

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

Regular Board of Education Meeting Minutes

February 28, 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, February 28, 2023 at 7:00 p.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 7:00 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	A _____

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. James Helder, RDS Principal, Mr. Jason Helder, CTHS Principal, Mrs. Alecia Smith, Curriculum Supervisor, Mr. Brian Quinn, SCVTEA President, Cordy Taylor, Commissioner Liaison, Edward Ramsey, Commissioner Liaison.

IV. MINUTES

It is recommended that the Board of Education approve the Minutes of the [January 24, 2023](#) Board of Education Meeting.

Action: Approved X Disapproved _____ Held for Study _____

Motion by: Halter _____

Second by: Ransome _____

Mr. Davis x _____ Mr. Ransome x _____


Mr. Donelson x _____ Ms. Bomba x _____

Mr. Halter x _____ Ms. Nicolosi _____

Mrs. Smith x _____

In Favor: 6 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
 - B. Acceptance of Agenda Addenda Items SCSSSD - none** Addenda Items SCSSSD
- VI. AUDIENCE PARTICIPATION I - none** Audience Participation
- VII. BOARD OF EDUCATION BUSINESS** Board of Education Business Presentations
- a. Old Business - None**
 - b. New Business - None**
 - c. Correspondence-** Correspondence
 - i. [Approval Letter of QSAC DIP from DOE](#)
 - ii. [21st CCLC Level of Service Email](#)
 - iii. [PSE&G Scoreboard Donation Thank You Letter](#)
 - iv. [Eric Krise Thank You Letter](#)
 - v. [Office of the State Comptroller - Closeout Letter](#)
 - d. Presentations-** Presentations
 - i. [Jaylen Clarke](#) - HS ASD Program
 - ii. Aldon Brissett – Cumberland
 - iii. Simon Hernandez – Cumberland
 - iv. [Sasha Parker](#) & [Daniel Joseph Bastnicka](#) - Daretown
- VIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**
- A. Board Secretary Report** Board Secretary Report SCVTS
Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of [November 2022 REVISED](#), [December 2022](#), and [January 2023](#). 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 February 28, 2023
Date
- B. Cash Reconciliation Report** Cash Reconciliation
REVISED Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of [November 2022 REVISED](#), [December 2022](#), and [January 2023](#). The Cash Reconciliation Report and Board Secretary’s Report are in agreement for the month of January 2023.
- C. Board Secretary Certification** 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** Board of Education Certification

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3. Request and Recommendation for Board of Education Approval for a Neuropsychological Evaluation for a Student.

It is recommended by the Superintendent that the Board of Education approve a neuropsychological evaluation for student #3074754236 by NeurAbilities Healthcare as recommended by the Child Study Team. The cost of the evaluation is \$2,750.

4. Request and Recommendation for the Board of Education to Approve the Certified Student Tuition Rates for the 2021-2022 school year.

It is recommended by the Business Administrator that the Board of Education approve the Certified Student Tuition Rate for the 2021-2022 school year in the amount of \$3,284, a difference of \$766 per student. See [attached letter](#).

5. Request and Recommendation for Board of Education Approval to Cancel Check #40313 in the Amount of \$629.00 to Assetgenie, Inc. and Reissue in the Same Amount to Their New Name AGWorldwide.

It is requested by the Business Administrator that the Board of Education approve to cancel check #40313 to Assetgenie, Inc. and reissue in the same amount to their new name AGWorldwide. The vendor returned the check to the district office.

6. Request and Recommendation for Board of Education Approval to Cancel Check #40193 to South Jersey Gas in the Amount of \$4,415.11.

It is requested by the Business Administrator that the Board of Education approve to cancel check #40193 to South Jersey Gas in the amount of \$4,415.11.

7. Request and Recommendation for Board of Education Approval of the Shared Services Agreement for the BRIDGE Program between SCVTS and the Salem County Board of Commissioners and Salem County Inter-Agency Counsel from January 1, 2023 through December 31, 2023.

It is recommended by the Business Administrator that the Board of Education approve the [Shared Services Agreement](#) for the BRIDGE Program to provide a dual-pronged education program for probation and diverted youth. The district will receive \$68,488.00 to administer the BRIDGE program.

8. Request and Recommendation for Board of Education Approval of the Shared Services Agreement for the Probation Enrichment and Transportation (PET) Program between SCVTS and the Salem County Board of Commissioners and Salem County Inter-Agency Counsel from January 1, 2023 through December 2023.

It is recommended by the Business Administrator that the Board of Education approve the [Shared Services Agreement](#) for the PET Program to provide probationers with transportation, enrichment activities and trips, incentives for positive behavior, and family engagement to support and encourage their successful completion of Court ordered conditions of probation. The district will receive \$45,512.00 to administer the PET program.

9. Request and Recommendation for Board of Education Approval of the Shared Services Agreement for the BRIDGE Program between SCVTS and the Salem County Prosecutor's Office from January 1, 2023 through October 1, 2023.

It is recommended by the Business Administrator that the Board of Education approve a [Shared Services Agreement](#) for the BRIDGE program with the Salem County Prosecutor's Office. The Salem County Prosecutor's Office has allocated \$40,000 to

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assist the BRIDGE program and continue the pilot program of accepting referrals from the Carneys Point and Salem City Police Departments. The funding will also allow the program to focus education on substance abuse awareness and prevention and to operate the BRIDGE program during the summer months.

10. Request and Recommendation for Board Approval to Accept the Contract with Advantage Security Inc. for the CTHS Security System Maintenance for the 2022-2023 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, 2022 to June 30, 2023. The total amount of the Contract is \$8,484.00. This company was previously Sontiol.

11. Request and Recommendation for Board of Education Approval to Accept a Contract with Advantage Security Inc for the Front Gate Project at the Career and Technical High School.

It is recommended by the Business Administrator for Board of Education approval of the [Contract with Advantage Security Inc](#) for the installation and monthly monitoring of post mounted gates at the Career and Technical High School. The total cost of the contract is \$43,339.35 with an additional monthly monitoring fee of \$55.

12. Request and Recommendation for Board of Education Approval to Purchase Equipment for the SCVTS Athletic Program.

It is recommended by the Business Administrator for Board of Education approval to purchase a [Frontier CA2072E- 6ft Economy Core Aerator](#) and a [Frontier GS1172- Overseeder Single Seed Box](#) for use at the SCVTS Athletic Fields. The total cost for the two pieces of equipment is \$15,941.47 under State Contract Sourewell Grounds Maintenance 031121-DAC.

13. Request and Recommendation for Board of Education Approval to Purchase Bleachers for the SCVTS Athletic Program.

It is recommended by the Business Administrator for Board of Education approval to purchase [National Recreation Systems Bleachers](#) for use at the SCVTS Athletic Fields. The total cost of the bleacher is \$22,230.44 under NJ State Contract #16-FLEET-00135

14. Request and Recommendation for Board of Education Approval of a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 school year.

It is recommended by the Business Administrator that the Board of Education grant approval to request from the Executive County Superintendent a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 school year.

Under the Accountability Regulations that are specified in N.J.A.C. 6A:23A-5.3, the district may seek a waiver to participate in SEMI if the district has forty (40) or fewer Special Education – Medicaid eligible students as per the October 12, 2022 Special Education Student Count per the NJSMART snapshot.

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The district, based upon information provided by Public Consulting Group (PCG), has documented that there are only thirty-seven (37) Special Education students eligible for the SEMI program with total budgeted revenue of \$10,072.58.

15. Request and Recommendation for Board of Education Approval of the Projected Enrollment and Tuition Adjustment Contracts for the 2023-2024 School Year.

It is requested by the Business Administrator that the Board of Education approve the [tuition contracts](#) for the 2023-2024 school year.

16. Request and Recommendation for Board of Education Approval of the Memorandum of Understanding to Operate the Air Force Junior ROTC Program at SCVTS.

It is requested by the Business Administrator that the Board of Education approve the attached [Memorandum of Understanding](#) to Operate an Air Force Junior Reserve Officer Training Corps Unit at SCVTS. This is an updated Memorandum of Understanding.

17. Request and Recommendation by the Business Administrator for the Board of Education to Approve Write Off of Receivables.

It is recommended by the Business Administrator that the Board of Education approve the write off of \$9,743.90 in receivables. They represent outstanding invoices for TLC tuition, Adult Education tuition, student vandalism fees, and Banquet fees from the 2021-2022 and 2022-2023 school years. The list is [attached](#).

18. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Integrated Pest Management Plan for 2022-2025

It is requested by the Business Administrator that the Board of Education approve the [Integrated Pest Management Plan](#) for the Career and Technical High School for the years 2022-2025.

19. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Disposal of the Following Item that is of No Further Use or Value.

It is requested by the Business Administrator that the Board of Education approve the disposal items and technology disposal of items that are no longer operational and of no use or value to the district programs.

Item	ID Number	Value
2006 Dodge Durango	1D4HB38N16F156006	\$0
2008 Ford Expedition	1FMFU16578LA59785	\$0

Board Comment:

Ransome #3- Who made the recommendation
Swain - The child study team

Smith #12- Where is the equipment going?
Bates - It is outside bleachers

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Ramsey #9- Great to hear that.

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 X
 Ms. Nicolosi _____

Roll Call

In Favor: 6 Abstain: Donelson 7,8,9 Opposed: _____

A. New Business:

PERSONNEL:

New Hire:

New Business

Personnel

1. Request and Recommendation for Board of Education Approval of Kellie Mitchell as a Long Term Substitute for SCVTS for the 1st Semester.

It is requested by the Superintendent that the Board of Education approve the employment of Kellie Mitchell as Long Term Substitute for the CTHS for the position of Substitute Career Orientation/ English Teacher for part of 1st Semester at the salary rate of \$3,307.50 effective until November 17, 2022 to January 27, 2023.

2. Request and Recommendation for Board of Education Approval of the Employment of the following stipend position for the 2022-2023 school year.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend position at the negotiated rates listed for the 2022-2023 school year.

Position	Staff	Stipend
Golf Head Coach	Rodney Miller	\$5,000
Golf Assistant Coach	Oliver Avis	\$2,500

3. Request and Recommendation for Board of Education Approval for the Employment of BRIDGE and PET Program Staff.

It is requested by the Superintendent that the Board of Education approve the employment of BRIDGE and PET Program Staff listed below from January 1, 2023 through June 30, 2023.

Name	Position	Pay Rate

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All SCVTS & SCSSSD Administrators	Substitute School Administrator	\$50/hour
Matthew DiTizio	Introduction to Trades Instructor	\$42/hour
Bruce Connell	Culinary and Pastry Instructor	\$42/hour
Eric Krise	Electrical Instructor	\$42/hour
Joel Norton	Welding Instructor	\$42/hour
Tracy Foster	School Counselor	\$45/hour
CTHS Teaching Staff	Substitute or as needed	\$42/hour

4. Request and Recommendation for Board of Education Approval of Employment of Morgan Woods.

It is requested by the Superintendent that the Board of Education approve the employment of Morgan Woods as Supervisor of Instruction and Grants for the District at the salary of \$86,800 (prorated) effective February 27, 2023.

5. Request and Recommendation for Board of Education Approval of Jason Helder as the Program Coordinator for the BRIDGE Program from January 1, 2023 through December 31, 2023.

It is requested by the Superintendent that the Board of Education approve the appointing of Jason Helder as the Coordinator of the BRIDGE Program. The position has a stipend of \$8,000.00. The stipend will be paid \$4,000 in March 2023 and \$4,000 in August 2023. All funds are provided through the Shared Service Agreement and JDAI funding. There is no cost to the district. The responsibilities of the Coordinator include but are not limited to scheduling, oversight of program, liaison to the Office of Probation, quarterly reporting and monitoring oversight. The Coordinator also represents the program on the Salem County JDAI subcommittee and other required meetings.

6. Request and Recommendation for Board of Education Approval of Jason Helder as the Program Coordinator for the PET Program from January 1, 2023 through December 31, 2023.

It is requested by the Superintendent that the Board of Education approve the appointing of Jason Helder as the Coordinator of the PET Program. The position has a stipend of \$8,000.00. The stipend will be paid \$4,000 in March 2023 and \$4,000 in August 2023. All funds are provided through the Shared Service Agreement and JDAI funding. There is no cost

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PROFESSIONAL DEVELOPMENT:

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

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

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Disengagement Workshop Donald Lathrop, Presenter SCVTS Campus Woodstown, NJ March 10, 2023	SCVTS Staff	\$450.00 per session	\$450.00 ESEA Title IIA
Dealing with Difficult Students Camden County College, Presenter SCVTS Campus Woodstown, NJ March 10, 2023	SCVTS Staff	\$1,200 per session	\$1,200 ESEA Title IIA
Mental Health Presentation Waves of Change Counseling and Healing, LLC Countywide InService March 10, 2023	SCVTS Staff	\$900 per session	\$900 ESEA Title IIA
Automotive Training Center Instructor Training Exton, PA March 15, 2023	Al Roeske	No cost for registration Mileage and Tolls: \$31.00 Substitute - \$125.00	\$156.00
Automotive Training Center Instructor Training Exton, PA March 15, 2023	Mike Nickerson	No cost for registration Mileage and Tolls: \$31.00	\$156.00

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		Substitute - \$125.00	
COABE National Conference Atlanta, GA April 2-5, 2023	Danielle Bryant Sonya Saul	\$600 registration \$725 hybrid registration	\$1,325 WIOLA Title IIA

ROLL CALL:

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

In Favor 6 Abstain: 0 Opposed: 0

ROLL CALL

PROGRAMS:

PROGRAMS

- 1. Request and Recommendation for Board of Education Approval to Accept Additional Carl D. Perkins Secondary Grant Funds for the 2022-2023 School Year.**
 It is recommended by the Superintendent that the Board of Education approve to accept [additional FY23 Perkins Secondary](#) grant funds in the amount of \$7,253 for the 2022-2023 school year. The district was notified of the additional funds in a letter from the State of New Jersey, Department of Education dated February 14, 2023.
- 2. Request and Recommendation for Board of Education Approval to Accept Additional New Jersey WIOA Title II Grant Funds for the 2022-2023 School Year.**
 It is recommended by the Superintendent that the Board of Education approve to accept additional FY23 WIOA Title II grant funds in the amount of \$61,111 for the 2022-2023 school year. The district was notified of the additional funds in an email from the State of New Jersey, Department of Labor dated January 26, 2023.
- 3. Request and Recommendation for Board of Education Approval of a Lease Agreement between Salem Community College and Salem County Vocational Technical School for Use of Space for Instructional Training in Educational Programs Offered by Salem County Vocational Technical School and Offices for Supervisorial Personnel for the Programs dated July 1, 2022 through June 30, 2023.**
 It is recommended by the Superintendent that the Board of Education approve a lease agreement between Salem Community College and Salem County Vocational Technical

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School. Salem Community College agrees to rent to Salem County Vocational Technical School the following in Tillis Hall at Salem Community College, 460 Hollywood Avenue, Carneys Point, NJ 08069 for use as space for instructional training in educational programs offered by SCVTS and offices for supervisorial personnel for the programs: TIL 103 (Classroom/Office), TIL103A (Restroom Facility), TIL 103B (Storage), TIL 106 (Classroom/Office), TIL 108 (Lab), TIL 117 (Secretary), TIL 117A (Breakroom/Storage), TIL 117B (Office) and TIL206A (Maria A Office). Total square feet approximating 2,980 s.f. Included within TIL 103 is 1 desk and 3 chairs and within TIL 106 1 desk w/chair and 13 student desks w/chairs. The lease commences on July 1, 2022 through June 30, 2023. Upon the signing of this lease, SCVTS will make a single payment of \$26,342.52 to SCC, the amount of which is equal to the rent for one rental period. ([Attachment](#))

4. Request and Recommendation for Board of Education Approval to Modify the Operation Hours of The Learning Center (TLC) Daycare.

It is recommended by the Superintendent to change the operating hours of The Learning Center (TLC) Daycare. Beginning March 1, 2023 for all new enrollees, the TLC will close at 4:30 PM. Any current children will be offered supervision until 5:30 PM through June 2023. Effective July 1, 2023 the TLC hours for all children will be 7:00 AM until 4:30 PM.

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

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.

6. 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.

7. Request and Recommendation for Board of Education Approval of Countywide In-Service Lunch Offered by SCVTS Banquets and Culinary/Pastry Arts.

It is recommended by the Superintendent that the Board of Education approve the SCVTS Banquet staff with support by Culinary and Pastry Arts students to provide lunch at a cost on March 10, 2023 as part of the Countywide In-Service Day. Sandwiches, chips and drinks will be available at a cost of \$10.00 and pints of soup for \$5.00.

8. Request and Recommendation for Board of Education Approval of Spring fundraising activities for the Career and Technical High School Student Clubs. Additional fundraisers for the remainder of the second semester will be submitted for approval at the March board meeting. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit a final report to the business office and superintendent after the activity is completed.

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- [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

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

In Favor 6 Abstain: 0 Opposed: 0

B. Old Business: NONE

Old Business

INFORMATIONAL ITEMS

INFORMATIONAL
ITEM

- [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: Bomba
 Second by: Smith
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mrs. Bomba _____
 Mr. Halter _____ Ms. Nicolosi _____
 Mrs. Smith _____

In Favor 6 Abstain: 0 Opposed: 0

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


SCSSSD Board
Secretary Report

BOARD
CERTIFICATION

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A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of [January 2023](#). 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

February 28, 2023
Date

B. Cash Reconciliation Report

Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2023. The Cash Reconciliation Report and Board Secretary's Report are in agreement for the month of January 2023.

C. Board Secretary Certification

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

D. Board of Education Certification

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

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds through [February 2023](#).

F. Warrants

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

- SCSSSD Payroll for January 15, 2023 in the amount of [\\$391,793.05](#)
- SCSSSD Payroll for January 28, 2023 in the amount of [\\$406,696.30](#)
- SCSSSD Bill List for the time period of January 31, 2023 through February 23, 2023 in the amount of [\\$1,924,920.14](#) and [\\$381,109.44](#) respectively.

ROLL CALL:

Roll Call

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

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In Favor: 6 ____ Abstain: 0 ____ Opposed: 0 ____

G. Board Secretary/Business Administrator New Business:

- 1. Request and Recommendation by the Business Administrator for the Board of Education to Renew the Agreement with Realtime Information Technology, Inc. from January 1, 2023 to December 31, 2023 in the Amount of \$25,233.97.**

It is recommended that the Board of Education approve the renewal [agreement with Realtime Information Technology, Inc.](#) from January 1, 2023 to December 31, 2023 in the amount of \$25,233.97. Realtime provides a secure, internet browser-based, fully integrated, comprehensive student management system. It includes a suite of data management reporting tools/features for attendance, enrollment, grade reporting, medical services and discipline. The system complies with all state and federal requirements and regulations.

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

It is recommended by the Business Administrator that the Board of Education accept and approve the [service rates](#) for 2023-24.

- 3. Request and Recommendation by the Business Administrator for the Board of Education to Approve GCSSSD Transportation Contracts.** It is recommended by the Business Administrator that the Board of Education approve the attached Transportation Contracts [1](#), [2](#), [3](#), [4](#) for Gloucester County Special Services.

- 4. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Integrated Pest Management Plan for 2022-2025**

It is requested by the Business Administrator that the Board of Education approve the Integrated Pest Management Plan for the [Cumberland Campus](#), [Salem Campus](#), [Daretown Campus](#) for the years 2022-2025.

- 5. 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 Clayton Public School.

- 6. 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 North Star Charter Academy.

- 7. 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 Agreement](#) with Stow Creek School District.

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8. Request and Recommendation for Board of Education Approval to Accept the Settlement for Docket SLM-L-007-22

It is recommended by the Business Administrator that the Board of Education approve to accept the settlement in the matter of [Docket SLM-L-007-22](#).

9. Request and Recommendation by the School Business Administrator for Approval of the Following Facility Upgrades

It is recommended by the Business Administrator that the Board of Education approve the following facility upgrades:

- Install Camera and wiring at the Cumberland Campus by Johnson Controls Inc for \$759.23
- Install 12 LED gym lights at the Salem Campus by Krise Electric for \$4,111.
- Install 30 LED outside lights at the Salem Campus by Krise electric for \$3,447
- Troubleshoot Card reader and supply 50 more entry cards at Daretown by Johnson Controls Fire Protection, LP for \$1,429.40.
- Install new door frame and door room 211 at the Cumberland Campus by South jersey Glass & Door for \$2,698.23

10. Request and Recommendation by the School Business Administrator for Approval of the Purchase of a WheelChair School Bus

It is recommended by the Business Administrator that the Board of Education approve to the purchase of a 2025 Collins / Chevrolet 20 passenger + 1 WheelChair bus from, State Co-Op purchasing, Creative Bus Sales in the amount of \$116,467.20. The expected delivery date is May-June 2023.

11. Request and Recommendation by the School Business Administrator for Approval of the Financing of a WheelChair School Bus

It is recommended by the Business Administrator that the Board of Education approve the financing of a 2025 Collins / Chevrolet 20 passenger + 1 WheelChair bus through [Santander Bank](#) in the amount of \$116,467.20. The expected delivery date is May-June 2023. The loan is 5 years with a single \$25,774 payment due 7/15 beginning 2023. The interest rate is 5.1%. Total repayment is \$128,870.

12. Request and Recommendation by the School Business Administrator for Approval of the Replacement Copier Agreement for the Daretown Campus

It is recommended by the Business Administrator that the Board of Education approve the replacement copier agreement for the Daretown Campus through [RICOH](#) at \$188.40 per month for 36 months, with an overage of .008 per copy. Maximum copies per month are 12,000.

ROLL CALL

Action:	Approved	<input checked="" type="checkbox"/>	Disapproved	<input type="checkbox"/>	Held for Study	<input type="checkbox"/>
Motion by:	Bomba _____					
Second by:	Halter _____					
Mr. Davis	<input checked="" type="checkbox"/>	Mr. Ransome	<input checked="" type="checkbox"/>			
Mr. Donelson	<input checked="" type="checkbox"/>	Mrs. Bomba	<input checked="" type="checkbox"/>			
Mr. Halter	<input checked="" type="checkbox"/>	Mrs. Smith	<input checked="" type="checkbox"/>			
		Ms. Nicolosi	<input type="checkbox"/>			

Roll Call Vote

In Favor: 6 Abstain: **0** Opposed: **0**

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

A. Personnel

New Hires:

1. **None**

B. Transfers:

C. FMLA/NJFLA/LOA:

1. **Request and Recommendation for Board of Education Approval the FMLA of Sharon Manupello**

It is requested by the Superintendent that the Board of Education approve the intermittent FMLA of Sharon Manupello, Occupational Therapist for Related Services, beginning on or about February 10, 2023 until on or about February 24, 2023.

D. Retirement:

1. **Retirement Resignation of Clara (Lorraine) Byard**

It is recommended by the Superintendent that the Board of Education approve the retirement resignation of Clara (Lorraine) Byard, Paraprofessional at Cumberland Campus on June 30, 2023.

2. **Retirement Resignation of Vivian Hampshire**

It is recommended by the Superintendent that the Board of Education approve the retirement resignation of Vivian Hampshire, Administrative Assistant to the Superintendent on June 30, 2023.

E. Resignations:

1. **Request and Recommendation for Board of Education Approval to Accept the Resignation of Gretchen Acheson**

It is recommended by the Superintendent that the Board of Education accept the [resignation](#) of Gretchen Acheson, Paraprofessional at Upper Pittsgrove, effective February 15, 2023.

2. **Request and Recommendation for Board of Education Approval to Accept the Resignation of Adriana Gable**

It is recommended by the Superintendent that the Board of Education accept the [resignation](#) of Adriana Gable, Paraprofessional at Cumberland campus, effective March 10, 2023.

ROLL CALL

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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Ms. Nicolosi _____

In Favor: 6 Abstain: _____ Opposed: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the attached sites for 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](#).

2. Field Trip Requests for the 2022-2023 school year.

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

3. Request and Recommendation of the Superintendent for the Board of Education to Approve Facilities for the Salem County Special Services School District.

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 Schools District.

4. Request and Recommendation for Board of Education Approval of the Dedication of the Sensory Room at The Cumberland Campus in the Name of Dr. Elizabeth Jane Whittinghill.

Request and recommendation for Board of Education approval of the dedication of the Sensory Room at the Cumberland Campus in the name of Dr. Elizabeth Jane Whittinghill. The dedication committee would like to recognize [Dr. Elizabeth Jane Whittinghill](#) for:

- Dr. Elizabeth Jane Whittinghill built a related services program to better meet the needs of the students in district as well as those students out of district with whom services were contracted.
- Dr. Elizabeth Jane Whittinghill worked collaboratively with the staff to create a welcoming environment to all students who utilized therapy sessions at the Cumberland Campus specifically.
- Dr. Elizabeth Jane Whittinghill served the district for many years in various capacities but her professionalism and care of students was of high standard.

Roll Call

Action: Approved X Disapproved _____ Held for Study _____

Motion by: Bomba

Second by: Davis

ROLL CALL

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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Mr. Davis	X___	Mr. Ransome	X___
Mr. Donelson	X___	Mrs. Bomba	X___
Mr. Halter	X___	Ms. Nicolosi	___
Mrs. Smith	X___		

In Favor: 6. Abstain: _____ Opposed: _____

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.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
IXL Foundations I: Essential Tools for Daily Instruction (Virtual) March 10, 2023	SCSSSD Staff	\$595 (session)	\$595
NJ Safe Schools Program (Work Based Learning) Online Course Designing and Implementing Student Training Plans	Michelle Brown	\$300	\$300
NJ Safe Schools Program (Work Based Learning) Online Federal Wage and Hour and Child Labor Laws, Regulations and Hazardous Orders	Michelle Brown	\$100	\$100
NJ Safe Schools Program (Work Based Learning) Online NJ Wage and Hours and Wage payment and Child Labor laws, Regulations, and Hazardous Orders Course	Michelle Brown	\$100	\$100
NJ Safe Schools Program (Work Based Learning) Online OHSA 10+ for General Industry	Michelle Brown	\$259	\$259

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 X___
 Ms. Nicolosi _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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In Favor **6** Abstain: _____ Opposed: _____

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 second and final 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:

Action: Approved X Disapproved _____ Held for Study _____

Motion by: Halter

Second by: Bomba

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	<u>X</u>

In Favor 6 Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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6. Comments from the public will not have a response from the Board of Education.

XIII. RECESS INTO EXECUTIVE SESSION 8:09 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: _____
SCVTS student disciplinary issues
- 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:

- 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. Matters involving quasi-judicial deliberations, and specifically:

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

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

ROLL CALL

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

In Favor 6 Abstain: 0 Opposed: 0

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING - None

Staff Reports:

Alicia Smith:

- Curriculum is set for March 13 for juniors to take the state test.
- Mentor meetings, PAC meeting, county wide in-service

Jason Helder:

- Career presentations throughout February
- College acceptances
- High School applications coming in and will announce in April
- Invitations to the Foundation Dinner went out
- BRIDGE program expansion due to success

James Helder:

- RDS & Upper Pitts going well.
- High school ASD has 3 new students
- Last 2 weeks 1 new student and 3 referrals
- Athletics Spring sports are underway

XV. ADJOURNMENT 8:33 PM

**Adjournment 8:33
PM**

Action: Approved X Disapproved Held for Study
Motion by: Halter _____

