

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, July 2, 2024 at 11:00 am

Minutes

I. PLEDGE OF ALLEGIANCE TO THE FLAG - 11:07 am

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

Commented [1]: Open of Meeting 11:07 am

II. CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School Districts Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times and Elmer Times, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; and 880 Route 45, Woodstown.

III. SWEARING IN OF BOARD OF EDUCATION MEMBERS (Resolution)

1. Patty Bomba - July 1, 2024 to expire June 30, 2027

Commented [2]: swearing in or Patty Bomba

(Pursuant to N.J.S.A 18A:12-2.1 and N.J.S.A. 41:1-1 and 1-3)

I, Patty Bomba, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.

I, Patty Bomba, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education, and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1, and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability. So help me God.*

*No individual shall be required to swear or affirm that part of the oaths which states "So help me God."

IV. ROLL CALL

Mr. James Davis (7/23-6/26)	<u> P </u>	Mr. Earl Ransome (7/22-6/25)	<u> A </u>
Mr. Linwood Donelson III (7/22-6/25)	<u> P </u>	Mrs. Patricia Bomba (7/24-6/27)	<u> P </u>
Mr. Daryl Halter (7/23-6/26)	<u> P </u>	Mrs. Julie Smith (7/24-6/27)	<u> A </u>
Ms. Leslie White-Corsey (7/24-)	<u> A </u>	Student Representative (7/24-6/25)	<u> A </u>

Commented [3]: Roll Call Vote

In attendance:

John R Swain (Superintendent), Dr. Jennifer Bates (Asst. Superintendent), Frank Maurer (Asst. Superintendent), Jason Helder (CTHS Principal), Brian Quinn (SCVTEA President)

V. MINUTES

It is recommended that the Board of Education approve the [Minutes](#) and [Executive Minutes](#) of the June 25, 2024 Board of Education Meetings.

Commented [4]: Minutes and Executive Minutes of 6/25/24

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Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		X			
Davis	1	X			
Donelson		X			
Halter	2	X			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [5]: General Vote

VI. AUDIENCE PARTICIPATION I

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Commented [6]: Audience participation I

Members of the public are encouraged to speak during this public portion of the meeting to comment on any agenda or agenda addendum Item(s). Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda Item(s). When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.
6. Time will be limited to 3 minutes per speaker. Another speaker may transfer their time to a speaker to increase the total time to 6 minutes. However, the person transferring time loses their time to comment.
7. Comments from the public will not have a response from the Board of Education.

VII. REORGANIZATION OF THE BOARD OF EDUCATION

a. Election of Officers

- i. President
- ii. Vice President

Commented [7]: Reorganization of the Board of Education

Commented [8]: Election of Officers

Motion to nominate Linwood Donelson as President and Earl Ransome as Vice President

Vote	General	1	Item(s)		

Commented [9]: General vote to nominate slate of officers

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Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	X			
Davis	1	X			
Donelson		X			
Halter		X			
Ransome					
Smith					
White Corsey					
Total		4			

Motion to close nominations

Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		X			
Davis	1	X			
Donelson		X			
Halter	2	X			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [10]: General vote to close nominations

Motion to vote for slate of officers.

Vote	Roll Call	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		X			
Davis	1	X			
Donelson		X			
Halter	2	X			
Ransome					
Smith					

Commented [11]: Roll Call vote for slate of officers

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White Corsey					
Total		4			

b. Appointment of Committees

- i. It is recommended that the Board of Education approve and accept the Board Committee assignments as follows:

Personnel and Finance-Mr. Maurer and Dr. Bates

Board Members: Jim Davis, Linwood Donelson, Julie Smith

Program and Curriculum-Dr. Bates and Mrs. Smith

Board Members: Earl Ransome, Daryl Halter, Linwood Donelson

Policies and Procedures-Mr. Swain

Board Members: Earl Ransome, Julie Smith, and Patty Bomba

Facilities-Mr. Maurer and Mr. Wentzell

Board Members: Jim Davis, Earl Ransome

Technology-Mr. Maurer, Mr. Allen and Mr. Rodriguez

Board Members: Earl Ransome, Daryl Halter

Community Outreach-Mr. Swain and Ms. Baker

Board Members: Jim Davis, Earl Ransome, Patty Bomba

Commented [12]: Appointment of Committees

Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2				
Davis					
Donelson					
Halter	1				
Ransome					
Smith					
White Corsey					
Total		4			

Commented [13]: General Vote

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VIII. BOARD OF EDUCATION BUSINESS

A. Old Business-

B. New Business-

1. Request and Recommendation to Renew a New Jersey School Boards Association Membership.

It is recommended that the Board of Education approve the New Jersey School Boards Association 24-25 dues of \$9201.53. This will be split between both districts.

Commented [14]: Board of Education NJSBA Dues

2. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate for Salem County Vocational Technical School District.

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate for Salem County Vocational Technical School District and approval of the appointment of an Alternate of the same.

1. Ransome
2. Bomba
- A. Halter

Commented [15]: Board of Education Appointments Board of School Estimate

3. It is Recommended that the Board of Education Approve a Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate for Salem County Vocational Technical School District.

It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate for Salem County Vocational Technical School District and approval of the appointment of an Alternate to the same.

1. Davis
2. Halter

Commented [16]: Board of Education Appointment NJSBA

4. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee for Salem County Vocational Technical School District.

It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate for Salem County Vocational Technical School District and approval of the appointment of an Alternate to the same.

1. Donelson
2. Ransome
- A. Halter

Commented [17]: Board of Education appointment SCSBA

5. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Vocational

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Schools Representatives for Salem County Vocational Technical School District.

It is recommended that the Board of Education approve the appointment of a Board member as the NJCCVS Representative for Salem County Vocational Technical School District and approval of the appointment of an Alternate to the same.

1. Davis
2. Ransome
- A. Halter

Commented [18]: Board of Education appointment NJ Counsel of County Vocational Schools

6. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate for Salem County Special Services School District.

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate for Salem County Special Services School District and approval of the appointment of an Alternate of the same.

1. Smith
2. Bomba
- A. Halter

Commented [19]: Board of Education appointment Board of School Estimate

7. It is Recommended that the Board of Education Approve a Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate for Salem County Special Services School District.

It is recommended that the Board of Education approve the appointment of a Board member as the NJSBA Legislative Delegate for Salem County Special Services School District and approval of the appointment of an Alternate to the same.

1. Davis
- A. Halter

Commented [20]: Board of Education appointment NJSBA

8. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee for Salem County Special Services School District.

It is recommended that the Board of Education approve the appointment of a Board member as the SCSBA Executive Committee Representative Delegate for Salem County Special Services School District and approval of the appointment of an Alternate to the same.

1. Donelson
2. Ransome
- A. Halter

Commented [21]: Board of Education appointment SCSBA

9. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the New Jersey Council of County Special Services Schools Representatives.

It is recommended that the Board of Education approve the appointment of a Board member as the NJCCSSS Representative and approval of the appointment of an Alternate to the same.

Commented [22]: Board of Education appointment NJ County of Special Services

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1. Halter
2. Bomba
- A. Davis

Vote	General	9	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson		x			
Halter	2	x			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [23]: General Vote

C. Correspondence - [Workforce Development Board Letter of Support](#)

Commented [24]: Correspondence

IX. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT- VOCATIONAL TECHNICAL SCHOOL DISTRICT

Commented [25]: Board Secretary Report for SCVTS

1. **It is Recommended that the Board of Education Approve the Following Resolution - Appointment and Designation of Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2024-25 School Year.**

Commented [26]: Board appointments

- ii. Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2024 through June 30, 2025.
 1. **Insurance Broker of Record**
 - a. Gloucester, Cumberland, Salem School District Joint Insurance Fund
 2. **Business Administrator**
 - a. Dr. Jennifer Bates
 3. **Qualified Purchasing Agent**
 - a. Mr. Frank H. Maurer, III
 4. **Architect**
 - a. Garrison Architects
 5. **Regulatory Services**
 - a. Epic Environmental
 6. **Computer Financial Software License**
 - a. Genesis Educational Services, Inc.
 7. **Board Solicitor**

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- a. Mark Toscano of Comegno Law Group, P.C.
- 8. **School Physician**
 - a. Christiana Care Health Services
- 9. **Board Secretary**
 - a. Dr. Jennifer Bates
- 10. **Special Counsel**
 - a. McManimon, Scotland, & Bauman, L.L.C.
 - b. McCrosson & Stanton, L.L.C.
- 11. **Computer Student Data Software**
 - a. PowerSchool
- 12. **Policy and Regulation**
 - a. Strauss Esmay
- 13. **Auditors**
 - a. Nightlinger, Colavita & Volpa

Vote	Roll Call	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	2	x			
Donelson		x			
Halter	1	x			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [27]: Roll Call Vote

2. **It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2024-25 School Year.**
 “Fulton Bank of New Jersey”

Commented [28]: Depository of School Funds and Account Signatories

Account	Fund	Title
#02240262	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#02240181	Agency Account	Board President, Board Secretary (One of two signatures required)
#02237326	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)

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#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#02240254	Food Service	Board President, Board Secretary (One of two signatures required)
#02240246	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board President (Two of three signatures required)
#1100718668	Salem County Vo- Tech Account (Health-Aflac)	Aflac Representatives (Two of two signatures required)

3. It is Recommended that the Board of Education Approve the following SCVTS District Assignments of Staff for the 2024-2025 School Year.

It is recommended that the Board of Education approve the following appointment of district assignments:

Commented [29]: SCVTS District Assignemnts

Title	Personnel
Affirmative Action Officer	Alicia Smith
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Randy Wentzell
Right-to-Know Compliance Officer	Randy Wentzell
Public Agency Compliance Officer	Dr. Jennifer Bates
Custodian of Records (except student records)	John R. Swain
Custodian of School Records	Jason Helder
Section 504 Compliance Officer	Jason Helder/Katherine Belutty
Title IX Coordinator	Kathleen Pompper
ADA Coordinator	Kathleen Pompper
Chemical Hygiene Officer	Randy Wentzell
Emergency Management Officer	Randy Wentzell
Integrated Pest Management Coordinator	Randy Wentzell
Anti-Bullying Coordinator	Frank Maurer

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Cooperative Education Instructor/Coordinator	Morgan Woods
Homeless Child Liaison	Lacey DeBellis
Child Abuse Liaison	Samantha Shoemaker
Drug Free School Zone Liaison	Samantha Shoemaker
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Randy Wentzell
Gifted and Talented Liaison	Jason Helder
Special Education Coordinator	Marjorie Wentzell
Technology Director/ LEA PARCC IT Contact	Michael Allen
State Testing Coordinator	Jennifer Bates/Alicia Smith
District Education Stability Liaison	Marjorie Wentzell
Bilingual/ESL Point of Contact	Alicia Smith
ESEA Coordinator	Alicia Smith
School Nurse	Kimberly Connell-Miller
Food Service Director	Roland Carter
District Organizational Chart	Attachment
Anti-Bullying Specialist	Lacey DeBellis
School Safety Specialist	Samantha Shoemaker
Transportation Coordinator	Hilary Salyards

4. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2024-2025 School Year.

It is recommended that the Board of Education approve the Petty Cash funds for the 2024-2025 school year as follows:

Commented [30]: Petty Cash

Campus	Amount
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District Office-(Career Technical High School)	\$500.00
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- 5. It is Recommended that the Board of Education Approve the South Jersey Times and Elmer Times as the Official Newspaper for the 2024-2025 School Year.**

South Jersey Times
 Elmer Times

Commented [31]: Official Newspapers

- 6. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2024-2025 School Year.**

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, [job descriptions](#), and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

Commented [32]: Policy statement

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with [Robert's Rules of Order](#). Revised Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

- 7. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2024-2025 School Year.**

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2024-2025 school year for the Salem County Vocational Technical School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

Commented [33]: Warrants between meetings

- 8. Request and Recommendation by the Business Administrator for the Board of Education to Approve 2024-2025 Revised Projected Enrollment and Tuition Adjustment Contract.**

It is requested by the Business Administrator for the Board of Education to approve the revised 2024-2025 Projected Enrollment and Tuition Adjustment Contract for [Logan Township](#).

Commented [34]: Revised projected enrollment and tuition adjustments

- 9. Request and Recommendation for Board of Education Approval of a Summer BRIDGE expansion program for FY 24.**

It is recommended by the Superintendent that the Board of Education approve the summer [expansion of the BRIDGE program](#) for Salem County youth in conjunction with the Salem County Prosecutor's Office through Operation Helping Hands. SCVTS will receive \$45,512.00 to operate the program. These funds will cover program operation, supervision and coordination, financial management, staff costs, transportation, food, and supplies. Youth will attend the program two days a week for vocational training and education on substance abuse prevention from July 1, 2024 through October 31, 2024.

Commented [35]: Bridge Expansion FY24

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10. Request and Recommendation for Board of Education Approval of the South Jersey Power Cooperative (SJPC) 2024-2026 Electric.

It is recommended by the Business Administrator to approve the [South Jersey Power Cooperative \(SJPC\) 2024-2026 Electric Generation Supply Service commencing July 1, 2024 through June 30, 2026](#). Camden County is the lead agency. The Board of Education has been a member of this cooperative and it is recommended for this to continue.

Commented [36]: SJPC 24-26 Electric Co-Op

11. Request and Recommendation for Board of Education Approval of the State Contracts and Listings and Authorizing the Business Administrator to Use Any and All State Contracts for the 2024-2025 School Year.

It is requested that the Board of Education approve the State Contract and Listings and authorizing the Business Administrator to use any and all state contracts for the 2024-2025 school year. The State Contracts and Listings will be in the file in the Business Office and can also be found at [Huntern County Educational Services Commission](#) website.

Commented [37]: Listing of state contracts

12. Request and Recommendation for Board of Education Approval of the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2024-2025 School Year.

- a. Indeed.com cost is free.
- b. NJ School Jobs.com \$1000 for both districts.

Commented [38]: Official job posting sites

13. Request and Recommendation for Board of Education Approval of the Chemical Hygiene Plan for 2024-25

It is recommended that the Board of Education approve the [Chemical Hygiene Plan](#) for 2024-2025.

Commented [39]: Chemical Hygiene plan

14. Request and Recommendation for Board of Education Approval to Create a Student Activity Fund for the Class of 2028.

It is recommended by the Superintendent that the Board of Education approve to create a fund for the Class of 2028. The intended use of this fund is to allow the Class of 2028 to raise funds by fundraising to aid with class trips, promenade, prom, senior picnic, and other activities. Funds will be raised using several fundraising methods conducted throughout the year.

Commented [40]: Create student activity account class 2028

15. Request and Recommendation for Board of Education Approval of the 2024-2025 Budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center.

It is recommended that the Board of Education approve the below listed 2024-2025 budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center. **All course schedules are subject to required minimal enrollment.**

Commented [41]: Adult Education Budget 24-25

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Salem County Vocational Technical School
Adult Post-Secondary Programs and
Salem County Educational Technology Training Center (63)
Proposed Budget 2024-2025

Anticipated Revenue

Tuition Revenue:	\$294,000
ETTC Revenue:	\$ 31,000
Total Anticipated Revenue:	\$325,000

Expenditures

Salaries Staff:	\$ 225,000
Fringe:	\$ 20,000
Rental Agreement SCC:	\$ 30,500
Supplies:	\$ 19,000
Textbooks:	\$ 5,000
Purchased Services:	\$ 20,000
Travel:	\$ 500
Miscellaneous:	\$ 5,000
Total Anticipated Expenditures:	\$325,000

16. Request and Recommendation for Board of Education Approval of the
2024-2025 Budget for the CTHS Food Service Program.

Commented [42]: Food Service Budget 24-25

Salem County Vocational Technical School
Food Service Program (60)
Proposed Budget 2024-2025

Anticipated Revenue: \$516,000

Expenditures

Salaries Staff:	\$249,535
Fringe (Healthcare only):	\$ 68,965
Supplies:	\$ 15,000
Purchased Services:	\$180,000
Misc. Expenses:	\$ 2,500

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17. Request and Recommendation for Board of Education Approval of the Banquet Enterprise Account for the 2024-2025 School Year and Budget for the Banquet Services Program.

Commented [43]: Banquet Service Budget 24-25

Salem County Vocational Technical School
Banquet Services Program (64)
Proposed Budget 2024-2025

Anticipated Revenue: \$40,000

Expenditures

Salaries Staff:	\$15,000
Supplies:	\$ 5,000
Purchased Services:	\$15,000
Misc. Expenses:	\$ 5,000

18. Request and Recommendation for Board of Education Approval of the The Learning Center (TLC) Enterprise Account for the 2024-2025 School Year and Budget for TLC Program.

Commented [44]: TLC Budget 24-25

Salem County Vocational Technical School
TLC Program (62)
Proposed Budget 2024-2025

Anticipated Revenue: \$93,000

Expenditures

Salaries Staff:	\$90,000
Supplies:	\$ 2,000
Purchased Services:	\$ 500
Misc. Expenses:	\$ 500

Note	Roll Call	18	Item(s)

Commented [45]: Roll Call Vote

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Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	2	x			
Donelson		x			
Halter	1	x			
Ransome					
Smith					
White Corsey					
Total		4			

X. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation for Board of Education Approval to Employ Iris Justice as a part-time Summer Operations Assistant.

It is requested by the Superintendent that the Board of Education approve the employment of Iris Justice as a part time summer operations assistant at an hourly rate of \$19 per hour for hours worked. Time sheets required.

Commented [46]: Report of the Superintendent - New Business

Commented [47]: Employment of Iris Justice

2. Request and Recommendation for Board of Education Approval for Instructors to Participate in Professional Development, Curriculum Writing, and Student Evaluation from July 1, 2024 through August 31, 2024.

It is requested by the Superintendent that the Board of Education approve Career and Technical High School instructors for professional development, curriculum writing, and student evaluations as scheduled through the Chief Academic Officer at a pay rate of \$50 per hour for hours worked. Time sheets required. ESEA Title IIA and ARP-ESSER III funds will be used to pay the instructors.

Commented [48]: PD, Curriculum Writing, Student Evaluation workshop

CTHS Instructional Staff - LinkIt! Professional Development 7/22/24
 CTHS Instructional Staff - Mental Health Professional Development 8/13/24

3. Request and Recommendation for Board of Education Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education grant approval to the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

Commented [49]: Superintendent hire between meetings

4. Request and Recommendation for Board of Education Approval of a Professional Membership in the New Jersey Association of School Administrators for the 2024-2025 School Year.

Commented [50]: NJASA membership Dr. Bates

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It is recommended by the Superintendent that the Board of Education approve to pay for a [professional membership](#) in the New Jersey Association of School Administrators in the amount of \$1,904 for Jennifer Bates, Ed.D. for the 2024-2025 school year.

5. Request and Recommendation for Board of Education Approval of Professional Memberships for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve to pay for professional memberships for SCVTS Administrative Staff for the 2024-2025 school year. By negotiated contract administrators are entitled up to \$1500 in professional membership fees. The administrator, their association, and membership fees are listed below:

- [Maria Alleva - NJPSA - \\$890](#)
- [Samantha Shoemaker - NJPSA - \\$890, NASSP - \\$250](#)
- [Jason Helder - NJPSA - \\$890](#)
- [Jeanette Jackson - NJPSA - \\$890](#)
- [Alicia Smith - NJASA - \\$1,577](#)

Commented [51]: Staff Membership

Vote	Roll Call	5	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson		x			
Halter	2	x			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [52]: Roll Call Vote

PROFESSIONAL DEVELOPMENT:

1. Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Vocational Technical School District Personnel.

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Vocational Technical School District personnel.

Commented [53]: Professional Development

Description of Professional Development or School	Participant(s)	Cost Per Participant	Total cost

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Improvement Activity or Workshop			
LinkIt! SCVTS Campus July 22, 2024 12:00-2:30	CTHS Instructional Staff	\$0	\$0
Student Mental Health SCVTS Campus August 13, 2024 9:00-11:30	CTHS Instructional Staff	\$0	\$0

Comments: Davis - This doesn't cost anything?
 Bates - Already included in the program.

Vote	Roll Call	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	x			
Davis		x			
Donelson		x			
Halter	1	x			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [54]: Roll Call Vote

PROGRAMS:

- Request and Recommendation for Board of Education Approval to Apply for the FY2025 Individual Disabilities Education Act - Part B (IDEA-B) Grant in the amount of \$128,805.**

It is recommended by the Superintendent that the Board of Education approve the Salem County Vocational Technical School District to apply for the [FY2025](#)

Commented [55]: SCVTS Programs

Commented [56]: FY2025 Individual Disabilities Education Act - Part B (IDEA-B) Grant

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[Individual Disabilities Education Act - Part B \(IDEA - B\)](#) grant funds in the amount of \$128,805 for the budget period July 1, 2024 to June 30, 2025.

2. Request and Recommendation for Board of Education Approval to Apply for The Nita M. Lowey 21st Century Community Learning Centers Program - Continuation Grant: Cohorts 16-19 (NGO#25-EK71-H05) in Partnership with Penns Grove Carneys Point School District in the Amount of \$550,000.

It is recommended by the Superintendent that the Board of Education grant approval for the district to apply for The Nita M. Lowey 21st Century Community Learning Centers Program - Continuation Grant: Cohorts 16-19 (NGO# 25-EK71-H05) year two of five in partnership with Penns Grove Carneys Point School District offered through the NJDOE in the amount up to \$550,000 per year. Year two of the grant is effective September 1, 2024 through August 31, 2025.

Commented [57]: The Nita M. Lowey 21st Century Community Learning Centers Program - Continuation Grant: Cohorts 16-19 (NGO#25-EK71-H05)

3. Request and Recommendation for Board of Education Approval of the Continuation of BRIDGE and PET programs for the FY 24.

It is recommended by the Superintendent for Board of Education approval for the continuation of FY 24 program contracts for shared service agreements previously approved with the Salem County Board of Chosen Freeholders and the Salem County InterAgency Counsel as follows:

Commented [58]: Continuation of BRIDGE and PET programs for the FY 24

- Bridge (Building Relationship Inspiring Dreams and Growing Employment Opportunities) in the amount of \$68,488.
- PET (Probation, Enrichment, and Transportation) in the amount of \$45,512.

4. Request and Recommendation for Board of Education Approval of Facilities Usage for the Salem County Vocational Technical and Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the [attached](#) events at Salem County Vocational Technical and Special Services Schools Districts. Experiences for approval are listed in the chart attached.

Commented [59]: Facilities Usage

Vote	Roll Call	4	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	x			
Davis		x			
Donelson		x			
Halter	1	x			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [60]: Roll Call Vote

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

**1. It is Recommended that the Board of Education Approve the Following Resolution -
Appointments and Designation for Insurance Broker, Business Administrator,
Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial
Software License, Board Solicitor, School Physician, Board Secretary, Special
Counsel for the 2024-2025 School Year.**

Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2024 through June 30, 2025.

- a. **Insurance Broker of Record**
 - i. Gloucester, Cumberland, Salem School District Joint Insurance Fund (General)
 - ii. Conner Strong Buckelew (Student Accident)
- b. **Business Administrator**
Mr. Frank H. Maurer, III
- c. **Qualified Purchasing Agent**
Mr. Frank H. Maurer, III
- d. **Architect**
Garrison Architects
- e. **Regulatory Services**
Epic Environmental
- f. **Health Benefits of Records**
Brown & Brown
- g. **Computer Financial Software License**
Genesis Educational Services, Inc.
- h. **Board Solicitor**
Mark Toscano of Comegno Law Group, P.C.
- i. **School Physician**
Christiana Care Health Services
- j. **Board Secretary**
Mr. Frank H. Maurer, III
- k. **Special Counsel**
McManimon, Scotland, & Bauman, L.L.C.
McCrosson & Stanton, L.L.C.
- l. **Computer Student Data Software**
RealTime
- m. **Policy and Regulations**
Strauss Esmay
- n. **Auditor**
Nightingler, Colavita & Volpa

**2. It is Recommended that the Board of Education Approve the Depository of School
Funds & Account Signatories for the 2024-2025 School Year.**
“Fulton Bank of New Jersey”

Account	Fund	Title
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Commented [61]: Board Secretary Report for SCSSSD

Commented [62]: Board Appointments

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#0093577702	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#0093577711	Agency Account	Board President, Board Secretary (One of two signatures required)
#0093577690	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#0006014089	Salem County Special Services Account (Health-Aflac)	Aflac Representatives (Two of three signatures required)
#0006011543	Student Activity Account	Board Secretary, Superintendent (Two of two signatures required)
#0006009344	Gifts and Donations Account	Board President, Board Secretary (Two of two signatures required)

3. It is Recommended that the Board of Education Approve the following SCSSSD District Assignments of Staff for the 2024-2025 School Year.

It is recommended that the Board of Education approve the following appointment of district assignments:

Commented [63]: District Level Appointments

Title	Personnel
Affirmative Action Officer	Dr. Marjorie Wentzell
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Randy Wentzell
Right-to-Know Compliance Officer	Randy Wentzell
Public Agency Compliance Officer	Frank H. Maurer, III
Custodian of Records (except student records)	Frank H. Maurer, III
Custodian of School Records	Rebecca Cruz-Guy, James Helder, Brian Cummings
Section 504 Compliance Officer	Dr. Marjorie Wentzell
Title IX Coordinator	Kathleen Pompper
ADA Coordinator	Kathleen Pompper

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Chemical Hygiene Officer	Randy Wentzell
Emergency Management Officer	Rebecca Druz-Guy, James Helder, Brian Cummings
Integrated Pest Management Coordinator	Randy Wentzell
Anti-Bullying Coordinator	Kathleen Pompper
Work Based Learning	Oliver Avis, Michelle Brown
Homeless Children Officer	Rebecca Cruz-Guy, James Helder, Brian Cummings
Child Abuse Liaison	Rebecca Druz-Guy, James Helder, Brian Cummings
Drug Free School Zone Liaison	Rebecca Druz-Guy, James Helder, Brian Cummings
Issuance Officer for Working Papers	Rebecca Druz-Guy, James Helder, Brian Cummings
Special Education Coordinator	Rebecca Druz-Guy, James Helder, Brian Cummings
Technology Supervisor/ LEA PARCC IT Contact	Harry Rodriguez
State Testing Coordinator	Jennifer Bates/Alicia Smith
District Education Stability Liaison	Shawn Rebman
Bilingual/ESL Point of Contact	Frances Acevedo/Sol Flores/Rebecca Cruz-Guy
School Nurse	Jane Smith, Karen Ingemi, Justin Moore, Christine Longo
Food Service Director	Roland Carter
District Organizational Chart	Attachment
Anti-Bullying Specialist	Kristen Maltman, Maureen Lewis, Dr. Karen Stallings, Hunter Brelsford, Christopher Jones
School Safety Specialist	Frank H. Maurer, III
Transportation Coordinator	Hilary Salyards
Safety and Health Officer	Frank H. Maurer, III

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4. **It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2024-2025 School Year.** It is recommended that the Board of Education approve the Petty Cash funds for the 2024-2025 school year as follows:

Campus	Amount
Daretown	\$200.00
Cumberland	\$400.00
Related Services	\$200.00
Regional Day School/Salem	\$200.00
District Office	\$200.00

Commented [64]: Approval of Petty Cash

5. **It is Recommended that the Board of Education Approve the South Jersey Times and Elmer Times as the Official Newspaper for the 2024-2025 School Year.**
 South Jersey Times
 Elmer Times

Commented [65]: Approval of Newspapers

6. **It is Recommended that the Board of Education Approve the Following Policy Statements for the 2024-2025 School Year.**

It is recommended that the organized Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including pupil records), practices, [job descriptions](#), and procedures of the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem.

Commented [66]: Approval of Policy Statements

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Board of Education for SSSD and VTSD of the County of Salem will be conducted in accordance with [Robert's Rules of Order, Revised](#) Legal Reference: N.J.S.A.18A:11-1 General mandatory Powers and Duties.

7. **It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2024-2025 School Year.**

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2024-2025 school year for the Salem County Special Services School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

Commented [67]: Warrants between Board Meetings

8. **Request and Recommendation for Board of Education Approval of the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2024-2025 School Year.**

c. Indeed.com cost is free.

Commented [68]: Official posting sites

SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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d. NJ School Jobs.com \$1000 for both districts.

9. Request and Recommendation by the Business Administrator for Board of Education Approval of Budget Adjustment for Early Intervention

It is recommended that the Board of Education approve a budget adjustment of \$253,516.34 to the Early Intervention budget due to increased services provided. This budget expenditure adjustment has funds available to cover the expended money.

Commented [69]: Early Intervention budget adjustment

10. Request and Recommendation by the Business Administrator for Board of Education Approval of the GCSSSD Transportation Contracts.

It is recommended that the Board of Education approve the GCSSSD Transportation Contracts provided for transportation services for the Extended School year and the 2024-2025 school year.

Commented [70]: Transportation Contracts

11. Request and Recommendation for Board of Education Approval of the State Contracts and Listings and Authorizing the Business Administrator to Use Any and All State Contracts for the 2024-2025 School Year.

It is requested that the Board of Education approve the State Contract and Listings and authorizing the Business Administrator to use any and all state contracts for the 2024-2025 school year. The State Contracts and Listings will be in the file in the Business Office and can also be found at [Hunterton County Educational Services Commission](#) website.

Commented [71]: Use of State contracts

12. Request and Recommendation for Board of Education Approval of the Chemical Hygiene Plan for 2024-25

It is recommended that the Board of Education approve the [Chemical Hygiene Plan](#) for 2024-2025.

Commented [72]: Chemical hygiene plan 24-25

13. Request and Recommendation for Board of Education Approval of the South Jersey Power Cooperative (SJPC) 2024-2026 Electric.

It is recommended by the Business Administrator to approve the [South Jersey Power Cooperative \(SJPC\) 2024-2026 Electric Generation Supply Service commencing July 1, 2024 through June 30, 2026](#). Camden County is the lead agency. The Board of Education has been a member of this cooperative and it is recommended for this to continue.

Commented [73]: South Jersey Power Cooperative (SJPC) 2024-2026 Electric.

Vote	Roll Call	13	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson		x			

Commented [74]: Roll Call Vote

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Hailer	2	x			
Ransome					
Smith					
White Corsey					
Total		4			

XIV. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Deborah Gatson.

It is recommended by the Superintendent that the Board of Education approve the employment of Deborah Gatson as a Bus Driver for the District at a rate of \$27.50/hr, effective 7/8/24.

Commented [75]: Report of the Superintendent - Personnel SCSSSD

Commented [76]: Deborah Gaston Bus Driver

2. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Deborah Gatson.

It is recommended by the Superintendent that the Board of Education approve the employment of Deborah Gatson as a Courier for the District at a rate of \$19.73, effective 7/8/24.

Commented [77]: Deborah Gaston Courier

3. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Caylee Stead.

It is recommended by the Superintendent that the Board of Education approve the employment of Caylee Stead as an Extended School Year (ESY) Paraprofessional for the RDS-Salem Campus, at a rate of \$165.00/day, effective 07/08/2024.

Commented [78]: Caylee Stead ESY

4. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Evelyn Rodriguez.

It is recommended by the Superintendent that the Board of Education approve the employment of Evelyn Rodriguez as an Extended School Year (ESY) Paraprofessional for the RDS-Salem Campus, at a rate of \$165.00/day, effective 07/08/2024.

Commented [79]: Evelyn Rodriguez ESY

5. Request and Recommendation by the Superintendent for Board of Education Approval of the Employment of Alex Mullin.

It is recommended by the Superintendent that the Board of Education approve the employment of Alex Mullin as an Extended School Year (ESY) Paraprofessional for the RDS-Salem Campus, at a rate of \$165.00/day, effective 07/08/2024.

Commented [80]: Alex Mullins ESY

6. It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2024-2025 School Year.

Commented [81]: Superintendent to hire between meetings

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It is recommended that the Board of Education grant approval to the Superintendent to hire staff as needed throughout the school year to be reaffirmed by the Board of Education at the Board meeting immediately following the hiring.

7. Request and Recommendation for Board of Education Approval of a Professional Membership in the New Jersey Association of School Administrators for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve to pay for a [professional membership](#) in the New Jersey Association of School Administrators in the amount of \$1,925 for Frank H. Maurer, III for the 2024-2025 school year.

Commented [82]: NJASA membership Maurer

Transfers:

8. Request and Recommendation by the Superintendent for Board of Education Approval of the Transfer of Janeth Coll.

It is recommended by the Superintendent that the Board of Education approve the transfer of Janeth Coll from Bus Driver with the District, to a Job Coach for the RDS-Salem Campus at a Salary of \$38,146 (step 6), effective 09/01/2024.

Commented [83]: Transfer to Job Coach Janeth Coll

Vote	Roll Call	8	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	x			
Davis		x			
Donelson		x			
Halter	1	x			
Ransome					
Smith					
White Corsey					
Total		4			

Commented [84]: Roll Call Vote

PROGRAMS -

Commented [85]: Programs SCSSSD

1. Request and Recommendation for Board of Education Approval of Facilities Usage for the Salem County Vocational Technical and Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the [attached](#) events at Salem County Vocational Technical and Special Services Schools Districts. Experiences for approval are listed in the chart attached.

Commented [86]: Facilities Use

Vote	Roll Call	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote

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Bomba		x			
Davis	2	x			
Donelson		x			
Halter	1	x			
Ransome					
Smith					
White Corsey					
Total		4			

XV. AUDIENCE PARTICIPATION II / COMMISSIONER LIAISON RECOGNITION

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion of the meeting to comment on any agenda or agenda addendum Item(s). Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda Item(s). When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Wait to be recognized before making your comments.
4. Limit your comments to the specific resolution.
5. Time will be limited to 3 minutes per speaker. Another speaker may transfer their time to a speaker to increase the total time to 6 minute. However, the person transferring time loses their time to comment.
6. Comments from the public will not have a response from the Board of Education.

Commented [87]: AUDIENCE PARTICIPATION II / COMMISSIONER LIAISON RECOGNITION

XVIII. ADJOURNMENT 11:25 pm

Commented [88]: ADJOURNMENT 11:25 pm

Vote	General	I	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson		x			
Halter	2	x			
Ransome					
Smith					

Commented [89]: General Vote

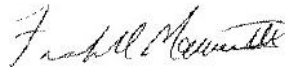
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White Corsey					
Total		4			

Respectfully Submitted,



Jennifer Bates
Assistant Superintendent
Business Administrator/Board Secretary
SCVTS



Frank H. Maurer, III
Assistant Superintendent
Business Administrator/Board Secretary
SCSSSD

