

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

Regular Board of Education Meeting Minutes

January 24, 2023 at 7:00 p.m.

The Regular meeting of the Special Services School District and Vocational Technical School District of the County of Salem Board of Education was held at the Salem County Vocational Technical School, Board Conference Room, Woodstown, NJ, County of Salem, on Tuesday, January 23, 2023 at 7:020p.m.

The Board President led the group in the Pledge of Allegiance to the Flag.

**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.

Called to Order

The Board President called the meeting to order at 7:02 p.m. at which time the following statement was read:

Roll Call

**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 at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; and 880 Route 45, Woodstown.”

Minutes and Executive Minutes

Addenda

**III. ROLL CALL**

Mr. James Davis	P _____	Mr. Earl Ransome	P _____
Mr. Linwood Donelson III	P _____	Ms. Patty Bomba	P _____
Mr. Daryl Halter	P _____	Ms. Margaret Nicolosi	A _____
Mrs. Julie Smith	A _____	Ms. Gabrielle Smith	P _____

**Others Present: Mr. John Swain, Superintendent, Mr. Frank Maurer, Assistant Superintendent /B.A./Board Secretary, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary, Mr. Brian Cummings, Cumberland Campus Principal, Mr. James Helder, RDS Principal, Mrs. Lisa McClintock, Director of Curriculum, Mrs. Alecia Smith, Curriculum Supervisor, Mrs. Jamie Smith, Parent.**

**IV. MINUTES**

It is recommended that the Board of Education approve the [Minutes](#) and Executive Minutes of the December 21, 2022 Board of Education Meeting.

Action: Approved  X  Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_

Motion by:  Davis  \_\_\_\_\_

Second by:  Halter  \_\_\_\_\_

Mr. Davis \_\_\_\_\_ Mr. Ransome \_\_\_\_\_

Mr. Donelson \_\_\_\_\_ Ms. Bomba \_\_\_\_\_

Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_

Mrs. Smith \_\_\_\_\_

In Favor:  5  Abstain:  0  Opposed:

0

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
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AGENDA – August 23, 2022**

**V. ADDENDA**

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

Addenda Items  
SCVTS

Action:       Approved   X   Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
                  Motion by:   Halter    
                  Second by:   Bomba    
                  Mr. Davis                 \_\_\_\_\_         Mr. Ransome                 \_\_\_\_\_  
                  Mr. Donelson              \_\_\_\_\_         Ms. Bomba                 \_\_\_\_\_  
                  Mr. Halter                 \_\_\_\_\_         Ms. Nicolosi              \_\_\_\_\_  
                  Mrs. Smith                 \_\_\_\_\_

                                  In Favor:   5   Abstain:   0   Opposed:  
  0  

**B. Acceptance of Agenda Addenda Items SCSSSD - none**

Addenda Items  
SCSSSD

**VI. AUDIENCE PARTICIPATION I - none**

Board of Education  
Business  
Presentations

**VII. BOARD OF EDUCATION BUSINESS**

**a. Old Business**

Old Business

**b. New**

- i. Request and Recommendation for Board of Education Approval of a First Reading of a Revised [Job Description for Supervisor of Instruction and Grants](#)**

Roll Call for Job  
Description

**c. Correspondence-**

- i. Letter - [Upper Pittsgrove Program Relocation](#)**
- ii. Letter - [Daretown Behavioral Program/Educational Partner](#)**

**d. Presentations-**

- 1. [SCCF Thank you letter.](#)
- 2. Alicia Smith - [NJ Start Strong Results](#)
- 3. RDS/Upper Pitts/HS ASD Student of the Month - [Johnny Collins.](#)
- 4. Daretown Student of the Month - [Mekhi Evans](#)
- 5. Daretown Student of the Month - [Gabriel Simmons](#)
- 6. Cumberland Student of the Month - Jaxson Graham - Salem City
- 7. Cumberland Student of the Month - Nicholas Frangione - Commercial
- 8. Salem Tech Student of the Month - [Hannah DeWitt](#)

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

Board Secretary  
Report SCVTS

**A. Board Secretary Report**

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2022. 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

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that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

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

January 24, 2023  
\_\_\_\_\_  
Date

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

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2022. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of December 2022.

**C. Board Secretary Certification**

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 does not certify at this time that there are no changes in anticipated revenue amounts or revenue sources due to unavailable financial reports as noted above.

**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:

- Payroll List from December 15, 2022 for [\\$293,542.72](#)
- Payroll List from December 22, 2022 for [\\$313,413.10](#)
- Board Payment Approval List for the period of December 2022 for [\\$893,657.67](#) and January 2023 for [\\$814,426.75](#).

**ROLL CALL**

Action:           Approved   X   Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_

Motion by:   Halter   \_\_\_\_\_

Second by:   Davis   \_\_\_\_\_

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

Roll Call

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

In Favor:   6   Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

SCVTS NEW  
BUSINESS

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**1. Request and Recommendation for the Board of Education to Approve  
Renewal of the Malwarebytes Education Site Licenses at a cost of \$5,763.50**

It is recommended by the Business Administrator that the Board of Education approve the renewal of the [Malwarebytes Education Site Licenses](#) at a cost of \$5,763.50. The subscription is for the period of January 23, 2023 to January 22, 2024.

**2. Request and Recommendation by the Business Administrator for Board of  
Education Approval of Allied Elevator, of Pennsauken, New Jersey, to Perform the  
Annual Testing and Maintenance on the Elevator Located in the Gymnasium.**

It is recommended by the Business Administrator that the Board of Education approve [Allied Elevator](#), of Pennsauken, New Jersey, to perform the annual testing and maintenance on the elevator located in the gymnasium.

**3. Request and Recommendation for Board of Education Approval to Accept the  
Proposal of Educational Business Services, PC, of Haddon Heights, NJ, to Complete the  
June 30, 2023 Fixed Asset Update for the Salem County Vocational Technical in the  
Amount of \$950.00**

It is requested by the Business Administrator that the Board of Education accept the [proposal](#) of [Educational Business Services, PC](#), of Haddon Heights, NJ, to complete the June 30, 2023 Fixed Asset update for the Salem County Vocational Technical in the amount of \$950.00.

**4. Request and Recommendation for the Board of Education to Approve the  
Donation of Ford Crown Victoria to Salem Community College.**

It is requested by the Business Administrator that the Board of Education approve the donation of a 2003 Ford Crown Victoria (vin 2FAHP71W73X183760) to Salem Community College.

**5. Request and Recommendation for the Board of Education to Approve the Bid  
Results on the 2002 GMC Pick Up**

It is requested by the Business Administrator that the Board of Education approve the bid results of the 2002 GMC pick up truck and plow to Shannon Leady in the amount of \$855.

**6. Request and Recommendation for the Board of Education to Approve the  
Donation of Car Care Products to Automotive Technology**

It is requested by the Business Administrator that the Board of Education approve the donation of 174 air filters, 154 oil filters, 67 pair of wiper blades, and three 55 gallon drums of oil. These items are being donated by Ed DiMarcantonio.

**7. Request and Recommendation by the Business Administrator for the Board of  
Education to Approve the Student Tuition Rates for the Fiscal Year 2023-24.**

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<b>Out of County</b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>Difference</u></b>	<b><u>% Increase</u></b>
Full-Time	\$4,050	\$4,050	\$0	0%
Shared-Time	\$2,025	\$2,025	\$0	0%
<b>Out of County</b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>Difference</u></b>	
Full-Time	\$6,277	\$6,277	\$0	0%
Shared Time	\$3,138	\$3,138	\$0	0%

**8. Request and Recommendation of the Business Administrator for Board of Education Approval of a Refund to an Adult Program Student.**

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the amount of \$100 to Paris Atenogenes, an Adult Medical Assistant Student. Ms. Atenogenes's tuition will be covered through the CCOG-CVT Grant.

**9. Request and Recommendation of the Business Administrator for Board of Education Approval of a Refund to an Adult Program Student.**

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the amount of \$200 to Angela Brayerton, an Adult Medical Assistant Student. Ms. Brayerton's tuition will be covered through the CCOG-CVT Grant.

**ROLL CALL**

Action: Approved  X  Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
 Motion by:  Halter   
 Second by:  Ransome   
 Mr. Davis X \_\_\_\_\_ Mr. Ransome X \_\_\_\_\_  
 Mr. Donelson X \_\_\_\_\_ Mrs. Bomba X \_\_\_\_\_  
 Mr. Halter X \_\_\_\_\_ Mrs. Smith \_\_\_\_\_  
 Ms. Nicolosi \_\_\_\_\_  
 Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

Roll Call

**In Favor:  5  Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_**

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**A. New Business:  
PERSONNEL:  
New Hire:**

New Business  
Personnel

**1. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 2022-2023 School Year.**

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2022-23 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.

<b>Novice Instructor</b>	<b>Mentor</b>	<b>Fee /Program</b>
Lauren Aitken	Liza Duaime	\$1,000
Matt Dickens	Liza Duaime	\$1,000
John Herman	Liza Duaime	\$1,000
Eric Krise	Keely DiTizio	\$1,000
Mitch Layton	Keely DiTizio	\$1,000
Mike Nickerson	Matt DiTizio	\$1,000
Joel Norton	Keely DiTizio	\$1,000
Keith Zulkowski	Matt DiTizio	\$1,000

**Employment:**

**2. Request and Recommendation Board of Education Approval of the Increase in the Minimum Wage.**

It is requested by the Superintendent that the Board of Education approve the 2023 minimum wage of \$14.13 per hour. The 2022 minimum wage was \$13.00 per hour.

**3. Request and Recommendation for Board of Education Approval of Wandra Wells to Teach Evening Certified Nurse Aide (CNA) Class for the 2023-2024 School year.**

It is requested by the Superintendent that the Board of Education approve Wandra Wells to teach the evening High School/Expand Program Certified Nurse Aide (CNA) class from February 3, 2023 to June 9, 2023. Ms. Wells will be paid a stipend in the amount of \$6,000 from Perkins Secondary Federal Funds Grant Funds. Subject to approval of students being placed in externships at long-term

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care facilities. If this is not possible due to Covid-19 restrictions, the class will be canceled.

**FMLA/NJFLA/LOA:**

**4. Request and Recommendation for Board of Education Approval the FMLA of Martha Arrizon**

It is requested by the Superintendent that the Board of Education approve the intermittent FMLA of Martha Arrizon, Spanish Teacher for the CTHS, beginning on or about January 25, 2023 until on or about April 19, 2023. Intermittent leave will occur 1-2 days a week as needed.

**Resignation:**

**5. Request and Recommendation for Board of Education Approval to Accept the Resignation of Lisa McClintock**

It is recommended by the Superintendent that the Board of Education accept with regret the [resignation](#) of Lisa McClintock, Supervisor of Instruction and Grants effective March 10, 2023. Mrs. McClintock may be released early upon the superintendent's approval.

**6. Request and Recommendation for Board of Education Approval to Accept the Resignation of Tammie Valentine**

It is recommended by the Superintendent that the Board of Education accept the resignation of Tammie Valentine, Confidential Secretary, effective January 6, 2023.

**7. Request and Recommendation for Board of Education Approval to Accept the Resignation of Grace Cutillo**

It is recommended by the Superintendent that the Board of Education accept the [resignation](#) of Grace Cutillo, Secretary to the Principal, effective January 27, 2023.

**8. Request and Recommendation for Board of Education Approval to Pay Earned Vacation Days to Grace Cutillo**

It is recommended by the Superintendent that the Board of Education approve payout to Grace Cutillo for a total of \$3,226.84 (19.5 days x \$165.48 daily rate).

**9. Request and Recommendation for Board of Education Approval to Employ Maria James as the Secretary 12 Month (Career and Technical High School)**

It is requested by the Superintendent that the Board of Education approve the employment of Maria James as a Secretary 12 Month (Career and Technical High School at the rate of Secretary I Step 4 at \$33,052 (prorated), effective February 16, 2023. Ms. James will not begin employment until all required employment paperwork has been completed.

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**10. Request and Recommendation for Board of Education Approval to Employ Maria James as the Substitute Procurer**

It is requested by the Superintendent that the Board of Education approve the employment of Maria James as the Substitute Procurer for the 2022-2023 school year at the rate of \$1,871.00 (Level I stipend).

**11. Request and Recommendation of the Superintendent for Board of Education Approval of Joseph Taormino as the Substitute Welding Instructor for the Adult Education Evening Program.**

It is recommended by the Superintendent that the Board of Education approve the employment of Joseph Taormino as the Substitute Welding Instructor for the Adult Education evening program for the 2022-2023 school year at the rate of \$38.00 per hour, as needed. Timesheets are required. Course offering is subject to minimum enrollment requirements.

**12. Request and Recommendation for Board of Education Approval to Terminate the Employment of Christopher Callahan as Substitute Adult Education Evening Welding Instructor.**

It is requested by the Superintendent that the Board of Education approve the termination of Christopher Callahan as Substitute Adult Education Evening Welding Instructor effective January 24, 2023.

Action: Approved X Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: Davis  
Second by: Smith  
Mr. Davis X Mr. Ransome X  
Mr. Donelson X Mrs. Bomba X  
Mr. Halter X Mrs. Smith \_\_\_\_\_  
Ms. Nicolosi \_\_\_\_\_

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_  
In Favor 5 Abstain: 0 Opposed: 0

ROLL CALL

**PROFESSIONAL DEVELOPMENT:**

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.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
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Equity/Diversity Professional Development SCVTS Woodstown, NJ 08098 March 10, 2023	SCVTS Staff	\$1,600 per session	\$1,600 Total ESEA Title IIA
Directors of Athletics Association of NJ - Annual Conference <i>Hard Rock, Atlantic City</i> March 13-15, 2023	James Helder	\$400 Reg. \$288 Room ME&I @\$59 per day (first and last day half, plus one day)	\$806 Total

**ROLL CALL:**

Action:           Approved X   Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
 Motion by:   Ransome    
 Second by:   Halter    
 Mr. Davis                   X \_\_\_\_\_ Mr. Ransome   X \_\_\_\_\_  
 Mr. Donelson               X \_\_\_\_\_ Mrs. Bomba       X \_\_\_\_\_  
 Mr. Halter                   X \_\_\_\_\_ Mrs. Smith        \_\_\_\_\_

**ROLL CALL**

In Favor   5   Abstain:   0   Opposed:   0  

**PROGRAMS:**

**PROGRAMS**

**1. Request and Recommendation for Board of Education Approval of the 2023-2024 SCVTS/SCSSSD School Calendar.**

It is recommended by the Superintendent that the Board of Education approve the [2023-2024 school calendar](#).

**2. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD 2023-2024 Calendar of Holidays for Twelve Month Employees.**

It is recommended by the Superintendent that the Board of Education approve the [SCVTS/SCSSSD 2023-2024 calendar of holidays for twelve month employees](#).

**3. Request and Recommendation for Board of Education Approval of 2022-2023 Nita M. Lowey 21st Century Community Learning Centers Program Summer Program.**

It is recommended by the Superintendent that the Board of Education approve the Nita M. Lowey 21st Century Community Learning Centers Program summer program dates of July 10, 2023 through August 3, 2023. The program will operate for a maximum of five hours per day (8:00 a.m. to 1:00 p.m.) for in-person programming at the Career and Technical High School. The summer

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program will operate for a maximum of four days per week (Monday through Thursday) for a maximum of four weeks.

**4. Request and Recommendation for Board of Education Approval of the Annual Air Force Junior ROTC Military Ball on Friday, January 27, 2023.**

It is recommended by the Superintendent that the Board of Education approve one hundred (100) cadets and six (6) chaperones to participate in the Annual Air Force Junior ROTC Ball on Friday, January 27, 2023 from 6:00 PM to 10:00 PM at the Swedesboro Holiday Inn in Swedesboro, NJ.

Cost to Student:

100 x \$45.00 per student      \$4500.00 (Acct # ROTC Student Activity)  
Entertainment (DJ)      \$ 600.00 (Acct # ROTC Student Activity)

Cost to District:

6 x \$45.00 per chaperone      \$270.00 (Acct #11-401-100-320-002-29)

**5. Request and Recommendation for Board of Education Approval of FFA Week Activities.**

It is recommended by the Superintendent that the Board of Education approve the attached list of [FFA Week activities](#) for the week of February 19, 2023 - February 24, 2023.

**6. Request and Recommendation for Board of Education Approval for the HOSA Club to Hold a Blood Drive.**

It is recommended by the Superintendent that the Board of Education approve the HOSA Club to hold a blood drive coordinated by Miller Keystone Blood Center at the Career and Technical High School on Tuesday, February 28, 2023. If the blood drive collects 50+ units of blood, the HOSA club will receive a minimum \$500.00 scholarship with a maximum amount of \$1,000.00 scholarship if 100+ units are collected. If the blood drive collects under 50 units of blood, a scholarship will be awarded in an amount to be determined.

**7. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2022-2023 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed.**

	<b>ORGANIZATION</b>	<b>ACTIVITY</b>	<b>DATE OR WEEK OF THE ACTIVITY</b>
A.	U Got Brains	Bake Sale	January 26, 2023 and January 27, 2023

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		Cost: \$.50 - \$3.00	
B.	Culinary Club	Pop-Up Dessert & Snacks \$2.00 to \$6.00 each	Various Dates from February to June

**8. Request and Recommendation for Board of Education Approval of Events to be Offered by SCVTS Banquets for the 2022-2023 School Year.**

<b>ACTIVITY</b>	<b>DATE</b>	<b>COST</b>
Specialty Lunches and Meals Sold to Staff	Various Dates from February 2023 to June 2023	\$7.00 to \$15.00 each
Healthy Cooking with Chef Bruce (Department of Aging Event)	February 22, 2023	\$55 per person
Adult St. Patty's Class Shamrock Shakes Irish Soda Bread Irish Potatoes	March 8, 2023 and March 15, 2023 6:00 p.m.	\$60.00 per person
Kid's Pastry Class Chicken Parm Baked Ziti (Must be accompanied by an adult)	April 5, 2023 and April 19, 2023 6:00 p.m.	\$60.00 per person
Kids Pastry Ice Cream Milkshakes Burgers (Must be accompanied by an adult)	May 3, 2023 and May 10, 2023 6:00 p.m.	\$60.00 per child (must be accompanied by an adult)

**9. Request and Recommendation for Board of Education Approval of the following Field Trip Requests for the 2022-2023 school year.**

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It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Career and Technical High School. Experiences for approval are listed in the [chart attached](#).

**10. Request and Recommendation for Board of Education Approval of the Use of the Facilities for the Salem County Vocational Technical Schools.**

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 Schools.

**11. Request and Recommendation to Approve Guest Artist, Nickie Delva, to Visit the Dance Academy Hosted at Schalick High School During the 2022-2023 School Year**

It is requested by the Superintendent that the Board of Education approve a guest artist, [Nickie Delva](#), to visit the Dance Academy hosted at Schalick High School during the 2022-2023. The visit is to provide two Master Dance classes. The total cost of the visits is \$500.00 (2 classes x 5 days @ \$50 each) Perkins Secondary funds will be used to cover the cost of the guest speaker.

**ROLL CALL**

Roll Call

Action: Approved X Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
 Motion by: Davis  
 Second by: Halter  
 Mr. Davis X Mr. Ransome X  
 Mr. Donelson X Mrs. Bomba X  
 Mr. Halter X Mrs. Smith \_\_\_\_\_  
 Ms. Nicolosi \_\_\_\_\_

In Favor 5 Abstain: 0 Opposed: 0

**Comments:**

Davis- Items that are one or two days out from this meeting if voted no will cause an issue. These need to be more timely.  
 Swain- I agree.

Comment

**POLICY –**

POLICY NONE

**1. Request and Recommendation for 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 1648.11 The Road Forward COVID-19 – Health and Safety (M) **(Abolished)**
- P 1648.13 School Employee Vaccination Requirements (M) **(Abolished)**

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- [P 0152](#) Board Officers (Revised)
- [P 0161](#) Call, Adjournment, and Cancellation (Revised)
- [P 0162](#) Notice of Board Meetings (Revised)
- [P & R 2423](#) Bilingual and ESL Education (M) (Revised)
- [P 2425](#) Emergency Virtual or Remote Instruction Program (M) (Revised)
- [R 2425](#) Emergency Virtual or Remote Instruction Program (M) (New)
- [P & R 5200](#) Attendance (M) (Revised)
- [P 5512](#) Harassment, Intimidation, or Bullying (M) (Revised)
- [P 8140](#) Student Enrollments (M) (Revised)
- [R 8140](#) Enrollment Accounting (M) (Revised)
- [P & R 8330](#) Student Records (M) (Revised)
- [R 8420.2](#) Bomb Threats (M) (Revised)
- [R 8420.7](#) Lockdown Procedures (M) (Revised)
- [R 8420.10](#) Active Shooter (M) (Revised)

Action:           Approved   X   Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_ ROLL CALL  
 Motion by:   Halter    
 Second by:   Ransome    
 Mr. Davis                     X                     Mr. Ransome                     X    
 Mr. Donelson                 X                     Mrs. Bomba                     X    
 Mr. Halter                     X                     Ms. Nicolosi                   \_\_\_\_\_  
 Mrs. Smith                   \_\_\_\_\_

In Favor   5   Abstain:   0   Opposed:   0  

**B. Old Business: NONE**

Old Business

**INFORMATIONAL ITEMS**

INFORMATIONAL  
ITEMS

- [CTHS Principal’s Report](#)
- [CTHS Discipline Report](#)
- [SCVTS Program Enrollment Report](#)

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

Action:           Approved   X   Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
 Motion by:   Ransome    
 Second by:   Bomba    
 Mr. Davis                   \_\_\_\_\_                   Mr. Ransome                   \_\_\_\_\_  
 Mr. Donelson               \_\_\_\_\_                   Mrs. Bomba                   \_\_\_\_\_  
 Mr. Halter                   \_\_\_\_\_                   Ms. Nicolosi                   \_\_\_\_\_  
 Mrs. Smith                   \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
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In Favor   5   Abstain:   0   Opposed:   0  

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

SCSSSD Board  
Secretary Report

**A. Board Secretary Report**

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of [December 2022](#). 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.

	January 24, 2023
Business Administrator/Board Secretary	Date

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

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of [December 2022](#). The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of December 2021.

**C. Revised Reconciliation of Cash for Agency Report**

Revised Reconciliation of Cash for Agency Report in accordance with 18A:17-36 and 18A:17-9 for the month of [November 2022](#). The Reconciliation of Cash for Agency Report and Board Secretary’s Report are in agreement for the month of November 2022.

**D. Board Secretary Certification**

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 does not certify at this time that there are no changes in anticipated revenue amounts or revenue sources due to unavailable financial reports.

**E. 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.

**F. Transfer of Funds**

It is recommended that the Board of Education approve the transfer of funds from [December 2022](#) and [January 2023](#).

**G. Warrants**

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
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- Payroll List for December 15, 2022 for [\\$395,671.87](#)
- Payroll List for December 30, 2022 for [\\$398,113.71](#)
- Board Payment Approval List for the period of December 2022 for [\\$1,628,520.69](#) and January 2023 for [\\$499,465.13](#).

**ROLL CALL:**

**ROLL CALL**

Action:           Approved   X   Disapproved        Held for Study         
 Motion by:   Halter    
 Second by:   Bomba    
 Mr. Davis                   X        Mr. Ransome   X         
 Mr. Donelson               X        Mrs. Bomba       X         
 Mr. Halter                   X        Mrs. Smith               
 Ms. Nicolosi                     

**In Favor: 5.** Abstain:   0   Opposed:   0  

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

**New Business**

**1. Request and Recommendation by the Business Administrator for Board of Education to Accept the Proposal of Educational Business Services, PC, of Haddon Heights, NJ, to Complete the June 30, 2023 Fixed Asset Update for the Salem County Special Services in the Amount of \$750.00**

It is requested by the Business Administrator that the Board of Education accept the [proposal](#) of [Educational Business Services, PC](#), of Haddon Heights, NJ, to complete the June 30, 2023 Fixed Asset update for the Salem County Special Services in the amount of \$750.00.

**2. Request and Recommendation by the School Business Administrator for Approval of the Attached Related Services Agreement.** It is recommended by the School Administrator for the Board of Education to approve the attached Related Services [Related Services Agreement](#) with Fairfield Township School District in Bridgeton.

**3. Request and Recommendation by the School Business Administrator for Approval of the Attached Itinerant Services Agreement.** It is recommended by the School Administrator for the Board of Education to approve the attached Itinerant Services [Itinerant Services Agreement](#) with Washington Township School District.

**4. Request and Recommendation by the Business Administrator for Board of Education Approval of GCSSSD Transportation Contracts**  
 It is recommended by the Business Administrator that the Board of Education approve the attached transportation contracts for GCSSSD, [1](#), [2](#), [3](#), and [4](#).

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
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**5. Request and Recommendation by the Business Administrator for the Board of Education to Approve Renewing the MessageGuard E-Mail Archiving Appliance through K12 USA.com From February 23, 2023 to February 22, 2024 for \$1,050.00**

It is recommended by the Business Administrator for the Board of Education to approve renewing the [MessageGuard email archiving](#) appliance through K12USA.com from February 23, 2023 to February 22, 2024 for \$1,050.00. This provides Message Guard for the email system.

**ROLL CALL**

Action: Approved X Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_  
Motion by: \_\_\_\_\_ Bomba \_\_\_\_\_  
Second by: \_\_\_\_\_ DAvis \_\_\_\_\_  
Mr. Davis X Mr. Ransome X  
Mr. Donelson X Mrs. Bomba X  
Mr. Halter X Mrs. Smith \_\_\_\_\_  
Ms. Nicolosi \_\_\_\_\_

**In Favor: 5** Abstain: 0 Opposed: 0

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

**A. New Business:**

**NEW HIRES**

**PERSONNEL:**

**1. Request and Recommendation for Board of Education Approval for the Employment of Tiffany Loew**

It is requested by the Superintendent that the Board of Education approve the employment of Tiffany Loew as Paraprofessional for Cumberland at a salary of Step 1 \$19,230, prorated effective February 1, 2023.

**2. Request and Recommendation for Board of Education Approval for the Employment of Early Intervention Staff**

It is requested by the Superintendent that the Board of Education approve the employment of Early Intervention Program Staff:

<b>Name</b>	<b>Position</b>	<b>Start Date</b>	<b>Salary</b>
Meghan Thomas	EIP Teacher	02/01/2022	\$50/Hour
Lisa Foutz	EIP Teacher	02/01/2022	\$50/Hour
MaryAnn Holoman	EIP Teacher	02/01/2022	\$50/Hour



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
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Marissa Stoyek	Speech EIP	02/01/2022	\$75/hour
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**3. Request and Recommendation Board of Education Approval of the Increase in the Minimum Wage.**

It is requested by the Superintendent that the Board of Education approve the 2023 minimum wage of \$14.13 per hour. The 2022 minimum wage was \$13.00 per hour.

**New Hire:**

**4. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of MaryAnn Holoman**

It is requested by the Superintendent that the Board of Education approve the employment of MaryAnn Holoman as Teacher for EIP at the rate of \$50/hour, effective January 16, 2023.

**Transfer:**

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

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

Name	From	To	Date	Salary

**FMLA/NJFLA/LOA:**

**Internship/Practicum:**

**6. Request and Recommendation for Board of Education Approval of the Request for School Externship Placement for Olivia Weldon.**

It is recommended by the Superintendent that the Board of Education approve the request for School Externship Placement for Olivia Weldon for the Fall 2023 beginning August 22, 2023 through December 5, 2023. Ms. Susie Dalglish, Speech Language Specialist, will mentor Ms. Weldon.

**Resignation:**

**ROLL CALL**

**ROLL CALL**

Action:           Approved   X   Disapproved      Held for Study       
 Motion by:   Davis    
 Second by:   Ransome    
 Mr. Davis                           X      Mr. Ransome   X       
 Mr. Donelson                       X      Mrs. Bomba     X       
 Mr. Halter                           X      Mrs. Smith             
 Ms. Nicolosi

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**In Favor: 5**    Abstain: \_\_\_\_\_    Opposed: \_\_\_\_\_

**PROGRAMS:**

**1. Request and Recommendation for Board of Education Approval of the 2023-2024 SCVTS/SCSSSD School Calendar.**

It is recommended by the Superintendent that the Board of Education approve the [2023-2024 school calendar](#).

**2. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD 2023-2024 Calendar of Holidays for Twelve Month Employees.**

It is recommended by the Superintendent that the Board of Education approve the [SCVTS/SCSSSD 2023-2024 calendar of holidays for twelve month employees](#).

**3. Request and Recommendation for Board of Education Approval of the attached sites for Worked Based Learning (WBL) and Community Based Instruction (CBI) Locations.**

It is recommended by the Superintendent that the Board of Education approve the attached sites for [Worked Based Learning \(WBL\) and Community Based Instruction \(CBI\) Locations](#).

**4. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Special Services School District.**

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Special Services School District in the [attached chart](#).

**5. Request and Recommendation for Board of Education Approval of the Use of the Facilities for the Salem County Special Services.**

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the [attached](#) events at Salem County Special Services.

**6. Request and Recommendation for Board of Education Approval of the Participation in a Free Moby Max Subscription.**

It is recommended by the Superintendent that the Board of Education approve the following teachers who will be participating in a MobyMax free subscription trial for the second-half of the school year. MobyMax covers all academic subjects -- Math, Early Reading, Reading, Language, Writing, Science, Social Studies and State Test Prep. Demonstration of continued use will make participating teachers eligible to receive an Amazon gift card from MobyMax that may then be applied towards the purchase of an Amazon Fire 7 tablet for their classrooms.

Nicole Kelly -- Cumberland Campus  
Samantha Corley -- Cumberland Campus

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Ashley Dunn -- Cumberland Campus  
 Lisa Foutz - Cumberland Campus  
 Brendon Bell -- Daretown Campus  
 Christina Calabrese-Stone -- Daretown Campus  
 Joan Fisher -- Daretown Campus

- 7. Request and Recommendation for Board of Education Approval of fundraising activities for the Salem County Special Services School District for the 2022-2023 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed.**

	<b>ORGANIZATION</b>	<b>ACTIVITY</b>	<b>DATE OR WEEK OF THE ACTIVITY</b>
A.	Walk for Special Needs	Green Branch Park in Pittsgrove NJ	May 6, 2023

**PROFESSIONAL DEVELOPMENT:**

- 8. 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.

<b>Description of Professional Development or School Improvement Activity or Workshop</b>	<b>Participant(s)</b>	<b>Cost Per Participant</b>	<b>Total cost</b>
Language Acquisition through Motor Planning (LAMP) <i>The Center for Arc Autism</i> January 11, 2023	Danielle Torres Stephanie Weiser Rula Lorenz	\$139 \$139 \$139	<b>\$417</b>
Assessment & Treatment of English-Language Learners for Speech-Language Specialists <i>Stockton University</i> February 10, 2023	Felicia Hitchner	\$178	<b>\$178</b>
Handle with Care Training DoubleTree Cherry Hill Philadelphia 2349 Marlton Pike West Cherry Hill, NJ 08002	Hunter Breslford	\$1,525 Reg. \$325 Misc	<b>\$1,900</b>

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**ROLL CALL**

**ROLL CALL**

Action:           Approved   X   Disapproved        Held for Study         
 Motion by:   Davis    
 Second by:   Halter    
 Mr. Davis                               X        Mr. Ransome   X         
 Mr. Donelson                           X        Mrs. Bomba     X         
 Mr. Halter                              X        Mrs. Smith             
 Ms. Nicolosi                                 

**In Favor 5** Abstain:                                                  Opposed:                   

**POLICY -**

**Policy**

**1. Request and Recommendation for 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 1648.11    The Road Forward COVID-19 – Health and Safety (M) ~~(Abolished)~~
- P 1648.13    School Employee Vaccination Requirements (M) ~~(Abolished)~~
- [P 0152](#)       Board Officers (Revised)
- [P 0161](#)       Call, Adjournment, and Cancellation (Revised)
- [P 0162](#)       Notice of Board Meetings (Revised)
- [P & R 2423](#)   Bilingual and ESL Education (M) (Revised)
- [P 2425](#)       Emergency Virtual or Remote Instruction Program (M) (Revised)
- [R 2425](#)       Emergency Virtual or Remote Instruction Program (M) (New)
- [P & R 5200](#)   Attendance (M) (Revised)
- [P 5512](#)       Harassment, Intimidation, or Bullying (M) (Revised)
- [P 8140](#)       Student Enrollments (M) (Revised)
- [R 8140](#)       Enrollment Accounting (M) (Revised)
- [P & R 8330](#)   Student Records (M) (Revised)
- [R 8420.2](#)     Bomb Threats (M) (Revised)
- [R 8420.7](#)     Lockdown Procedures (M) (Revised)
- [R 8420.10](#)   Active Shooter (M) (Revised)

**ROLL CALL:**

**ROLL CALL**

Action:           Approved   X   Disapproved        Held for Study         
 Motion by:   Halter    
 Second by:   Ransome



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
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the President of the Board of Education. When addressing the Board of Education, please respect the following procedure:

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

**XIII. RECESS INTO EXECUTIVE SESSION 8:15 pm**

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:  
\_\_\_\_\_  
\_\_\_\_\_

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7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:  
\_\_\_\_\_
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: **\_\_Pending Litigation SCSSSD proposed settlement\_\_**\_\_\_\_\_
9. Matters involving quasi-judicial deliberations, and specifically:  
\_\_\_\_\_  
\_\_\_\_\_

**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 NOT return to open session to conduct business at the conclusion of the executive session.

**ROLL CALL**

**ROLL CALL**

Action:	Approved <u> X </u>	Disapproved _____	Held for Study _____
	Motion by: <u> Halter </u>	_____	
	Second by: <u> Davis </u>	_____	
	Mr. Davis	<u> X </u>	Mr. Ransome <u> X </u>
	Mr. Donelson	<u> X </u>	Ms. Bomba <u> X </u>
	Mr. Halter	<u> X </u>	Ms. Nicolosi _____
	Mrs. Smith	_____	

In Favor  5  Abstain:  0  Opposed:  0

**XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING - None**

**Staff Report:**

Gabrielle Smith – All has been quiet right now.

Swain- Ms. Smith is representing both districts.

Brian Cummings – The sensory room is almost complete. 1 year in and it has refreshed my career. Started with 84 students up to 93 and potential of 96. Have a staff of the month. Please consider the IA’s in the upcoming contract. They need more support and appreciation.

Mrs. McClintock- 21<sup>st</sup> Century reopened. There is a Perkins mtg and a DEAC mtg.

Mr. James Helder – Upper Pittsgrove meeting went well with the anticipated closure of that program and move to RDS. HS ASD program is going well and there are referrals for 2023-24. RDS is doing well as well as the staff training.

Alecia Smith – Been learning from staff and administrators the needs at both districts.

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Swain – Will develop an infrastructure plan for 3-5 years out.  
Bomba- Thanks to principals like Special Services who make a better place for students.

Ed Ramsey – Happy to sit on the Board.  
Cordy Taylor – Looking forward to great things.

**XV. ADJOURNMENT 8:30 PM**

**Adjournment 8:30  
PPM**

Action:           Approved   X   Disapproved        Held for Study         
Motion by:   Ransome    
Second by:   Bomba    
Mr. Davis                                 \_\_\_\_\_                                 Mr. Ransome                                 \_\_\_\_\_  
Mr. Donelson                               \_\_\_\_\_                               Ms. Bomba                                 \_\_\_\_\_  
Mr. Halter                                 \_\_\_\_\_                               Ms. Nicolosi                               \_\_\_\_\_  
Mrs. Smith                                 \_\_\_\_\_

In Favor   5   Abstain:   0   Opposed:   0  

Respectfully Submitted,

\_\_\_\_\_  
Jennifer Bates  
Assistant Superintendent  
Business Administrator/Board Secretary  
SCVTS

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