – Reviewed Policy Power Point Presentation
Suicide Awareness and Prevention	September 19, 2016 Throughout the year	All Staff	Faculty Meeting – Reviewed Policy Power Point Presentation GCN for New Staff
School Safety/Emergency Plan Training	September 6, 2016 September 19, 2016 Throughout the year  9/6/16, 11/9/16, 5/18/17	All Staff   Crisis Team Meetings and School Safety Committee	Plan provided to staff in September as part of the Faculty Handbook and then reviewed throughout the year at faculty and grade level meetings. Drills were practiced on a regular basis.  Discussed emergency drills. Reviewed security plan and discussed HIB survey and school climate

Missing/Abused/Neglected Children Training	September 19, 2016 October 10, 2016	All Staff	Faculty Meeting – Reviewed Policy Staff Handbook
Equal Educational Opportunity/Achievement Gap training	September 19, 2016	Certified Teachers	Faculty Meeting – Reviewed Policy Power Point Presentation, Grade Level Meetings focus on Student Achievement
Blood Borne Pathogens	September 19, 2016	All Staff New Staff –	Faculty Meeting – Power Point Presentation New Staff - GCN
Violence and Vandalism Week Activities for staff	Faculty Meeting October 10, 2016 Ongoing throughout the year	Certified Teachers	Faculty Meeting
Asthma Training	September 19, 2016 October 10, 2016	All Staff	Presentation and Printed Materials provided by Susan Guerin New Staff - GCN
Epi-Pen Training	Throughout Year	Designated Staff and teachers as needed	Nurse, Sue Guerin, provided individual instruction
Eye Protection	Throughout Year  September 19, 2016	Designated Staff and teachers as needed  All Staff	Nurse instruction  Faculty Meeting
Intervention and Referral	Throughout Year	RTI Meetings	Principal/Assistant Principal/ Counselor provide instruction
Expectations for Pupil Conduct	11/7/16	All Staff	Faculty Meeting

Pupil Discipline Code of Conduct	11/7/16	All Staff	Faculty Meeting Power Point
Diabetes Awareness	Throughout Year	Nurse	Reviewed medical procedures
Gang Awareness Policy	11/7/16	All Staff	Faculty Meeting Power Point
<b>Student Training</b>			
Harassment, Intimidation, Bullying Training	Through-out school year Guidance Lessons	All Students	Maura Abate conducted lessons and provided materials for students
	Week of Respect Activities		Character education assemblies and activities
	Health Lessons	Grades 1-5	
Substance Abuse Training	Throughout Year	Grades 1-5	Health Curriculum
Violence and Vandalism Week Activities for students	Week of October 17, 2016 (10/17/16-10/21/16)	All Students	Teachers implemented lessons and activities  Police Visit on Halloween Safety/Crime Prevention



**Signal Hill School**

**Signal Hill Drive**

**2016-2017  
Annual Report**

**Sharon R. Stallings  
Principal**

**Signal Hill School**

**Enrollment  
June 2017**

<b>Grade</b>	<b>Number of Students</b>	<b>Number of Classes</b>
Pre School Disabled (half day)	6	1
Pre School Disabled (full day)	14	2
Pre School Included	49	5
Kindergarten	43	2
1	68	3
2	68	4
3	81	4
4	82	3
5	72	4
Multiply Disabled	5	1
Homebound	2	
<b>Total</b>	<b>490</b>	

<b>Programs</b>	<b>Number of Students</b>
B.S.I.P. (Kindergarten)	11
B.S.I.P. (Reading/Language only)	11
B.S.I.P. (Math only)	12
B.S.I.P. (Reading & Math)	13
Speech (K-5)	62
Speech (Preschool)	36
Resource Centers	25
In Class Support	11
Multiply Disabled	5
Pre School Disabled (half day)	6
Pre School Disabled (full time)	14
Pre School Included (ages 3 and 4)	49
English as a Second Language	13
Enrichment Program (3-5)	23
Enrichment Program (K-2)	9

**School Programs**

<b>Programs</b>	<b>Grades Included</b>
Husky PRIDE Character Education Program	All
New Parent Orientation Tea	All New Parents
Back-to-School Night	PS, K-5
Fire Prevention Week Visit	K-1
School Violence Prevention Week Activities	All
Halloween Parade	All
American Education Week Visitation (400+ parent visitors)	All
Influential African American Museum presented by 1 <sup>st</sup> grade	All
Lunches from the Heart	1-5
Music Concert	2-3
Music Concert	4-5
Student Abilities Awareness Week/Poster Contest	All
Family Fitness Challenge	1-5
Instrumental Concert	Bands/Orchestra
Fun and Fitness Day	1-5
STEM Day (Sponsored by SHPFA)	All
Author in Residence – Michael Dooling	1-5
Parent Volunteer Tea	All
Math Day	All
Fifth Grade Luncheon/Promotion	5
Around the World in Three Days International Studies	All
Voorhees Color-a-Thon	All
Rotary Club Dictionary Presentation	3
Rotary Club “Josh the Otter” Water Safety Presentation	K

**Co-Curricular Activities**

Safety Patrol	Grade 5
Beginner and Advanced Bands	Grades 4 and 5
String Orchestra	Grades 4 and 5
Guidance - Banana Splits	Grades 1 thru 5
Guidance - Kool Kids	Grades 1 thru 5
Guidance - Taking Charge	Grades 1 thru 5
Computer Club	Various Students
Husky Service Team	Grades 3 thru 5

**After School Activities**

Language Arts Club	Grades 3, 4, 5
Math Club	Grades 3, 4, 5

### **School Assemblies**

Husky PRIDE Assemblies held throughout the year  
Fire Safety – Voorhees Twp. Fire Department  
Respect Assembly – Sadecky Puppets  
VTEA Pep Rally  
Eastern Regional High School “Seussical” drama assembly  
\*Color Run Kickoff Assembly  
\*Alicia Rose Victorious Assembly  
Rotary Club Books Presented to Kindergarten – “Josh the Otter” water safety  
Rotary Club Dictionary Presentation to 3<sup>rd</sup> Grade  
\*Food Allergy Assembly with Kyle Dine and Friends  
\*Mad Science STEM Day Assembly  
\*Assemblies provided by Signal Hill Parent Faculty Association

### **Signal Hill Parent/Faculty Association Activities**

General Meetings  
Fall Festival  
Box Tops for Education  
Various Dining Out Fundraisers  
Race for Education Fundraiser  
Book Fair Preview Evening/Book Fair  
Movie Morning  
Signal Hill Skates  
Holiday Shop  
School Store  
Signal Hill Spiritwear Fundraiser  
Designer Bag Blingo Night  
Staff Appreciation Week Daily Treats  
Yearbook Sale  
Back to School Supply Kit Fundraiser  
Teacher Cookie Exchange  
Color A Thon District Wide Fundraiser  
Fifth Grade Promotion and Game Day Activities  
Community Service Projects:  
    Thanksgiving Family Food Drive, The Giving Tree, MLK Day of Service “No Sew Blankets for Philadelphia Veteran’s Hospital,” Alicia Rose Victorious Bandana Sale

### **Special Programs**

North Carolina Hurricane Relief Clothing Drive  
Husky Service Team Projects  
    (Includes Socktober for New Visions Day Shelter, Cathedral Kitchen Placemats and Condiments Kit Assembly, Assisted Living Facility Holiday Sing-a-Longs, Cedar Run Wildlife Refuge Bake Sale, Veteran’s Hospital Donations, and Alex’s Lemonade Stand Car Wash.)

**Number of Staff**

Certificated:

Full Time at Signal Hill	42
Shared with other schools	6

Non-Certificated:

Support Staff (office, maintenance, cafeteria)	10
Instructional Associates	14

**Student Recognition Awards**

Signal Hill 5<sup>th</sup> Grader, Prithvi Ignatius, was selected as the Second Place Finalist in the New Jersey State Wildlife Species on the Edge Poster Contest.

<b>Signal Hill School Annual Required Training</b>			
Topic	Date	Participants	Method
<b>Staff Training</b>			
School Safety/Emergency Plan Training	9/6/16, 9/16/16, 12/5/16, 1/9/17, 5/17/17	All Staff	Plans distributed to all staff and substitutes in September in individual mailboxes. Plans reviewed and discussed with all staff at Faculty Meetings.
Student Code of Conduct	9/6/16, 10/10/16, 11/7/16	All Staff	Presentation, review and discussions of Code at Faculty Meetings
Violence and Vandalism Week Activities for staff	10/16/16 – 10/21/16	All Staff	Presentation at Faculty Meeting online resources and assemblies
Blood Borne Pathogens	9/6/16	All Staff	School Nurse presentation
Asthma, Diabetes Training	9/6/16 - 10/10/16	All Staff	School Nurse presentation and On line training by GCN
Bullying/Harassment Training	9/6/16 - 9/16/16	All Staff	Guidance Counselor Presentation and On line training by GCN. Review of Policy 5512.
Substance Abuse Staff Training	9/6/16 - 9/16/16	All Staff	On line training by GCN. Review of Policy 5530.

Missing/Abused/Neglected Children Training	9/6/16 - 12/5/16	All Staff All Volunteers	Online training by GCN/Library/Media Specialist. Review of Policy 8462.
Staff Affirmative /Achievement Gap/Action/Harassment Training	9/6/16 – 12/5/16	All Staff	On line training by GCN. Review of Policy 2260.
Eye Protection Training	9/6/16	All Staff	School Nurse Presentation at Faculty Meeting. Review Policy #7432.
Sexual Harassment Students	9/6/16	All Staff	Power Point Presentation and Review of Policy 5741
Response to Intervention Training	9/16/16, 12/5/16	All Staff	Presentation at Faculty Meeting. Review of Policy and Staff Handbook Guidelines.
Suicide Prevention Review	9/16/16	All Staff	Policy 5350 reviewed at Faculty Meeting

Student Training			
Violence and Vandalism Week Activities for students	10/16/16 – 10/21/16	All Students K-5	Classroom lessons as outlined in NJDOE Guidelines
Bullying/Harassment Training	9/16/16 – 12/22/16	Classroom K-5	Classroom lessons
Bullying/Harassment Training	10/21/16	Assembly for all students K-5	Sadecky Puppets Assembly
Substance Abuse Training	ongoing	Students Grades 1-5	Class instruction by Health Teachers

**VOORHEES MIDDLE SCHOOL**

**Holly Oak Drive**

**2016-2017  
Annual Report**

**Kristine Calabria, Principal  
Denise Costigan, 6<sup>th</sup> grade, Assistant Principal  
Robert Rossi, 7th grade, Assistant Principal  
Russel Winsett, 8th grade, Assistant Principal**

**Voorhees Middle School**

**Holly Oak Drive**

Kristine Calabria, Principal  
 Denise Costigan, 6<sup>th</sup> grade, Assistant Principal  
 Robert Rossi, 7<sup>th</sup> grade, Assistant Principal  
 Russel Winsett, 8<sup>th</sup> grade, Assistant Principal

**2016-2017  
 Enrollment**

Grade	Number of Students	Number of Classes
6	353	15
7	348	15
8	363	14

**Special Needs**

Programs	Number of Students
B.S.I.P	122
Speech	10
Resource Center	65
Self-Contained Special Ed.	9
English as Second Language	10

**School Programs**

Programs	Grades Included
New student orientation program	6-8
Back-to-School Nights	6-8
Environmental Studies at Camp Ockanickon	6
Concerts in winter and spring	6-8
Drama production	6-8
All South Jersey Music	6-8
Olympic Band	6-8
<b>School Clubs</b>	<b>6-8</b>
Student Yearbook	6-8
Drama Club	6-8
Running Club	6-8
Student Council	6-8
Voorhees Viking Volunteers	6-8



Science Olympiad	6-8
School Newspaper	6-8
Reflections Magazine	6-8
Computer Club	6-8
Environmental Science	6-8
Free To Be Club	6-8
Viking Shop	6-8
Adopt-a-Grandparent	6-8
Intramurals	6
Odyssey of the Mind	6-8
S.P.O.R.T.	6-8
School Bands	6-8
Stage Crew	6-8
Golf	6-8
School Chorus	6-8
Chess Club	6-8
String Orchestra	6-8
Technology Club	6-8
Homework Club	6-8

**Parent/Faculty Organization Activities**

- Assistance with 6th grade summer orientation program
- Magazine/cookie Sale
- Flower Sale
- Assist with Back-to-School Night
- Assist with school pictures
- BJ 's Membership Program
- Teacher Appreciation Luncheon
- Parent volunteers in the school
- Spirit Wear Sale
- 8<sup>th</sup> Grade Dinner Dance & Barbeque
- Dodge ball Tournament
- Movie Night
- Dances
- Color Run

**Number of Staff**

Certificated	102
Non-Certificated	37

Voorhees Middle School Annual Required Training			
Topic	Date	Participants	Method
Staff Training			
Substance Abuse Staff Training	September 2016	All Staff	Faculty Meeting
Bullying/Student Harassment Staff Training	September 2016	All Staff	Faculty Meeting PowerPoint Presentation
Suicide Prevention	September 2016	All Staff	Faculty Meeting
School Safety/Emergency Plan Training	Monthly Training throughout the 2016-2017 school year.	All Staff	Plan provided to staff in September as part of the Faculty Handbook and then reviewed 1 time per month during faculty meetings. Drills were practiced on a regular basis.
Missing/Abused/Neglected Children Training	September 2016	All Staff	Faculty Meeting
Equal Educational Opportunity/Achievement Gap training	Weekly During Team Meetings  Faculty Meetings	Certified Teachers  All Certified Staff	Team Meetings focus on Student Achievement  Focus of Faculty Meeting on Improved Instruction to meet the academic needs of all students Assessment Data
Blood Borne Pathogens	September 2016	All Staff	Faculty Meeting

Violence and Vandalism Week Activities for staff	October 2016	Certified Teachers	Presentation and materials provided to teachers by Guidance Counselors Shari Kauffman Cyber-Bullying Training
Asthma Training	September 2016	All Staff	Faculty Meeting PowerPoint Presentation
Epi-Pen Training	6 Sessions throughout the 2016-2017 school year	Designated Staff: Staff Delegates	Jenn Dougan and Gwen Conte provided individual instruction
Eye Protection Training	September 2016	New staff	PowerPoint Presentation
<b>Student Training</b>			
Bullying/Harassment Training	Through-out school year Health lessons, Assemblies	All Students	Guidance Counselors conducted lessons and provided materials for students Shari Kauffman provided training on Digital Citizenship
Substance Abuse Training	Health Education	Grades 6-8	1 Cycle of 6 weeks Health Lessons for all students

**COMMUNITY EDUCATION AND RECREATION**

**C/O Voorhees Middle School  
1000 Holly Oak Drive**

**2016 - 2017  
Annual Report**

**Michael Redfearn, Coordinator**

**COMMUNITY EDUCATION AND RECREATION**  
**Michael Redfearn, Coordinator**  
**JULY 01, 2016 – JUNE 30, 2017**

Community Education-Recreation (CER) has been in existence for the past 36 years. It is one of the still existing original programs in the state of New Jersey. It has grown to encompass many services and programs both to the school and the community. Voorhees CER was one of the very first Child Care Programs in the State of New Jersey and served as a model for many area schools. In 2011 CER successfully offered extended kindergarten at all (4) elementary schools. CER was the “parent” of many sports programs, ie. Basketball, soccer, football and wrestling. We are also the sponsor of the Voorhees Theater Company. The scheduling of school use for all 5 schools and the Voorhees Schools Theater is the responsibility of CER. Summer time at CER encompasses a 5 week Summer Day Camp program, a Theatre Camp, and many academic, sports and just “fun” camps. For working parents, we also have child care before and after each of these programs. We offer Saturday Spectacular Classes for students. CER also now has a year round tennis program for children and adults of Voorhees Township. Our staff for all these various programs is what makes CER a continuing success!

CER Tennis Program - 4 Terms – Adult & Children - Participants 180

K-CER 2016-2017

Signal Hill	36
Kresson	42
ETH	17
Osage	28

School Age Care Program – 2016-2017

E. T. Hamilton	167
Osage	221
Kresson	152
Signal Hill	158

Summer Programs

Summer Day Camp 2017	389
Summer Day Camp Child Care	216
26 other clinics & programs	1100
Funshine	130

Saturday Spectacular- 2 Terms –Winter and Spring

Classes offered:	8 per term
Classes held:	8 per term
Number of registrants:	111

School/theater use by civic, service, social, cultural, business and professional groups:  
 1057 permits.

**PUBLIC INFORMATION OFFICE**

**Annual Report  
2016 - 2017**

**Susan Donnelly  
District Coordinator of Special Projects**

**PUBLIC INFORMATION OFFICE  
2016-2017**

**Susan Donnelly, District Coordinator of Special Projects**

**Publications** (Includes: gathering information, writing, editing, layout and distribution.)

- Budget Fact Sheets
- Kindergarten Booklet for Registration in March; 400 copies
- Monthly Calendar to Parents
- Emergency letters and flyers to all parents (such as security issues, delayed openings etc.)
- Special Projects – Steered Straight and Safe, Smart, Social (Social Media Safety)
- Annual Report: compiled and edited the annual report of the district's progress in 2016-2017, and presented it to the Board of Education at its August meeting
- Social Media – Created and maintain District Facebook Page highlighting the District

**Writing and Editing**

- Press Releases that either invited media to cover an event or reported on an event with photograph and story. (Included coordination, gathering information, trips to schools to photographs, writing, e-mail.)
- Writing copy for district-wide publications, except Annual Report
- Annual Report – Staff recognition, Affirmative Action report, Public Information Office report
- District web site – update content daily/weekly as needed: Announcements, News & Events, Calendar, Information, Frequently Asked Questions;
- Letters to Key Communicators and Parent/Faculty Associations
- At request of central administration, proofing and editing significant letters to editors, legislators, parents and others audiences

**Media Relations**

- Inviting media to cover school activities
- Serving as District Spokesperson
- Directing Media to Topics for Feature Stories
- Providing Media with Budget information and answering questions regarding same
- Coordinating Media Events
- Liaison to ETV19 – write and create all district information that is on local access TV channel 19

### **Web Site Use and Maintenance**

- Developed, planned and coordinated all activities associated with website
- Ongoing training of Technology Staff and district staff on Blackboard
- Work with department staff to create and update specific information
- Update all timely data from Information Guide in summer (including calendar)
- Make changes to calendars as needed
- Publish photos and news of district activities and events
- Add Pertinent Information to Website as needed
- Post all school delayed openings and closing (remotely as needed 24 hours a day)
- Coordinate all district website development and implementation
- Virtual Backpack for District and Community-wide notices

### **Calendar**

- Gathered and organized all district/school events
- Created and updated District/School website calendars, monthly calendar distributed to all students, posted to website

### **Telephone**

- Information to Realtors and Prospective Home Buyers
- Parents (questions, concerns etc.)
- School Calendar Questions
- Request for District Demographics etc.
- Feedback from Businesses and other Community Groups

### **School Communication System**

- Manage and maintain the School Messenger system that allows for immediate or future mass phone or e-mail messaging
- Train building administrators and secretaries
- Send a regular E-News from the district to all parents with up to date district/community information.
- Sends special weather or emergency notifications to staff and parents as needed on call 24 hours/7days week.



**Special Projects (as needed)**

- Reporting to top administration on social and political pulse of the community, as well as its attitude toward the school district
- Planned and Organized “Safe, Smart, Social”, a social media safety event for Voorhees Middle School parents and students.
- Planned and Organized “Steered Straight”, Addiction Epidemic Program for students at the Voorhees Middle School and parents of the community.
- Meet with parents, Board of Education Members, nurses and administration to learn and gain insight to food allergy concerns and create policies and procedures.
- Open communication with Key Communicators, community leaders; plan, organize and attend meetings throughout the year between community leaders and the Administrative Staff.
- Organize and plan for staff recognitions including retirement plaques and other certificates as needed
- Create data base of all PFA officers for 2016-2017 and share with superintendent and assistant superintendents
- Assisting district staff members with public relations, media publications and special events
- Maintain and manage Parent Notification System adopted for all schools and staff that allows for “instant” telephone communication in case of emergencies or for other school/district related needs
- Continued development and implementation of the district’s “Paperless” initiative
- Coordinate District Health Services
- Coordinate District Attendance/Residency procedures
- District Anti-Bullying Coordinator

**AFFIRMATIVE ACTION OFFICE**

**Susan Donnelly - Affirmative Action Officer**

**2016-2017  
Annual Report**

**Affirmative Action Office**  
**Susan Donnelly, Affirmative Action Officer**

**District Anti-Bullying Coordinator**

**Responsibilities:**

- Responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils
- Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district
- Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils
- Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent
- Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
- Coordinate requested hearings before the Board of Education
- Conducted special investigations as needed (Out of District placement, parent request)

**Staff Training 2016-2017**

State law requires that every staff member receive annual Affirmative Action Training. In compliance with this requirement, the AAO:

- Training tutorial was required of all staff during December and January (GCN).
- Verification of completion is maintained.
- In addition, the AAO ensured that all student teachers, CER employees, and substitutes receive AA training.
- Coordinated and planned mandated 2 hour "Suicide Prevention" training for entire district
- Coordinated and planned CPR/First Aid/AED training for district staff

***Workshop: "Sexual Harassment Awareness & Prevention Among Students"***

State law requires that every staff member receive training aimed at the prevention of sexual harassment among students. In compliance with this requirement, the AAO:

- Developed a training program & materials
- Presentation was presented at all schools
- Verification of completion is maintained.

**Civil Rights Data Compliance**

Completed Civil Rights Data Report, including data collection and analysis as required by the Office of Civil Rights

**Investigations**

The Affirmative Action Officer investigated complaints/incidents regarding discrimination/sexual harassment between students and or staff members. Cases and details are on file in the AAO.

## Staff Recognition

*In early June of 2017, all staff received a request for information about any honor or recognition received, graduate degree achieved or public office held outside the Voorhees School district in the 2016-2017 school year. The Public Information Office received the following responses:*

**Sharita Flores, Teacher, Osage School**

Inducted into Alpha Epsilon Lambda, a Graduate National Honor Society at Rowan University

**Hillary Garr, Instructional Associate, Voorhees Middle School**

Re-elected for a 7<sup>th</sup> term as a Board of Education Member for Eastern Regional High School

**Tim Hassel, Teacher, Voorhees Middle School**

Published a book, *SAT Express* in April 2017. The book prepares students for the SAT Exam

**Stacey Jansen, Teacher, Voorhees Middle School**

Presented a hands-on workshop at Rowan University explaining how music is a part of the other components of S.T.E.A.M. and future career options

**Traci Kaighn, Teacher, Kresson**

Received Masters of Arts in Teaching and Teacher of Students with Disabilities Certification

**Davon Loeb, Teacher, Voorhees Middle School**

Nominated and recognized for the National Barnes & Noble "My Favorite Teacher Award", won the award for Marlton Store. Essay "Like Gladiators" was nominated for the literary prize, the Pushcart Prize. Additionally, essay, "But I am Not Toby" was published by *Vagabond City Literary Magazine*. Davon became a part-time adjunct at Rowan College at Burlington College

**Christine Miller, Teacher, Osage**

Completed a 200 Hour Yoga Alliance Teacher Training Certification

**Marni Mitchell, Teacher, Voorhees Middle School**

Awarded for Volunteering in Local School and Community

**Min Park, Teacher, Voorhees Middle School**

Earned Master's Degree in Applied Technology in Education from Wilmington University

**Sandy Rocco, Teacher, Kresson**

Ms. Rocco's class was featured on *NJ Classroom Close-Up*. The episode focused on their year-long project, Interviewing an Author. Their "Red Carpet" premier was also featured in the *Voorhees Sun*.

**Lauren Salls, Teacher, Voorhees Middle School**

Recognized for Superb Guidance of Mathematics participants from the Senate and General Assembly of the State of New Jersey

**Kathryn Tierney, Teacher, Voorhees Middle School**

Earned Master's Degree in Applied Technology in Education from Wilmington University

**Voorhees Middle School Teachers: Cammy Bell, Joyce Laurella, Lauren Salls and Cindy Slawski**

Hosted STEM lunches with female presenters from a variety of STEM careers and 8<sup>th</sup> grade female students. Featured presenters were from Drexel University, Rowan University, Evesham Police and Virtua Hospital.

## Appendix A

### Retirees & 25 Year Service Award Recipients 2016-2017

#### Retirees

**Richard Bakely  
Donna Canfield  
Sharon Clarke  
James Cotter  
Michael Dietzmann  
Dorothea Dourdoufis  
Marilyn Keith  
Karen O'Brien-Malessa  
William Olshefski  
Anna Watkin  
Sheryl Wigand  
Deborah Zee**

#### 25 Year Service Award Recipients

**Leanne Binkley  
James Cotter  
Deborah Hayden  
Danielle Riggs**

