

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

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, August 27, 2024 at 7:00 p.m.

Minutes

I. PLEDGE OF ALLEGIANCE TO THE FLAG

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

Commented [1]: Mr. Ransome began the meeting with the pledge at 7:01 pm.

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 District's 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. Julie Smith - July 1, 2024 to expire June 30, 2027

Commented [2]: Julie Smith was sworn in.

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

I, Julie Smith, 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, Julie Smith, 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	P	_____	Mr. Earl Ransome	P	_____
Mr. Linwood Donelson III	A	_____	Ms. Patty Bomba	P	_____
Mr. Daryl Halter	P	_____	Ms. Leslie Corsey-White	A	_____
Mrs. Julie Smith	P	_____	Student	A	_____

Commented [3]: Roll call voter was taken

Commented [4]: Others Present: John Swain-Superintendent, Jennifer Bates Asst.-Superintendent, Frank Maurer-Asst. Superintendent, James Helder-Principal, Marjorie Wentzel-Director, Rebecca Cruz-Guy-Principal, Jason Helder-Principal, Nicole Cerqueria-SCVTS Teacher, Rachler Lester-Battiata-Teacher.

V. MINUTES

It is recommended that the Board of Education approve the Minutes from the July 2, 2024 Board of Education meeting.

Commented [5]: Minutes from July 2, 2024 were adopted.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

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

V. ADDENDA -None

VI. AUDIENCE PARTICIPATION I

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

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

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

VII. BOARD OF EDUCATION BUSINESS

1. District Goals

2. Board Goals

3. Request and Recommendation for Board of Education Approval of the Virtual Remote Plans for 2024-2025

Salem County Special Services Plan and Checklist
Salem County Vocational Technical Plan and Checklist

Commented [6]: Nicole Cerqueria - Stated there have been conversations requesting the agenda in advance of the meeting. The members want more time to review the agenda. Attachments are not available (example:filed trips).

Commented [7]: Presented for review will be presented in September by Mr. Swain.

Commented [8]: Roll Call vote approved item #3.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 27, 2024**

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

4. Discuss the Code of School Ethics for School Board Members Board of Education discussion of the Code of School Ethics. Each school board member is responsible to read and become familiar with the codes per School Ethics Act, C1788, P.L. 2001 and to sign an Acknowledgement of Receipt of the Codes

5. Correspondence - N/A

6. Presentations

1. NJGPA Assessment- Spring 2024 (Jen Bates)

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of [May 2024 \(revised\)](#) and [June 2024](#). The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Business Administrator/Board Secretary

August 27, 2024
Date

B. Revised Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of [May 2024](#) and [June 2024](#). The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of May 2024.

C. Board Secretary Certification

Commented [9]: BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT- VOCATIONAL TECHNICAL SCHOOL DISTRICT

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

There are no transfers to report.

F. Warrants

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

- Bills paid for the month of June 2024 totaling \$2,983,872.93
- Payroll for June 15, 2024 in the amount of \$309,189.02
- Payroll for June 30, 2024 in the amount of \$332,257.77
- Payroll for June 30, 2024 in the amount of \$2,998.09
- Bills Paid for the month of July 2024 totaling \$574,588.29
- Payroll for July 15, 2024 in the amount of \$108,002.91
- Payroll for July 30, 2024 in the amount of \$134,436.12

Vote	Roll Call	6	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	2	x			
Donelson					
Halter	1	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

Commented [10]: Roll Call Vote

G. Board Secretary/Business Administrator New Business:

Commented [11]: G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board Approval to Refund Food Service Account Balances for Graduated Seniors.

It is recommended by the Business Administrator for Board of Education approval to refund account balances to seniors that graduated in June 2024 in the total amount of \$91.50 per the attached list.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

2. 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 corrected appointments of district assignments:

Work Based Learning	Veronica Dixon (SCVTS)
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3. Request and Recommendation for Board Approval to Write Off Balances for Food Services.

It is recommended by the Business Administrator for Board of Education approval to write off the Food Services balances for seniors that graduated in June 2024 totaling \$2042.50 per the attached list.

4. Request and Recommendation by the Business Administrator to Void Checks for the 2023-2024 School Year.

It is recommended by the Business Administrator that the Board of Education approve voiding the checks listed below. New checks will not be reissued.

Check #	Amount#
41497	\$210.39
41426	\$300.00

5. Request and Recommendation for Board of Education Approval to Void Check 0281.

It is recommended by the Business Administrator that the Board of Education approve voiding check #0281 for a Senior Class Trip payment in the amount of \$2,145. The check was made out in the wrong amount. A new check was issued in the correct amount.

Check #	Amount#
0281	\$2,145.00

6. Request and Recommendation for Board of Education Approval of a Refund for Senior Trip Overpayment.

It is requested by the Business Administrator that the Board of Education approve a refund for a senior trip overpayment to Student #103475 in the amount of \$250.00

7. Request and Recommendation for Board of Education Approval of Nightlinger, Colavita, Volpa, PA as the Auditors for the 2024-2025 school year.

It is requested by the Business Administrator that the Board of Education approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2024-2025 School Year at the rate of \$31,945.

8. Request and Recommendation for Board of Education Approval of Garrison Architects as the Architects of Record for the 2024-2025 school year.

It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2024-2025 School Year.

9. Request and Recommendation for Board of Education Approval of an Agreement with Johnson Controls Fire Protection, LP for the 2024-2025 School Year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is requested by the Business Administrator that the Board of Education approve the attached Agreement with Johnson Controls Fire Protection LP for Fire Alarm and Suppression Services for the Career and Technical High School and kitchen hoods for the 2024-2025 school year in the total amount of \$6,199.13.

10. Request and Recommendation for Board of Education Approval of the Contract with A.S.E.S. for 2024-2025.

It is recommended by the Business Administrator that the Board of Education approve the agreement with A.S.E.S. for the annual inspection of all the automotive lifts at an annual cost of \$873.30 for 2024-2025.

11. Request and Recommendation for Board of Education Approval of a Shared Services Agreement for Computer Technician Services with Alloway BOE

It is recommended by the Business Administrator that the Board of Education approve a shared services agreement for Computer Technician Services with the Alloway Township Board of Education. The contracted rate is for \$3,482.50 per month for 10 months. The 10 month shared agreement would begin September 1, 2024 and end June 30, 2025.

12. Request and Recommendation for Board of Education Approval of Counseling Services for the Salem County Vocational Technical Schools for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the Counseling Services with Dr. Ayrin Hnosko, PhD., LCSW for the Salem County Vocational Technical Schools, Career and Technical High School Campus for the 2024-2025 school year. Services stem from approved RFP for the 2021-2022 school year and are requested to be continued at a maximum total contract of \$115,000. Dr. Hnosko will provide group and individual therapy sessions for students/staff during the school year. A breakdown of cost is as follows:

Item	Units	Cost Per Unit
Individual Sessions (Students and staff)	12 units per week	\$200
Collaboration Meetings	4 units per week	\$50
Emergency Psychiatric Evaluation/Clearances	Each (as needed)	\$250

13. Request and Recommendation for Board of Education Approval to Pay the Membership Dues for the 2024-2025 School Year to the New Jersey Council of County Vocational Technical Schools.

It is requested by the Business Administrator that the Board of Education approve to pay the 2024-2025 membership dues to the New Jersey Council of County Vocational Technical Schools in the amount of \$14,389.00.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

14. Request and Recommendation for Board of Education Approval to Extend a Contract with Waste Management for Recycling and Waste Management Services for 2024-2025.

It is recommended by the Business Administrator that the Board of Education approve the Business Administrator approve a one year extension of the contract for Waste Management for recycling and waste management for the 2024-2025 school year. The monthly costs are attached.

15. Request and Recommendation for Board of Education Approval of Updated Interlocal Service Agreement with Pittsgrove Township Public School District for Custodial Services.

It is recommended by the Business Administrator that the Board of Education approve the updated Interlocal Service Agreement with Pittsgrove Public School District for Custodial Services through ABM. The cost of the contract was increased from \$350,231.05 to \$357,235.67 due to a mandatory increase in the minimum wage.

16. Request and Recommendation for Board Approval to Accept the Security Services Agreement with KD National Force Security for the 2024-2025 school year.

It is recommended by the Business Administrator for Board of Education approval of the Security Services Agreement with KD National Force Security for the 2024-2025 school year. The hourly fees stated in the agreement are listed below:

Regular Hourly Rate: \$43.00 per hour, per School Security Specialist
Overtime Hourly Rate: \$64.50 per hour, per School Security Specialist
Holiday Hourly Rate: \$64.50 per hour, per School Security Specialist

17. Request and Recommendation for Board Approval to Accept the Contract with Advantage Security Inc. for the CTHS Security System Maintenance for the 2024-2025 school year.

It is recommended by the Business Administrator for Board of Education approval of the Contract with Advantage Security Inc for the CTHS Security System Maintenance from July 1, 2024 to June 30, 2025. The total amount of the Contract is \$9,568.20.

18. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Support Service Agreement for SCVTS from CM3 for 2024-2025.

It is recommended by the Business Administrator that the Board of Education approve the support service agreement for SCVTS from CM3 for annual service and inspections on the HVAC units at an annual cost of \$10,264.00 for 2024-2025 school year.

19. Request and Recommendation for Board of Education Approval of the attached Consultant Agreement with Capstone Medical Services, LLC.

It is recommended by the Business Administrator that the Board of Education approve the attached Consultant Agreement with Capstone Medical Services, LLC to provide athletic trainer services for students during the 2024-2025 school year at the rate of \$75 per hour.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

20. Request and Recommendation for Board of Education Approval of an Agreement with Stand Out From the Crowd, LLC.

It is recommended by the Business Administrator that the Board of Education approve a Rental Agreement from Stand Out From the Crowd, LLC for the 21st CCLC Summer Program in the amount of \$650. These beyond the school day activities are to be hands-on, project-based and inquiry-based experiences that create excitement in the learning process. The inquiry based Open House/Career Day/Family Fun Day will be held on July 31, 2024. Funding source is ARP ESSER Beyond the School Day.

21. Request and Recommendation for Board of Education Approval of an Agreement with Fonzie's Foam.

It is recommended by the Business Administrator that the Board of Education approve an Agreement with Fonzie's Foam for a Foam Party for the 21st CCLC Summer Program in the amount of \$515.80. These beyond the school day activities are to be hands-on, project-based and inquiry-based experiences that create excitement in the learning process. The inquiry based Open House/Career Day/Family Fun Day will be held on July 31, 2024. Funding source is ARP ESSER Beyond the School Day.

22. Request and Recommendation for Board of Education Approval of an Agreement with Elite Party Entertainment - Kona Ice for the 21st CCLC Summer Program.

It is recommended by the Business Administrator that the Board of Education approve an Agreement with Elite Party Entertainment in the amount of \$440. These beyond the school day activities are to be hands-on, project-based and inquiry-based experiences that create excitement in the learning process. The inquiry based Open House/Career Day/Family Fun Day will be held on July 31, 2024. Funding source is ARP ESSER Beyond the School Day.

23. Request and Recommendation for Board of Education Approval of an Agreement with Lucky Shots.

It is recommended by the Business Administrator that the Board of Education approve an Agreement for with Lucky Shot Pix, LLC for the 21st CCLC Summer Program in the amount of \$275.00. These beyond the school day activities are to be hands-on, project-based and inquiry-based experiences that create excitement in the learning process. The inquiry based Open House/Career Day/Family Fun Day will be held on July 31, 2024. Funding source is ARP ESSER Beyond the School Day.

24. Request and Recommendation for the Board of Education Approval of a Contract with Underwood Engineering for Construction Testing and UCC Special Inspection Services for the Salem County Vocational School 2024 Addition and Renovations Project GA# 21-125 in the amount of \$3,500.

It is recommended that the Board of Education approve a Contract with Underwood Engineering for construction testing and UCC special inspection services for the Salem County Career and Technical High School 2024 Addition and Renovations project GA# 21-125 in the amount of \$3,500.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

25. Request and Recommendation for Board of Education Approval to Purchase SmartPass One for use at the Career and Technical High School for the 2024-2025 School Year.

It is recommended by the Business Administrator that the Board of Education approve to purchase SmartPass One, a digital hall pass system, for use at the Career and Technical High School. SmartPass provides an accounting of students who are outside of their assigned classroom during the school day and acts just like a traditional paper pass system, but with more retrievable data and shared communication of active passes. That data will help give each school a more in-depth view of activity and movement throughout the building during the school day and, in case of emergencies, will give administrators, teachers and security personnel real-time access to logistical information and the whereabouts of unattended students. Through the use of the SmartPass system, the learning environment will be enhanced by:

- Maximizing instructional time by setting pass limits and restrictions, while allowing for individualized accommodations and options for flexible learning scenarios as needed.
- Provides non-disruptive classroom management features through better efficiency of hall pass and release time approvals.
- Improve planning and increase student safety with Emergency Mode where silent messages are sent to teachers with live-updating location check-ins on student whereabouts
- Provide professional development for staff members focused on classroom management and communication, release time expectations, late arrivals and early dismissals, and emergency procedures.

The cost to the district is \$4,296.00.

26. Request and Recommendation for Board of Education Approval of an Annual Contract with Go Guardian

It is recommended by the Superintendent that the Board of Education approve the acceptance of the quotation from Go Guardian for device diagnostic and filtering software at a cost \$11,946.25.

27. Request and Recommendation for Board of Education to Approve annual contract with CorePoint.

It is recommended by the Business Administrator to approve the acceptance of the quotations from CorePoint for Fortinet Hardware (including 1 year Forticare and Fortiguard Unified Threat Protection) and CPN installation for \$30,030. Cost to be shared with Salem County Special Services School District.

28. Request and Recommendation for Board of Education to Approve annual contract with CorePoint.

It is recommended by the Business Administrator to approve the acceptance of the quotations from CorePoint for annual Master Support Agreement for managed services onsite/remote support, manage and monitor servers onsite and cloud, replication of server environment in COLO for \$13,500, Ruckus WiFi hosting for \$4,200, phone system support for \$2,100 and \$4,800 for 4 TB of Cloud Backup.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

29. Request and Recommendation for Board of Education Approval of a Refund to an Adult Real Estate Student.

It is recommended by the Business Administration for Board of Education approval to refund \$375 to Maryann Holoman. Ms. Holoman pre-paid tuition for the Adult Real Estate Class and withdrew from the class prior to the start date.

30. Request and Recommendation for Board of Education Approval to Allow The Learning Center to Use FormSite to Process Credit Card Payments and Charge an Administrative Fee for this Service.

It is recommended by the Business Administrator that the Board of Education approve the use of FormSite to process online credit card payments for the The Learning Center (TLC) program operated by the Salem County Vocational Technical School District. Administrative fees are charged by Formsite for the processing of payments. Fees typically range between 3%-5% of each transaction. It is recommended that the Board of Education approve to charge the parents paying for services they received from TLC an administrative fee of \$5.00 per transaction.

31. Request and Recommendation for Board of Education Approval of the Disposal of Items No Longer of Use and or Value

It is requested by the Business Administrator that the Board of Education approve disposal of items no longer of use or value:

Item	Description	Value
1GTFG15M4Y1233716	2000 GMC Van	\$0
1D7HW22K57S119033	2007 Dodge Dakota	\$0
WAULT68EX3A292792	2003 Audi A4	\$0

32. Request and Recommendation for Board of Education Approval of the Food Service School Breakfast and Lunch Pricing for the 2024-2025 School Year.

It is requested by the Business Administrator that the Board of Education approve school breakfast/lunch pricing, lunch pricing, and a la cart items for the 2024-2025 school year. The itemized price list is attached.

33. Request and Recommendation for Board of Education Approval to Enter into a Joint Purchasing Agreements as Part of a Shared Service Initiative with Penns Grove-Carneys Point Board of Education for the 2024-2024 School Year.

It is recommended that the Board of Education approve the following joint purchasing agreements as part of a shared service initiative. The agreements shall be in effect for fiscal year 2024-25, which runs from July 1, 2024 through June 30, 2025.

ITEMS TO PURCHASE

Baked Goods
Milk, Juice, Dairy

SHARED SERVICES SUPPLIER

Board of Education – PG/CP
Board of Education – PG/CP

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

34. Request and Recommendation of the Board of Education Approval to Award a Contract for Linen Services for the Culinary Arts and Food Services Department for the 2024-25 School Year.

It is recommended that the Board of Education grant approval to award a contract for Linen Services for the Culinary Arts and Food Services Department and Cosmetology Program for the 2024-25 School Year. Quotations were sent to six vendors; one vendor replied, Churchill Linen Services, Inc. (dba/Wildwood Linen Supply, Wildwood, NJ). The prices must remain in effect through June 30, 2025. The following shows the products highlighted in bold print based on quantities offered.

DESCRIPTION	CHURCHILL LINEN (Wildwood Linens)	MONTHLY USAGE
	PRICE EACH	
Kitchen Towels 100% Cotton 14" x 24"	.203	300
Barber Towels Terry Cloth 15" x 24"	.252	800
Bib Aprons (55% Cotton/45% Polyester Straight Cut) White 32" x 38"	.556	300
Table Covers White 52" x 52" Special Occasion	.735	N/A
Table Covers White (Inventory 10) 72" x 72"	.987	30
Table Covers White (Inventory 25) 54" x 120"	2.73	30
Table Covers Burgundy 72" x 72" Special Occasion	.987	N/A
Table Covers Navy Blue 72" x 72" Special Occasion	.987	N/A
Napkin Burgundy 20" x 20" Special Occasion	.1785	N/A
Napkin White 20" x 20" Special Occasion	.1785	N/A
Napkin Burgundy (Inventory 175) 20" x 20"	.1785	20
Table Covers White (Inventory 20) 61" x 61"	.7665	N/A

35. Request and Recommendation for Board of Education Approval of a Proposal from Ella's Mamma Mia's to Provide up to Twenty-Nine (29) Pizzas for the Students of the Salem County Vocational Technical School District and Salem Campus on Alternate Fridays for the 2024-2025 School Year in the Amount of \$11.50 Per Pizza

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 27, 2024**

It is recommended that the Board of Education grant approval of a proposal from Ella's Momma Mia's to provide up to Twenty-Nine (29) pizzas for the students of the Salem County Vocational Technical School District, Salem Campus, and Daretown, on alternate Fridays for the 2024-2025 school year in the amount of \$11.50 per pizza.

Papa Luigi's Pizzeria \$12.00 per pizza
Ella's Mamma Mia \$11.50 per pizza

- 36. Request and Recommendation for Board of Education Approval of the 2024-2025 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.**
It is recommended by the School Administrator for the Board of Education to approve the 2024-2025 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2024-2025 Budget Development Calendar
SCVTS**

10/28/2024	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
11/18/2024	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
12/2/2024	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
12/17/2024	DISCUSS GUIDELINES WITH BOARD
1/28/2025	BOARD APPROVAL OF TUITION RATES
2/10/2025	SECOND DRAFT
3/11/2025	BOARD APPROVAL OF BUDGET

Vote	Roll Call	36	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson					
Halter	2	x			
Ransome		x			
Smith		x			

Commented [12]: Roll Call Vote

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 27, 2024**

White Corsey					
Total		5			

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation of the Superintendent for Board of Education Approval of the Assistant Superintendent and Business Administrator Contract for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2024.

It is recommended by the Superintendent that the Board of Education approve the approved contract from the Executive County Superintendent for Jennifer Bates as Assistant Superintendent and Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2024 through June 30, 2025.

2. Request and Recommendation for Board of Education Approval of Stipend for Corrado Ruscica for the 2024-2025 School Year.

It is requested by the Superintendent that the Board of Education approve a stipend in the amount of \$8,000 to Corrado Ruscica for Computer Technician Services to be provided to the Alloway Township Board of Education. Mr. Corrado will be providing computer technician support services to Alloway Township Board of Education per the approved shared services agreement September 1, 2024 to June 30, 2025.

3. Request and Recommendation for Board of Education Approval of Career and Technical High School Teaching Staff/Mentors to Assist with the New Teacher Orientation for the 2024-2025 School Year.

It is requested by the Superintendent that the Teaching Staff/Mentors listed below at the Career and Technical High School be paid at the rate of \$50.00 per hour for hours worked on August 28, 2024 and August 29, 2024 to work with new instructors on curriculum review, lesson plan preparation and preparations for the first day of school. Timesheets are required.

Elizabeth Bernat-Duaime

4. Request and Recommendation of the Superintendent for Board of Education Approval of Joel Norton, CTHS Welding Instructor as the Part-Time Welding Instructor for the Adult Education Evening Program.

It is recommended by the Superintendent that the Board of Education approve the employment of Joel Norton, CTHS Welding Instructor as the part-time Welding Instructor for the Adult Education evening program for the 2024-2025 school year at the rate of \$38.00 per hour, as needed. Timesheets are required. Course offering is subject to minimum enrollment requirements.

5. Request and Recommendation of the Superintendent for Board of Education Approval of Michael Nickerson, CTHS Auto Collision Repair

Commented [13]: SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

Commented [14]: Personnel

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Technology Instructor as the Part-Time Auto Collision Repair Technology Instructor for the Adult Education Evening Program.

It is recommended by the Superintendent that the Board of Education approve the employment of Michael Nickerson, CTHS Auto Collision Repair Technology Instructor as the part-time Auto Collision Repair Technology Instructor for the Adult Education evening program for the 2024-2025 school year at the rate of \$38.00 per hour, as needed. Timesheets are required. Course offering is subject to minimum enrollment requirements.

- 6. Request approval for compensation for Colonel Joseph Rojas to teach four blocks of AFJROTC courses in the absence of the other AFJROTC instructor until a new instructor has been appointed. It is recommended that Colonel Rojas receive compensation equal to a per diem rate of the contracted fourth block stipend based on the number of days he provided four blocks of instruction.**

- 7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the Following Stipend Positions for the 2024-2025 School Year.**

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend positions at the negotiated rates listed for the 2024-2025 school year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

First name	Last name	Position
Nicole	Cerqueira	Academic League - JV (Level III)
Dawn	Patrick	Academic League - Varsity (Level III)
Joseph	Rojas	AFJROTC Service Coordinator (\$2500)
Katherine	Polillo	ALLIES Club Advisor (Level II)
Bruce	Connell	AM Cafeteria Monitor (Level III)
Rachael	Battiata	AM Cafeteria Monitor (Level III)
Mike	Nickerson	AM Cafeteria Monitor (Level III)
Brian	Quinn	AM Cafeteria Monitor (Level III)
Al	Roeske	AM Detention Monitor (Level III)
Jim	Helder	Athletic Director (appro. certification req.)(\$10,000)
Mark	Kasubinski	Athletics Score Keeper (\$30 per game)
Bruce	Connell	Attendance Recovery (\$38/hour)
Jami	Munyan	Attendance Recovery (\$38/hour)
Rachael	Battiata	Attendance Recovery (\$38/hour)
Lindsey	Doran	Attendance Recovery (\$38/hour)
Tyrone	Preyer	Attendance Recovery (\$38/hour)
Cindia	Gredesky	Attendance Recovery (\$38/hour)
Jennifer	Roberts	Attendance Recovery (\$38/hour)
Bruce	Connell	Banquet Chef (\$45/hour)
Eric	Walter	Chess Club Advisor (Level I)
Eric	Lockwood	Chess Club Co-Advisor (Level III)
Rachael	Battiata	Class of 2025 Advisor (Level II)
Kristen	Redkoles Polk	Class of 2026 Advisor (Level II)
Patrick	Fisher	Class of 2027 Advisor (Level II)
Katherine	Polillo	Class of 2028 Advisor (Level II)
Maria	James	Detention Substitute as needed (Hourly Rate)
Michelle	Pharo	Detention Substitute as needed (Hourly Rate)
Joseph	Alexander	E-Sports (Level I)
Lauren	Aitken	FCA Advisor (Level II)
Keely	DiTizio	FFA Advisor (Level I)
Jami	Munyan	Fitness Room Monitor (\$38/hour)
Rob	Polk	Fitness Room Monitor (\$38/hour)
Lindsey	Doran	Fitness Room Monitor (\$38/hour)
Kimberly	Kraky	Future Educators America Advisor (Level II)
Carly	Chaapel	Garden Club Advisor (Level II)
Nicole	Cerqueira	Girls Who Code (Level II)
Amber	Furey	National Technical Honor Society Advisor (Level II)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Elizabeth	Duaime	PM Detention Monitor (Level III)
Kristen	Redkoles Polk	Senior Trip Coordinator/Advisor (Level III)
Mark	Kasubinski	Skills USA Advisor (Level II)
Matt	Dickens	Sports Talk and Media Club (Level II)
Elizabeth	Duaime	Student Government Association (Level II)
Maria	James	Substitute Procurer
Jennifer	Roberts	Title I Tutoring
Lauren	Aitken	TLC Adviser/Coordinator (Level II)
Lindsey	Doran	U Got Brains Adviser (Level II)
Rachael	Battiata	Yearbook (Level II)
Lacey	DeBellis	Impact Club (Level II)
Tracy	Foster	Art and Literature Club (Level II)

New Hire

8. Request and Recommendation for Board of Education Approval to Employ Veronica Dixon as the Workbased Learning Instructor/Coordinator for the the SCVTS Adult Literacy Programs, Work Based Learning Programs, and Adult Post-Secondary Programs at Hosted at Salem Community College and SCVTS for the 2024-2025 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of Veronica Dixon as a 10-month Workbased Learning Instructor/Coordinator for the SCVTS Adult Literacy Programs, Work Based Learning Programs, and Adult Post-Secondary Programs at the salary of \$69,432.00 with an effective date of September 1, 2024.

9. Request and Recommendation for Board of Education to Approve the Employment of Veronica Dixon During Summer Months.

It is recommended by the Superintendent that the Board of Education approve Mrs. Veronica Dixon, Workbased Learning Instructor/Coordinator for the the SCVTS Adult Literacy Programs, Work Based Learning Programs, and Adult Post-Secondary Programs, to be paid on her per diem basis for work days during the months of July and August 2024, not to exceed 20 days as assigned and approved by the Assistant Superintendent or designated supervisor. Time sheets will be submitted through Genesis for payment.

10. Request and Recommendation for Board of Education Approval to Employ Natalie Helm, English Instructor at the Career and Technical High School.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is recommended by the Superintendent that the Board of Education approve to employ Natalie Helm as a full time English Instructor at the Career and Technical High School, at the salary of \$60,083.00 (MA Step 1) with an effective date of September 1, 2024.

11. Request and Recommendation for Board of Education Approval for the Employment of Erin Johnson as a Substitute Teachers for CTHS.

It is requested by the Superintendent that the Board of Education approve the employment of Erin Johnson as a Substitute Teacher for CTHS at the salary of \$125/day, effective September 1, 2024. Timesheets are required.

12. Request and Recommendation for Board of Education Approval for the Employment of Debbie Brown as a Substitute Teachers for CTHS.

It is requested by the Superintendent that the Board of Education approve the employment of Debbie Brown as a Substitute Teacher for CTHS at the salary of \$125/day, effective September 1, 2024. Timesheets are required.

13. Request and Recommendation for Board of Education Approval for the Employment of Rachel Iveson as a Substitute for The Learning Center.

It is requested by the Superintendent that the Board of Education approve the employment of Rachel Iveson as a Substitute Paraprofessional for the Learning Center at the rate of \$125.00/day, effective September 1, 2024. Timesheets are required.

14. Request and Recommendation for Board of Education Approval for the Employment of Adjunct Adult Post Secondary Instructors for the 2024-2025 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of adjunct Adult Post Secondary Instructors for the Adult Literacy grant for the 2024-2025 school year.

Name	Salary	Position/Program
Stephanie Baruffi-Eckstein	\$32 per hour	Adult Ed/Basic Skills Instructor
Rebecca Cruz-Guy	\$32 per hour	Adult Ed/Basic Skills Instructor
Haley Crist	\$28 per hour	Adult Ed/Basic Skills Instructor
Sharon Gates	\$32 per hour	Adult Ed/Basic Skills Instructor
Christine Lapalomento	\$32 per hour	Adult Ed/Basic Skills Instructor
Cheryl Levitsky	\$32 per hour	Adult Ed/Basic Skills Instructor
Jessica Meehan	\$32 per hour	Adult Ed/Basic Skills Instructor
Michelle Minichino	\$32 per hour	Adult Ed/Basic Skills Instructor
Heidi Rowand	\$32 per hour	Adult Ed/Basic Skills Instructor

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Sonya Saul	\$32 per hour	Adult Ed/Basic Skills Instructor
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Volunteer:

15. Request and Recommendation for Board of Education Approval of Volunteer for the Career and Technical High School.

It is recommended by the Superintendent that the Board of Education approve Cheryl Lowe, parent of a Career and Technical High School student, as a volunteer to chaperone FFA student activities. Ms. Lowe must meet the background check requirements prior to attending FFA activities.

Commented [15]: Volunteers

Resignation:

16. Request and Recommendation of the Superintendent for Board of Education Approval of Resignation of Keith Zulkowski.

It is requested by the Superintendent that the Board of Education approve the resignation of Keith Zulkowski, Aerospace Science Instructor for AFJROTC unit NJ-20004, effective June 30, 2024.

Commented [16]: Resignations

17. Request and Recommendation of the Superintendent for Board of Education Approval of Resignation of Morgan Woods.

It is requested by the Superintendent that the Board of Education approve the resignation of Morgan Woods, Supervisor of Instruction and Grants, effective August 15, 2024.

Vote	Roll Call	17	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	x			
Davis		x			
Donelson					
Halter	1	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

Commented [17]: Roll Call Vote

PROFESSIONAL DEVELOPMENT:

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

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

Commented [18]: Professional Development

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
2024-2025 School Meals and Summer EBT Applications: Guidance, Resources and Trainings Rutgers EcoComplex Bordentown, NJ 08505 August 15, 2024	Colleen Lewis Kaitlin Pedrick	\$0 \$26.32 mileage	\$26.32
Danielson Refresher PD SCVTS Campus August 19, 2024	SCVTS/SCSSS D Administrators	\$1520	\$1520 ESEA Title IIA
School Security and "The First 8 Minutes" SCVTS Campus August 19, 2024	SCVTS/SCSSS D Administrators	\$0	\$0
New Teacher Danielson Training SCVTS Campus August 28, 2024	SCVTS/SCSSS D New Teachers	\$1520	\$1520 ESEA Title IIA
AMTNJ Fall Grades 6-12 Conference Brookdale Community College November 22, 2024	Mark Colavito Jennifer Roberts Alicia Smith	\$219 Registration \$89.30 Mileage \$25.00 Tolls	\$771.30 ESEA Title IIA
Garden State Equality LGBTQ Workshop SCVTS January 30, 2025	SCVTS Staff	\$1,000	\$1,000 ESEA Title IIA

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

Commented [19]: Roll Call

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Smith		x			
White Corsey					
Total		5			

PROGRAMS:

Commented [20]: Programs

- 1. Request and Recommendation for Board of Education Approval of the Revised 2024-2025 SCVTS/SCSSSD School Calendar.**
 It is recommended by the Superintendent that the Board of Education approve the revised 2024-2025 school calendar. The calendar is being revised due to a change in the last day of school for the 2024-2025 school year.

- 2. Request and Recommendation for Board of Education Approval of Continuation of Membership for the 2024-2025 School Year.**
 It is recommended by the Superintendent that the Board of Education approve the continuation of membership in the following:
 Middle States Association 2024-2025 - \$3,525
 NJSIAA Annual Membership Dues and the DAANJ Annual Membership Dues 2024-2025 - \$2,700.

- 3. Request and Recommendation for Board of Education Approval for SCVTS to Adopt the Constitution, Bylaws, Rules and Regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA).**
 It is recommended by the Superintendent that the Board of Education agree to join the NJSIAA and adopt its Constitution, Bylaws, Rules and Regulations of the NJSIAA. NJSIAA must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in NJSIAA Bylaws, Article V. Toward that end, the Principal of each member school has the affirmative obligation to report to the NJSIAA any violations of these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article X of the NJSIAA Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon the offending school.

SCVTS voluntarily agrees to join the New Jersey State Interscholastic Athletic Association (NJSIAA), which is a non-profit association of public and non-public high schools in the State of New Jersey and is authorized to participate in the approved athletic activities sponsored by the NJSIAA. The Board of Education (of a public school) or Chief School Administrator (of a non-public school) hereby adopts as its own policy and agrees to be governed by the Constitution, Bylaws, Rules and Regulations of the NJSIAA.

- 4. Request and Recommendation for Board of Education Approval of an Affiliation Agreement with Rowan University for Student Internship at Salem County Vocational Technical School.**
 It is recommended by the Superintendent that the Board of Education approve an Affiliation Agreement with Rowan University for the placement of student interns at the Salem County Vocational Technical School for supervised experiences in

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

both clinical and non-clinical practice settings. The Affiliation Agreement is attached and expires May 31, 2026.

5. 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 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.

6. Request and Recommendation for Board of Education Approval to Apply for the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Continuation Grant 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 21st Century Community Learning Centers Continuation Grant in partnership with Penns Grove Carneys Point School District offered through the NJDOE in the amount of \$550,000 per year. Year two of the grant is effective September 1, 2024 through August 31, 2025.

7. Request and Recommendation for Board of Education Approval to accept the following FY2025 Grants.

- FY2025 Carl D. Perkins Secondary Grant in the amount of \$136,414 (Federal - \$102,934; Reserve - \$33,480) for the budget period from July 1, 2024 to June 20, 2025
- FY 2025 Carl D. Perkins Post Secondary Grant in the amount of \$90,978 for the budget period from July 1, 2024 to June 20, 2025
- FY2025 Individual Disabilities Education Act - Part B (IDEA-B) in the amount of \$128,805
- FY2025 ESEA Title IA: \$205,064; Title IIA: \$ 24,109 and Title IV: \$ 14,312
- FY2025 Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) in the amount of \$550,000.

8. Request and Recommendation for Board of Education Approval of the 21st CCLC Summer Program Open House/Career Day/Family Fun Day.

It is recommended by the Superintendent that the Board of Education approve the 21st CCLC Summer program to host an Open House/Career Day/Family Fun Day for the summer program students and their families on Wednesday, July 31, 2024 from 10:30 a.m. to 2:00 p.m.

9. Request and Recommendation for Board of Education Approval to Provide CPR/Basic Lifesaving Skills Training Courses for SCVTS Child Care and Allied Health Program Students during the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the Salem County Adult Education Program to provide CPR/Basic Lifesaving Skills Training courses to SCVTS Child Care and Allied Health Program students. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$10.50 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach each four (4) hour course. The courses will be

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

held at the SCVTS Campus, during normal school hours on dates agreed upon by the program instructors.

10. Request and Recommendation for Board of Education Approval to Provide CPR/Basic Lifesaving Skills Training Courses for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the Salem County Adult Education Program to Provide CPR/Basic Lifesaving Skills Training courses for the 2024-2025 on an as needed basis. All participants will receive an American Heart Association CPR/BLS certificate. Cost is \$90.00 per student. Wandra Wells, a full time SCVTS Adult Education employee, will teach each ten (10) hour course. The courses will be held at the SCVTS Adult Education Classroom in the Tillis Building at the Salem Community College Campus.

11. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Vocational Technical School.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools.

12. Facilities 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.

13. Request and Recommendation for Board of Education Approval of the Comprehensive Equity Plan for the Period Between July 1, 2024 through June 30, 2027.

It is recommended by the Superintendent that the Board of Education approve the attached Comprehensive Equity Plan for the period between July 1, 2014 through June 30, 2027. The plan developed reflects the review and needs assessment conducted by the Affirmative Action Team. The plan also addresses on-going staff professional development to promote equity awareness.

14. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2024-25 school year. It is requested that the Board of Education approve payment for the mentoring. The district has opted to pay the mentor upon completion of the program and the submission of completed mentor/mentee logs per the District Mentoring Plan. It is recommended that the Board of Education approve the district paying the fees, provided that the novice instructor remains with the school district two years after obtaining the standard certification. If the novice instructor vacates the position prior, they must reimburse the district the fee paid, prior to their last day.

Novice Instructor	Mentor	Fee /Program
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Mark Colavito	Katherine Polillo	\$550 (CEAS)
Natalie Helm	Liza Bernat-Duaine	\$550 (CEAS)

15. Request and Recommendation for Board of Education Approval of Contract with the County of Salem to Provide Shared Services.

It is recommended that the Board of Education approve a shared service agreement with the County of Salem for Adult Basic Skills Training to be provided by Salem County Vocational Technical School at the Salem County Correctional Facility effective July 1, 2022 through June 20 2025 at a cost not to exceed \$21,525.00 per year.

16. Request and Recommendation for Board of Education Approval of All Existing Articulation Agreements with SCVTS.

It is recommended by the Superintendent that the Board of Education approve all articulation agreements annually unless other approvals are needed per the guidelines of the agreements.

17. Request and Recommendation by the Superintendent that the Board of Education approve the 2024-2025 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2024-2025 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts. Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

18. Request and Recommendation for Board of Education Approval of the 2024-2025 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2024-2025 District Mentoring Plan. The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

19. Request and Recommendation for Board of Education Approval to Utilize the Achieve NJ Danielson Tool for Staff Evaluations for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the Achieve NJ Danielson/NJPEPL to be used for staff evaluations for the 2024-2025 school year in accordance with Policy 3222.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

20. Request and Recommendation for Board of Education Approval of the Revised 2024-2025 Adult Vocational Program Additional Class Schedule and Tuition.

It is requested by the Superintendent that the Board of Education approve the revised 2024-2025 Adult Vocational Program class schedule and tuition rates. The schedule is subject to change, pending future school closures and current situations that involve the safety of our students. Additionally, classes may cancel due to low enrollment. The class schedule and tuition rates are attached.

21. Request and Recommendation for Board of Education Approval to Participate in the Continuation of the Community College Opportunity Grant for County Vocational School Districts (CCOG-CVT) with the New Jersey Higher Education Student Assistance Authority (HESAA) for the 2024-2025 School Year.

It is recommended by the Superintendents that the Board of Education approve to continue to participate in the CCPG-CVT pilot program initiative with the New Jersey HESSA to provide tuition-free or reduced tuition education to certain adult postsecondary students enrolled in career and technical education programs at participating institutions. County Vo-Tech courses will be approved to participate only if a NJ community college agrees to award academic credits to successful completers. SCVTS will partner with Salem Community College.

22. Request and Recommendation for Board of Education Approval of Partner Agreements for the FY 25 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program.

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

Cumberland Salem Cape May Workforce Development Board
Gateway Community Action Partnership
Vineland Public Library

23. Request and Recommendation for Board of Education Approval of the Threat Assessment Team for the Career and Technical High School for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the following individuals as the Threat Assessment Team for the Career and Technical High School for the 2024-2025 school year:

Jason Helder, Principal
Samantha Shoemaker, School Safety Specialist
Katie Belutty, guidance Counselor
Lacey DeBellis, Guidance Counselor
Tracy Foster, Guidance Counselor
Elizabeth Duaine, Interventionists
Victoria Duff, Interventionists
Robert Polk, Interventionists

24. Request and Recommendation for Board of Education Approval of all SCVTS and Academy Educational Curriculum for the 2024-2025 School Year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is recommended by the Superintendent that the Board of Education approve all SCVTS and Academy educational curriculum for the 2024-2025 school year. All curriculum is available for inspection in the Curriculum Office.

25. Request and Recommendation for Board of Education Approval of Work Based Learning Experiences (Formerly SLE) for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve Work Based Learning Experiences for qualifying high school students who elect to participate in such experiences. These may include but are not limited to apprenticeships, internships, job shadowing, cooperative education, school-based enterprises, volunteer activities, or supervised agricultural experiences. Students may be issued course credits based on their Approved Student Personalized Training Plan and successful completion of course goals. All Learning Experiences will be under the direction of an appropriately certified staff member and must adhere to applicable state and federal child labor laws and other rules of the State Departments of Education and Labor. The approved certified staff members for Work Based Learning for SCVTS/SCSSSD are Oliver Avis, Jennifer Bates, Michelle Brown, Melanie Blew, Veronica Dixon, and Kirsten Maltman.

26. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2024-2025 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed. All approvals are subject to CDC guidelines.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY	Cost
A.	FFA	Fundraising Station at Salem County Fair. Students will be facilitation activities such as a bounce house and dunk tank.	August 5, 2024 thru August 9, 2024	Hourly rate of \$15 per hour not to exceed \$75 per event for Club Advisor Keely DiTizio to chaperone students.
B.	FFA	Mum Sale - Students will pre-sell mums to school staff and the community. Funds raised will help offset the cost of the Big E, the LEAD Trip, and the National FFA	August 25, 2024 thru September 22, 2024	N/A

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

		Convention. Mums will be \$12 per 9" mum.		
C.	All Classes of SCVTS	Spirit Wear Sale Selling apparel ranging from \$15-\$75 to raise money for each class. Company: JD Enterprises	The month of September 2024	N/A
D.	Senior Trip	Spirit Wear Sale Selling apparel ranging from \$15-\$75 to raise money for Senior Trip Company: JD Enterprises	The month of November 2024	N/A
D.	All Classes of SCVTS	Spirit Wear Sale Selling apparel ranging from \$15-\$75 to raise money for each class. Company: JD Enterprises	The month of April 2025	N/A
E.	Class of 2026	Donut Sales Money raised benefits the Class of 2026. Each donut is \$2.50. Company: Pitman Bakery	Every other month on Wednesdays	N/A
F.	Boys Soccer	Spirit Wear Sale Selling apparel ranging from \$15-\$75 to raise money for the Boys Soccer Team. Company: JD Enterprises	The month of September 2024	N/A
G.	Girls Volleyball	Spirit Wear Sale Selling apparel ranging from \$15-\$75 to raise money for the Girls	September 9, 2024 - September 17, 2024	N/A

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

		Volleyball Team. Company: JD Enterprises		
H.	Girls Soccer	Spirit Wear Sale Selling apparel ranging from \$15-\$75 to raise money for the Girls Soccer Team. Company: JD Enterprises	September 9, 2024 - September 17, 2024	N/A
I.	Girls and Boys Basketball Girls Soccer Girls Volleyball	Snapraise.com A site where coaches get the players to give 20 emails of people they know. Then an email is sent out asking for donations. There is a 28 day window that the donations can be accepted. Once that window is closed a check will be sent to the school. The funds raised will benefit all 4 teams listed for updated equipment.	September 9, 2024 thru September 17, 2024 December 2, 2024 thru December 16, 2024	N/A

27. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2024-2025 school year.

Community Service Project	Date	Cost
FFA members to participate in FairGrounds Clean-up, Fair Set-up, and Fair Clean-up at the Salem County FairGrounds. Students will provide their own transportation. Club Advisor Keely DiTizio to chaperone the students.	July 31, 2024 (clean-up) August 4, 2024 (set-up) August 10, 2024 (clean-up)	Cost to District: \$15 per hour up to a maximum of \$75 per day for advisor per Union Contract

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Miller Keystone Blood Bank Center - Allied Health students will assist with a Blood Drive to be held at SCVTS in the Allied Health Classroom.	December 12, 2024 8:30 a.m. to 1:00 p.m.	N/A
Service Project to benefit ALS. The Culinary and Pastry Arts program will collaborate with Program Advisory Committee member Haddon Culinary for a service project to benefit ALS. The students will work with professional chefs to create meals to be sold with all proceeds being donated to ALS in the name of Chef Guy Dunagan retired culinary arts teacher.	September 9 through September 13, 2024	

Vote	Roll Call	27	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson					
Halter	2	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

Commented [21]: Roll Call vote

POLICY

Commented [22]: Policy

1. Request and Recommendation for the Board of Education Approval of the first reading of the policies listed below.

It is recommended by the Superintendent that the Board of Education approve the first reading of the following district policies and regulations (deletions are strikethrough and additions are in bold).

P 0141 Board Member Number and Term (Revised)

P 2200 Curriculum Content (M) (Revised)

P & R 3160 Physical Examination (M) (Revised)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

- P & R 4160 Physical Examination (M) (Revised)**
- R 5200 Attendance (M) (Revised)**
- P 5337 Service Animals (Revised)**
- P 5350 Student Suicide Prevention (M) (Revised)**
- P 8420 Emergency and Crisis Situations (M) (Revised)**
- P & R 8467 Firearms and Weapons (M) (Revised)**

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

INFORMATIONAL ITEMS

Commented [23]: Informational Items

- CTHS and Academy Program Seniors Awarded a High School Diploma - 2023-2024
- CTHS Skill Profile Certificates Awarded to Seniors - 2023-2024
- CTHS Principal's Report
- CTHS Discipline Report
- SCVTS Program Enrollment Report
- District Employee Handbook
- 21st CCLC Summer Program Recap/Picture Collage

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

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

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

Commented [24]: General Vote - HIB

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Bomba	1	x			
Davis		x			
Donelson					
Haier	2	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

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

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2024. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of [June 2024](#) and [July 2024](#). The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.



Business Administrator/Board Secretary

August 27, 2024

Date

Commented [25]: X. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT- SPECIAL SERVICES SCHOOL DISTRICT

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2024. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of June 2024.

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of July 2024. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of July 2024.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

There are no transfers to report.

F. Warrants

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

- Payroll for June 15, 2024 in the amount of \$429,191.46
- Payroll for June 30, 2024 in the amount of \$306,896.25 and \$22,118.12.
- Bills paid for the month of June 2024 in the amount of \$1,086,897.66

- 07/15/23 Payroll totaling \$103,134.58
- 07/28/23 Payroll totaling \$210,013.05
- Bill List for July 1, 2024 through July 31, 2024 in the amount of \$541,497.81

Vote	Roll Call	6	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	2	x			
Donelson					
Halter	1	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

Commented [26]: Roll Call Vote

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation of the Business Administrator for the Board of Education to Approve a Memorandum of Understanding with the Salem County Special Services Administrator Association

It is recommended by the Business Administrator that the Board of Education approve a memorandum of understanding for the contract with the Salem County Special Services Administrator Association from July 1, 2024 until June 30, 2028.

Commented [27]: G. Board Secretary/Business Administrator New Business

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

- 2. Request and Recommendation by the School Business Administrator for Approval of the Attached Itinerant Services Agreements for the 24-25 school year.**
It is recommended by the School Administrator for the Board of Education to approve the attached Itinerant Services Itinerant Services Agreement with Buena School District.
- 3. Request and Recommendation of the Business Administrator for the Board of Education to Approve Shared Services Agreement with Pennsville School District.**
It is recommended by the Business Administrator that the Board of Education approve a shared services agreement with Pennsville School District for a Speech Therapist for 2 days per week at the rate of \$5000 per month. This is to assist in vacancies within Related Services.
- 4. Request and Recommendation for Board of Education Approval to Pay the Membership Dues for the 2024-2025 School Year to the New Jersey Council of County Special Services Schools.**
It is requested by the Business Administrator that the Board of Education approve to pay the 2024-2025 membership dues to the New Jersey Council of County Special Services Schools in the amount of \$2,000.00.
- 5. Request and Recommendation of the Business Administrator for the Board of Education to Approve a Contract with Sawyer Services LLC.**
It is recommended by the Business Administrator that the Board of Education accept a contract with Sawyer Services, LLC for the following:

 - a. Provide NJ DEP licensed water operator to match system requirements.
 - b. Provide once a month site visit and inspection of facilities and logs.
 - i. Additional visits or inspections to be billed at T&M. Hourly rate of \$125.
 - c. Review system sampling schedule with DEP Certified Lab
 - d. Review lab results
 - e. Meet with DEP Officials for annual inspections
 - f. Prepare NJDEP required reports
 - g. Maintain client's records and provide copies onsite.
 - h. Notify system owner of any violations.
 - i. Make recommendations for efficient best practices.
 - j. Coordinate any Public notifications as needed
 - k. Review and maintain onsite operations and maintenance manuals.
Cost os \$7,500 per building per year, paid monthly.
- 6. Request and Recommendation of the Business Administrator for the Board of Education to Approve a Contract with Acenda.**
It is recommended by the Business Administrator that the Board of Education accept a contract with Acenda for collaborative efforts for the success of the state-funded student wellness and prevention initiative by Acenda's NJ4S, and that the School District shall:

 1. Request available services from NJ4S's online portal, New Jersey's Connex (NJ Connex), which are most relevant to and will most benefit students, their parents/guardians, and educators.
 2. Provide designated space at the School District schools and/or other sites for Acenda's NJ4S- CGS staff to conduct services, student/participant recruitment for services, and scheduling of services.
 3. Collaborate with Acenda's NJ4S-CGS marketing/program promotion teams to actively

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 27, 2024**

involve youths, parents/guardians, and educators in accessing a variety of service opportunities, and to promote Acenda’s NJ4S-CGS services and updates through district media outlets.

4. Appoint an appropriate member of Acenda’s staff to serve on the School District’s NJ4S– CGS Community Advisory Board.
5. Identify at least 10-20 students in grades 6-12 at each applicable school, to serve on the NJ4S–CGS Youth Advisory Committee.
6. Permit one on-site Ethnographic Review of NJ4S – CGS services done by New Jersey’s DCF. 7. Access to the district’s student information system to support enrollment efforts and family registration for program resources.

This collaboration is contingent on Acenda’s receipt of DCF NJ4S funding.

7. Request and Recommendation of the Business Administrator for the Board of Education to Approve a Contract with CorePoint Networks.

It is recommended by the Business Administrator that the Board of Education accept contracts with CorePoint Networks for Maintenance Contract-Axis Surveillance Systems and existing Access Control System. The Cumberland Campus is \$4450 annually. The Daretown Campus is \$9250 annually. Johnson Controls will no longer have the contracts.

8. Request and Recommendation for Board of Education Approval of Garrison Architects as the Architects of Record for the 2024-2025 school year.

It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2024-2025 School Year. Fee Schedule Attached.

9. Request and Recommendation for Board of Education Approval of Nightlinger, Colavita, Volpa, PA as the Auditors for the 2024-2025 school year.

It is requested by the Business Administrator that the Board of Education approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2024-2025 School Year at the rate of \$26,422.

10. Request and Recommendation by the Business Administrator for Board of Education Approval of Submitting a Revised Vending Agreement with Salem County Vocational Technical School District.

It is recommended that the Board of Education approve electronically submitting a revised Vending Agreement and signature page with Salem County Vocational Technical School District to provide Food Services to Daretown Campus, and Salem Campus as part of a shared services agreement for the 2024-2025 school year (July 1, 2024 - June 30, 2025). Once approved by the Department of Agriculture the final document will be submitted for final approval. The price per meal is estimated as follows:

Type of Meal	Grade/Group	Unit Price per meal/Snack	Estimated number of meals per day	Number of servings per day	Annual estimated cost
Cold Breakfast	Pre K to 5	\$0	0	0	\$0
Cold Breakfast	Pre K to 8	\$2.35	40	180	\$16,200

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Cold Breakfast	Grades 6-8	\$0	0	0	\$0
Cold Breakfast	Grades 9-12	\$2.35	40	180	\$16,200
Lunch	Pre K to 5	0	0	0	0
Lunch	Pre K to 8	\$3.35	40	180	\$23,400
Lunch	Grades 6-8	0	0	0	0
Lunch	Grades 9-12	\$3.35	40	180	\$23,400
Total					\$79,200

11. Request and Recommendation for Board of Education Approval to Enter into a Joint Purchasing Agreements as Part of a Shared Service Initiative with Penns Grove-Carneys Point Board of Education for the 2024-2025 School Year.

It is recommended that the Board of Education approve the following joint purchasing agreements as part of a shared service initiative. The agreements shall be in effect for fiscal year 2024-25, which runs from July 1, 2024 through June 30, 2025.

<u>ITEMS TO PURCHASE</u>	<u>SHARED SERVICES SUPPLIER</u>
<u>Baked Goods</u>	Board of Education – PG/CP
Milk, Juice, Dairy	Board of Education – PG/CP

12. Request and Recommendation of the Business Administrator for the Board of Education to Accept the Waiver Letter from the State of NJ

It is recommended by the Business Administrator that the Board of Education accept the waiver letter from the Bureau of Safe Drinking Water for a 9 year compliance cycle (2020-2028) waiver of asbestos monitoring. This waiver has been granted on previous determination that the water supply is not vulnerable to asbestos contamination either by its source water or by its distribution system components.

13. Request and Recommendation by the Business Administrator to Accept the quote from SJ Truck Bodies

It is recommended by the Business Administrator that the Board of Education approve the Business Administrator approve the quote for the purchase and installation of a 12' steel landscape body from SJ Truck Bodies. Quotes were received from SJ Truck Bodies as well as HA DeHart and this is the lowest cost of the two quotes at \$11,878.92.

14. Request and Recommendation by the Business Administrator to Renew a Contract with Waste Management for Recycling and Waste Management Services for 2024-2025.

It is recommended by the Business Administrator that the Board of Education approve the Business Administrator approve the monthly costs for Waste Management for recycling and waste management for the 2024-2025 school year.

15. Request and Recommendation by the Business Administrator to Renew a Contract with Johnson Controls Fire for Annual Fire Inspection at Daretown

It is recommended by the Business Administrator that the Board of Education approve the Business Administrator approve the contract with Johnson Controls Fire for annual

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

fire inspection at Daretown for 4/1/23-3/31/24, 4/1/24-3/31/25, 4/1/25-3/31/26 in the amount of \$725.01 per year.

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

It is requested by the Business Administrator that the Board of Education approve the attached transportation contracts from GCSSSD 1, 2, 3, 4, 5, 6,7.

17. Request and Recommendation for Board Approval to Cell Phone Rate

It is recommended by the Business Administrator for Board of Education approval of the revised cell phone rate from Randy Wentzell from \$900 to \$1200.

18. Request and Recommendation for Board Approval to write off Balances for Food Services.

It is recommended by the Business Administrator for Board of Education approval to write off the Food Services balances for students at the RDS campus totaling \$2,042.00 from the 2023-2024 school year.

19. Request and Recommendation for Board of Education Approval of Updated Interlocal Service Agreement with Pittsgrove Township Public School District for Custodial Services.

It is recommended by the Business Administrator that the Board of Education approve the updated Interlocal Service Agreement with Pittsgrove Public School District for Custodial Services through ABM. The cost of the contract is \$292,793.64.

20. Request and Recommendation for Board Approval to Accept the Security Services Agreement with KD National Force Security for the 2024-2025 school year. It is recommended by the Business Administrator for Board of Education approval of the Security Services Agreement with KD National Force Security for the 2024-2025 school year. The hourly fees stated in the agreement are listed below:

Regular Hourly Rate: \$43.00 per hour, per School Security Specialist
Overtime Hourly Rate: \$64.50 per hour, per School Security Specialist
Holiday Hourly Rate: \$64.50 per hour, per School Security Specialist

21. Request and Recommendation by the Business Administrator for Board of Education Approve Contracts with CorePoint for Camera Systems

It is recommended by the Business Administrator that the Board of Education approve the following contracts with CorePoint for maintenance service on the camera systems at the Daretown Campus (\$9,250) and Cumberland Campus (\$6,450).

22. Request and Recommendation for Board of Education to Approve Annual Contract with CorePoint.

It is recommended by the Business Administrator to approve the acceptance of the quotations from CorePoint for Fortinet Hardware (including 1 year Forticare and Fortiguard Unified Threat Protection) and CPN installation for \$30,030. Cost to be shared with Salem County Vocational School District.

23. Request and Recommendation for Board of Education to Approve Annual Contract with CM3.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is recommended by the Business Administrator to approve the acceptance of the quotations from CM3 for the Sielox system installation at Daretown (\$16,246.60) and Cumberland (\$16,246.60).

24. Request and Recommendation for Board of Education to Approve Annual Contract with CorePoint.

It is recommended by the Business Administrator to approve the acceptance of the quotations from CorePoint for wireless access point upgrades due to upgrades at the vocational district. These upgrades are necessary to keep the access to the buildings that would otherwise not be supported by the current hardware. The estimated cost is \$134,298. 60% of this amount is expected to be reimbursable via e-rate.

25. Request and Recommendation for Board of Education to Accept a Quote From Allegion.

It is recommended by the Business Administrator to approve the acceptance of the quotation from Allegion (Stanley) to replace the front doors at the Salem Campus in the amount of \$23,500. ASSA ABLOY Entrance Systems also quoted \$30,505 to replace the front doors.

26. Request and Recommendation for Board of Education to Approve Contract with NEIF

It is recommended by the Business Administrator to approve a financial agreement with NEIF for the LED light installation at the Salem Campus through Atlantic City Electric. The total amount (\$85,145.43 minus discount \$24,858.61. Balance to be financed \$60,286.82) will be paid out over 3 years.

27. Request and Recommendation for Board of Education Approval of the Food Service School Breakfast and Lunch Pricing for the 2024-2025 School Year.

It is requested by the Business Administrator that the Board of Education approve school breakfast/lunch pricing, lunch pricing, and a la cart items for the 2024-2025 school year. The itemized price list is attached.

28. Request and Recommendation by the Business Administrator to Approve a \$12.50 Per Hour Charge for Out of District School Bus Usage

It is recommended by the Business Administrator to approve a \$12.50/hour charge for school bus usage to cover the cost of fuel and maintenance when transporting out of district individuals. This cost will be in addition to the \$27.50/hour driver fee, bringing the total out of district transportation rate to \$40/hour. SCSSSD has been paying the fuel costs for all trips of both districts and any out of district transportation.

29. Request and Recommendation by the Business Administrator to Approve Contracts with Haring Fire Protection

It is recommended by the Business Administrator that the Board of Education approve entering contracts with Haring Fire Protection for fire extinguisher and hood inspections.

30. Request and Recommendation for Board of Education Approval of the 2024-25 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

It is recommended by the School Administrator for the Board of Education to approve the 2023-24 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

**2024-2025 Budget Development Calendar
SCSSSD**

10/28/2024	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
11/18/2024	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
12/2/2024	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
12/17/2024	DISCUSS GUIDELINES WITH BOARD
1/28/2025	BOARD APPROVAL OF TUITION RATES
2/10/2025	SECOND DRAFT
3/11/2025	BOARD APPROVAL OF BUDGET

31. Request and Recommendation by the Business Administrator to Void Checks for the 2024-2025 School Year.

It is recommended by the Business Administrator that the Board of Education approve voiding the checks listed below.

<u>Check #</u>	<u>Amount#</u>	<u>Reissued</u>
1499	\$1,535.35	NO
1507	\$1,483.20	NO
1537	\$545.00	NO
1651	\$261.00	NO
1982	\$11.28	YES Check # 2028

Vote	Roll Call	31	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	x			
Davis		x			
Donelson					
Halter	1	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

Commented [28]: Roll Call Vote

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

Commented [29]: G. Board Secretary/Business Administrator New Business

PERSONNEL:

Commented [30]: Personnel

1. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2024-25 school year. It is requested that the Board of Education approve payment for the mentoring. The district has opted to pay the mentor upon completion of the program and the submission of completed mentor/mentee logs per the District Mentoring Plan. It is recommended that the Board of Education approve the district paying the fees, provided that the novice instructor remains with the school district two years after obtaining the standard certification. If the novice instructor vacates the position prior, they must reimburse the district the fee paid, prior to their last day.

Novice Instructor	Mentor	Fee /Program
Paige Wodarczyk	Calabrese-Stone	CEAS

2. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2023-24 school year. It is requested that the Board of Education approve mentoring and payment for the CEAS mentoring. Dr. Jennifer Bates mentored Mary Ecret of the Cumberland Campus during the 2023-24 school year.

3. Request and Recommendation for Board of Education Approval of Salem County Special Services Teaching Staff/Mentors to Assist with the New Teacher Orientation for the 2024-2025 School Year.

It is requested by the Superintendent that the Teaching Staff/Mentors listed below at the Salem County Special Services School District be paid at the rate of \$50.00 per hour for hours worked on August 28, 2024 and August 29, 2024 to work with new instructors on curriculum review, lesson plan preparation and preparations for the first day of school. Timesheets are required.

Christina Calabrese-Stone
Jady Shetter

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Assistant Superintendent and Business Administrator Contract for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2024.

It is recommended by the Superintendent that the Board of Education approve the contract from the Executive County Superintendent for Frank Maurer as Assistant Superintendent and Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2024 through June 30, 2025.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the Following Stipend Positions for the 2024-2025 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend positions at the negotiated rates listed for the 2024-2025 school year.

Name	Location	Position
Bridgit Cerone	District	Special Olympics (Level 1)
John Bilinski	District	Special Olympics (Level 1)
Betsy Osterman	Daretown	Food Service (Level 2)
Lisa DeMers	Daretown	Food Service (Level 2)
Michelle Brown	Salem	Lead Teacher (Level 3)
Jesenia Rodriguez	Salem	Interpreter (Level 1)
Maureen Lewis	Salem	Transition Coordinator (Level 3)
Kirsten Maltman	Cumberland	Transition Coordinator (Level 3)
Kirsten Maltman	Cumberland	Lead Teacher (Level 3)
Frances Acevedo	Cumberland	Interpreter (Level 1)

6. 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 corrected appointments of district assignments:

Work Based Learning	Michelle Brown
Bilingual/ESL Point of Contact	Frances Acevedo/Jesenia Rodriguez/Rebecca Cruz-Guy

New Hire:

7. Request and Recommendation by the Superintendent that the Board of Education Approval of Summer Hours for Karen Gerber - EIP

It is requested by the Superintendent that the Board of Education approve the summer hours for Karen Gerber, EIP, \$40/hr up to 20 hr/week.

8. Request and Recommendation by the Superintendent that the Board of Education Approve the hiring of Rachel Bolt.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is requested by the Superintendent that the Board of Education approve the hiring of Rachel Bolt as a Teacher for EIP, at a rate of \$52.00/hr, effective 07/18/24.

9. Request and Recommendation by the Superintendent that the Board of Education Approve the hiring of Amanda Fleisher.

It is requested by the Superintendent that the Board of Education approve the hiring of Rachel Fleisher as a Speech-Language Pathologist for Related Services with a salary of \$63,284.00 (MA-1), effective September 1, 2024, pending certification.

10. Request and Recommendation by the Superintendent that the Board of Education Approve the hiring of Kathleen Clancy.

It is requested by the Superintendent that the Board of Education approve the hiring of Kathleen Clancy as a Physical Therapist for Related Services at a rate of \$339.52/day, (D-5), effective September 1, 2024.

11. Request and Recommendation by the Superintendent that the Board of Education Approve the hiring of Keyanah Jones.

It is requested by the Superintendent that the Board of Education approve the hiring of Keyanah Jones as a Speech-Language Pathologist for the Early Intervention Program (EIP) at a rate of \$77.00/hour, effective September 1, 2024.

12. Request and Recommendation for Board of Education Approval of the Threat Assessment Team for Salem County Special Services for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve the following individuals as the Threat Assessment Teams for Salem County Special Services for the 2024-2025 school year:

Cumberland:

Brian Cummings, Principal
Justin Moore, School Nurse
Kirsten Maltman, School Social Worker
Frank Maurer, School Safety Specialist

Daretown:

Rebecca Cruz-Guy, Principal
TBD, School Nurse
Karen Stallings, School Social Worker
Frank Maurer, School Safety Specialist

Salem:

James Helder, Principal
Jane Smith, School Nurse
Maureen Lewis, School Social Worker
Frank Maurer, School Safety Specialist

Retirement Resignation:

Commented [31]: Resignations

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

13. Request and Recommendation of the Superintendent for Board of Education Approval of Resignation of William Pennock.

It is requested by the Superintendent that the Board of Education approve the Retirement Resignation of William Pennock, Job Coach-RDS, effective September 30, 2024.

Transfer:

Commented [32]: Transfers

14. Request and Recommendation by the Superintendent that the Board of Education Approval of the Transfer of Olivia Weldon

It is requested by the Superintendent that the Board of Education approve the transfer of Olivia Weldon, Related Services Speech Language Therapist, from BA+30 Step 1 to MA+30 Step 1 effective 9/1/24.

15. Request and Recommendation by the Superintendent that the Board of Education Approval of the Transfer Assignments of the following staff for the NJ Department of Education Maximizing Post-Secondary Outcomes Grant for the 2024-2025 school year.

It is requested by the Superintendent that the Board of Education approve the transfer assignments as listed beginning September 1, 2024.

Staff Member	Current Position	New Position	Campus Location	Salary
Michelle Brown	Teacher	Work Based Learning Instructor/Coordinator	Salem Campus	\$72,587 plus longevity
Melanie Blew	Instructional Aide	Work Based Learning Instructor/Coordinator	Cumberland Campus	\$62,464 plus longevity
Judy Locke	Job Coach-Salem Campus	Job Coach for Maximizing Post School Outcomes Grant	Salem Campus	\$39,746 plus longevity
Angela Rodriguez	Job Coach-Salem Campus	Job Coach for Maximizing Post School Outcomes Grant	Salem Campus	\$39,746 plus longevity

16. Request and Recommendation by the Superintendent that the Board of Education Approval of the following staff for the NJ Department of Education Maximizing Post-Secondary Outcomes Grant for the 2024-2025 school year.

It is requested by the Superintendent that the Board of Education approve the additional hours of work outside of regular contracted work hours as approved beginning August 1, 2024.

Staff Member	Current Position	New Position	Campus Location	Salary
Michelle Brown	Teacher	Work Based Learning Instructor/Coordinator	Salem Campus	Hourly rate (timesheet required)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Melanie Blew	Instructional Aide	Work Based Learning Instructor/Coordinator	Cumberland Campus	Hourly rate (timesheet required)
Judy Locke	Job Coach-Salem Campus	Job Coach for Maximizing Post School Outcomes Grant	Salem Campus	Hourly rate (timesheet required)
Angela Rodriguez	Job Coach-Salem Campus	Job Coach for Maximizing Post School Outcomes Grant	Salem Campus	Hourly rate (timesheet required)
Maureen Lewis	Social Worker	Social Workers for Maximizing Post School Outcomes Grant	Salem Campus	Hourly rate (timesheet required)
Kirsten Maltman	Social Worker	Social Workers for Maximizing Post School Outcomes Grant	Cumberland Campus	Hourly rate (timesheet required)

Internship:

17. Request and Recommendation by the Superintendent for Board of Education Approve the Widener University Intern

It is recommended by the Superintendent that the Board of Education approve the Widener University Intern, Nicole Schulman completing a Speech Language Summer Clinical Externship I starting September 30 until December 20, 2024 (150 contact hours) under the direction of Speech Language Pathologist, Shannon Perkins.

18. Request and Recommendation for Board of Education Approval of a Student Internship for Emma Regan and Samantha Cundiff - Wells School of Music

It is requested by the Superintendent that the Board of Education approve Emma Regan and Samantha Cundiff, Wells School of Music students in the Music program, for an On-Site Internship, for 20-30 hours beginning September 3, 202 until December 10, 2024. Emma Regan and Samantha Cundiff will be interning at the Cumberland Campus, supervised by Danielle Johnson, Music Therapist.

Commented [33]: Internships

Vote	Roll Call	18	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson					
Halter	2	x			

Commented [34]: Roll Call Vote

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Ransome		x			
Smith		x			
White Corsey					
Total		5			

PROGRAMS:

Commented [35]: Programs

- 1. Request and Recommendation for Board of Education Approval of the Revised 2024-2025 SCVTS/SCSSSD School Calendar.**
It is recommended by the Superintendent that the Board of Education approve the revised 2024-2025 school calendar. The calendar is being revised due to a change in the last day of school for the 2024-2025 school year.
- 2. Request and Recommendation for Board of Education Approval of the NJASBO Membership for Frank Maurer**
It is requested and recommended by the Superintendent that the Board of Education approve the NJASBO membership for Frank Maurer at the cost of \$990.
- 3. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Special Services Schools.**
It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Special Services Schools.
- 4. Facilities 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.
- 5. Request and Recommendation for Board of Education Approval of all SCSSSD Curriculum for the 2024-2025 School Year.**
It is recommended by the Superintendent that the Board of Education approve all SCSSSD curriculum for the 2024-2025 school year. All curriculum is available for inspection in the Curriculum Office.
- 6. Request and Recommendation for Board of Education Approval to Utilize the Achieve NJ Danielson Tool for Staff Evaluations for the 2024-2025 School Year.**
It is recommended by the Superintendent that the Board of Education approve the Achieve NJ Danielson/NJPEPLI to be used for staff evaluations for the 2024-2025 school year in accordance with Policy 3222.
- 7. Request and Recommendation for Board of Education Approval of the Comprehensive Equity Plan for the Period Between July 1, 2024 through June 30, 2027.**
It is recommended by the Superintendent that the Board of Education approve the attached Comprehensive Equity Plan for the period between July 1, 2014 through June 30, 2027. The plan developed reflects the review and needs assessment conducted by the Affirmative Action Team. The plan also addresses on-going staff professional development to promote equity awareness.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

8. Request and Recommendation for Board of Education approval of the 2024-2025 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2024-2025 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts. Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

9. Request and Recommendation for Board of Education Approval of the 2024-2025 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2024-2025 District Mentoring Plan. The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

10. Request and Recommendation for Board of Education Approval of Work Based Learning Experiences (Formerly SLE) for the 2024-2025 School Year.

It is recommended by the Superintendent that the Board of Education approve Work Based Learning Experiences for qualifying high school students who elect to participate in such experiences. These may include but are not limited to apprenticeships, internships, job shadowing, cooperative education, school-based enterprises, volunteer activities, or supervised agricultural experiences. Students may be issued course credits based on their Approved Student Personalized Training Plan and successful completion of course goals. All Learning Experiences will be under the direction of an appropriately certified staff member and must adhere to applicable state and federal child labor laws and other rules of the State Departments of Education and Labor. The approved certified staff members for Work Based Learning for SCVTS/SCSSSD are Oliver Avis, Jennifer Bates, Michelle Brown, Melanie Blew, Veronica Dixon, and Kirsten Maltman.

11. Request and Recommendation for Board of Education Approval of fundraising activities for Salem County Special Services School District for the 2024-2025 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed. All approvals are subject to CDC guidelines.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY	Cost
A.	Cumberland Staff	Boscov 25% off. Staff will sell tickets for \$5 dollars each	Tuesday, October 22, 2024, at Boscovs	\$0

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

		and purchasers will receive a 25% discount shopping pass for one day only- Tuesday, October 22, 2024, at Boscovs. We will be able to keep all money for our student activity fund.		
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Vote	Roll Call	11	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	1	x			
Davis		x			
Donelson					
Halter	2	x			
Ransome		x			
Smith		x			
White Corsey					
Total		5			

Commented [36]: Roll Call Vote

PROFESSIONAL DEVELOPMENT:

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

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

Commented [37]: Professional Development

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
<i>Handle with Care Training DoubleTree by Hilton Hotel - Philly Center City 237 South Broad Street Philadelphia, PA 19107 December 4 and December 5, 2024</i>	Magic Mears 12/4 Christopher Jones 12/4 Hunter Brelsford 12/5	\$1,575 Reg. \$100 est parking/tolls ea	\$1,875

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

2024-2025 School Meals and Summer EBT Applications: Guidance, Resources and Trainings Rutgers EcoComplex Bordentown, NJ 08505 August 15, 2024	Michelle Ridgway	\$0 \$26.32 mileage	\$0
<i>SPELL JIF Retreat and Training Cape May NJ Sept 25-27th, 2024</i>	Frank Maurer	\$0	\$0
<i>Sielox Interrogator Training 1951 Old Cuthbert Road Suite 108 Cherry Hill NJ 08034 Sept. 12, 2024</i>	Frank Maurer	\$0	\$0

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

Commented [38]: Roll Call Vote

Old Business:

POLICY

Commented [39]: Policy

1. Request and Recommendation for the Board of Education Approval of the first reading of the policies listed below.

It is recommended by the Superintendent that the Board of Education approve the first reading of the following district policies and regulations (deletions are strikethrough and additions are in bold).

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

- P 0141 Board Member Number and Term (Revised)**
- P 2200 Curriculum Content (M) (Revised)**
- P & R 3160 Physical Examination (M) (Revised)**
- P & R 4160 Physical Examination (M) (Revised)**
- R 5200 Attendance (M) (Revised)**
- P 5337 Service Animals (Revised)**
- P 5350 Student Suicide Prevention (M) (Revised)**
- P 8420 Emergency and Crisis Situations (M) (Revised)**
- P & R 8467 Firearms and Weapons (M) (Revised)**

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

Commented [40]: Roll Call Vote

INFORMATIONAL ITEMS

Commented [41]: Informational Items

- 1. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of June.**
It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of June. This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.
- 2. Request and Recommendation for Board of Education to Accept the Staff Tuition Reimbursement Report for 2023/24.**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

It is recommended that the Board of Education accept the Tuition Reimbursement Report listing the staff who availed themselves of the tuition reimbursement program for the 2023/24 school year.

3. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)
It is recommended that the Board of Education accept and approve the HIB report as presented.

4. Principal’s Report
a. Cumberland Campus

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

Commented [42]: General Vote

XII. 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.

Commented [43]: G. Board Secretary/Business Administrator New Business

Members of the public are encouraged to speak during this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. This opportunity is provided in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. 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.

Public Comment: _____

Commented [44]: Public Comment

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

James Helder - Thank you to ABM and Maintenance for all of the hard work after the new AC units were installed. One of the program graduates now works for ABM. Back to School 9/18 @ 6pm.

Meggin Wentzell - 2 full teams. Schools will be fully staffed. Sharing speech with Pennsville. Get daily calls for specific services.

Jason Helder - Freshman orientation today. Fully staffed minus AFJROTC. Thank you to Randy Wentzell and staff, Back to School 9/12. Turned away about 150 students. Freshman call about 130.

Rebecca Cruz-Guy- New hire from Rowan. New partnership with Acenda for counseling. Back to school 9/17 4-6pm. 2 tours of students. Math and science vacancy. Nurse vacancy.

XIII. RECESS INTO EXECUTIVE SESSION - None

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

2. Matters in which the release of information would impair the right to receive government funds, and specifically:

3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

4. Matters concerning negotiations, and specifically:

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

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

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

Commented [45]: XIII. RECESS INTO EXECUTIVE SESSION - None

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

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

- 9. _____

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will/will not return to open session to conduct business at the conclusion of the executive session.

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING - None

Commented [46]: XIII. RECESS INTO EXECUTIVE SESSION - None

XV. ADJOURNMENT - 8:22 pm

Commented [47]: XV. ADJOURNMENT - 8:22 pm

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

Respectfully Submitted,

Jennifer Bates
Assistant Superintendent

Frank H. Maurer, III
Assistant Superintendent

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
AGENDA – AUGUST 27, 2024**

Business Administrator/Board Secretary
SCVTS

Business Administrator/Board Secretary
SCSSSD

