

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

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, August 22, 2023 at 7:00 p.m.

AGENDA

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.

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; Carneys Point; and 880 Route 45, Woodstown.

III. ROLL CALL

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

IV. MINUTES

It is recommended that the Board of Education approve the Minutes from the July 25, 2023 Meeting and Executive Meeting Minutes of the Board of Education.

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

Mr. Donelson	_____	Ms. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____
Abstain:	_____	Opposed:	_____

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

A. Revised Board Secretary Report

Revised Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023, March 2023, April 2023, and May 2023 (revised). 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.

_____	August 22, 2023
Business Administrator/Board Secretary	Date

B. Revised Reconciliation of Cash for School Funds Report

Revised Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2023 (revised). The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of June.

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

There are no transfers to report.

F. Warrants

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

- 07/15/23 Payroll totaling \$94,525.76
- 07/30/23 Payroll totaling \$108,893.32
- Bill list July 1, 2023 through July 31, 2023 in the amount of \$450,093.60

Action: Approved_____ Disapproved _____ Held for Study_____

 Motion by: _____

 Second by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

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

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

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

It is recommended by the Business Administrator that the Board of Education approve a shared services agreement for Computer Technician Services with the Alloway Township Board of Education. The contracted rate is for \$3,482.50 per month for 10 months. The 10 month shared agreement would begin September 1, 2023 and end June 30, 2024.

2. Request and Recommendation for Board of Education Approval of an Agreement with Johnson Controls Fire Protection, LP for the 2023-2024 School Year.

It is requested by the Business Administrator that the Board of Education approve the attached Agreements with Johnson Controls Fire Protection LP for Fire Alarm, Suppression Services, and New Products & Services for the Career and Technical High School for the 2023-2024 school year in the total amount of \$11,154.74.

3. Request and Recommendation of the Business Administrator for the Board of Education to Accept the Fixed Asset Report and Payment for the Report.

It is recommended by the Business Administrator that the Board of Education accept the Fixed Asset Report for 2023 as well as payment of \$950 for the report.

4. Request and Recommendation by the Business Administrator for Board of Education Approval of Business Associate Agreement with Brown and Brown

It is recommended by the Business Administrator that the Board of Education approve the attached Business Associate Agreement with Brown and Brown. The agreement is based on the sample business associate agreement provisions issued by the U.S. Department of Health and Human Services (“HHS”) under HIPAA. The agreement includes changes to HIPAA required by the Health Information Technology for Economic and Clinical Health Act (“HITECH”), and HIPAA regulations issued by HHS on January 25, 2013, subsequent HHS regulations and recent informal guidance.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

5. Request and Recommendation for Board of Education Approval of Counseling Services for the Salem County Vocational Technical Schools for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve the Counseling Services with Dr. Ayrin Hnosko, PhD., LCSW for the Salem County Vocational Technical Schools, Career and Technical High School Campus for the 2023-2024 school year. Services stem from approved RFP for the 2021-2022 school year and are requested to be continued. Dr. Hnosko will provide group and individual therapy sessions for students/staff during the school year. A breakdown of cost is as follows:

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

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

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

7. Request and Recommendation for Board of Education Approval of a Continuation with the County of Camden on Behalf of the South Jersey Power Cooperative (SJPC) to Procure Retail Gas Services for SCVTS.

It is recommended by the Business Administrator that the Board of Education approve the continuation with the County of Camden on behalf of the South Jersey Power Cooperative (SJPC) to procure gas service for SCVTS.

8. Request and Recommendation for Board of Education Approval of the 2023-24 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

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

2023-2024 Budget Development Calendar

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

- 2. Request and Recommendation for Board of Education Approval to Employ Victoria Duff as the Full-Time Career Orientation and Special Education Instructor at the Career and Technical High School for the 2023-2024 School Year.**

It is requested by the Superintendent that the Board of Education approve the employment of Victoria Duff as the full-time Career Orientation and Special Education teacher at the Career and Technical High School at a salary of BA Step 1 \$56,499.00, effective September 1, 2023 . Employment is contingent upon receipt of NJ teacher certification. Ms. Duff will work under a substitute certification while awaiting her NJ teaching certification.

- 3. Request and Recommendation for Board of Education Approval to Employ Gwen Norton as a Substitute Part Time TLC Staff for the 2023-2024 school year.**

It is requested by the Superintendent that the Board of Education approve the employment of Mrs. Gwen Norton as a Part-Time Substitute TLC Staff at a rate of \$15/hour effective September 1, 2023.

- 4. Request and Recommendation for Board of Education Approval of Stipend for Corrado Ruscica for the 2023-2024 School Year.**

It is requested by the Superintendent that the Board of Education approve a stipend in the amount of \$8,000 to Corrado Ruscica for Computer Technician Services to be provided to the Alloway Township Board of Education. Mr. Corrado will be providing computer technician support services to Alloway Township Board of Education per the approved shared services agreement September 1, 2023 to June 30, 2023.

- 5. Request and Recommendation for Board of Education Approval of Career and Technical High School Teaching Staff/Mentors to Assist with the New Teacher Orientation for the 2023-2024 School Year.**

It is requested by the Superintendent that the Teaching Staff/Mentors listed below at the Career and Technical High School be paid at the rate of \$38.00 per hour for hours worked on August 30, 2023 and August 31, 2023 to work with new instructors on curriculum review, lesson plan preparation and preparations for the first day of school. Timesheets are required.

Keely DiTizio
Matt DiTizio
Elizabeth Bernat-Duaine

- 6. 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 July 6, 2023 through December 31, 2023. Timesheets are required.

Name	Position	Pay Rate
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

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
Joel Norton	Welding Instructor	\$42/hour
Tracy Foster	School Counselor	\$45/hour
CTHS Teaching Staff	Substitute or as needed	\$42/hour

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the Following Sports Stipend Positions for the 2023-2024 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of the following sports stipend positions at the negotiated rates listed for the 2023-2024 school year.

First name	Last name	Position
William	Pennock	Girls Assistant Volleyball Coach
Lola	Johnson	Girls Assistant Soccer Coach

8. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the Following Stipend Positions for the 2023-2024 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend positions at the negotiated rates listed for the 2023-2024 school year.

First name	Last name	Position
Jim	Helder	Athletic Director (appropriate certification required)
Maria	James	Substitute Procurer (Level 1)
Katherine	Polillo	ALLIES Club Advisor (Level 1)
Katherine	Polillo	Class of 2024 Adviser (Level 1)
Katherine	Polillo	Title I Tutoring-certification required (Hourly Rate)
Bruce	Connell	Banquet Chef
Bruce	Connell	Attendance Recovery (Hourly Rate)
Jami	Munyan	Attendance Recovery (Hourly Rate)
Nicole	Cerqueira	Academic League - JV (Level 2)
Nicole	Cerqueira	Girls Who Code (Level 1)
Tara	Cunningham	Fitness Room Monitor (Hourly Rate)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

Tara	Cunningham	Athletics Score Keeper
Kimberly	Kraky	Fitness Room Monitor (Hourly Rate)
Kimberly	Kraky	Future Educators America Advisor (Level 1)
Eric	Walter	Chess Club Advisor (Level 2)
Elizabeth	Duaimé	Student Government Association (Level 1)
Elizabeth	Duaimé	PM Detention Monitor
Elizabeth	Duaimé	Attendance Recovery (Hourly Rate)
Elizabeth	Duaimé	Title I Tutoring-certification required (Hourly Rate)
Kristen	Redkoles Polk	Senior Trip Coordinator/Adviser (Level 2)
Kristen	Redkoles Polk	Class of 2026 Adviser (Level 1)
Joseph	Rojas	AFJROTC Service Coordinator
Carly	Chaapel	Garden Club Advisor (Level 1)
Matt	Dickens	Sports Talk and Media Club (Level 2)
Joseph	Alexander	E-Sports (Level 1)
Keely	DiTizio	FFA Advisor (Level 1)
Rachael	Battiata	AM Cafeteria Monitor (Level 2)
Rachael	Battiata	Title I Tutoring-certification required (Hourly Rate)
Rachael	Battiata	Class of 2025 Adviser (Level 1)
Rachael	Battiata	Yearbook (Level 1)
Rachael	Battiata	Attendance Recovery (Hourly Rate)
Mark	Kasubinski	Skills USA Advisor (Level 1)
Mark	Kasubinski	Athletics Score Keeper
Mike	Nickerson	AM Cafeteria Monitor (Level 2)
Tracy	Foster	Day Care Center (TLC) Advisor (Level 1)
Al	Roeske	AM Detention Monitor (Level 2)
Dawn	Patrick	Academic League - Varsity (Level 2)
Amber	Furey	National Technical Honor Society Advisor (Level 1)
Rob	Polk	Fitness Room Monitor (Hourly Rate)
Lindsey	Doran	U Got Brains Adviser (Level 2)
Lindsey	Doran	Attendance Recovery (Hourly Rate)
Lindsey	Doran	Fitness Room Monitor (Hourly Rate)
Tyrone	Preyer	Attendance Recovery (Hourly Rate)
Patrick	Fisher	Class of 2027 Adviser (Level 1)
Lacey	DeBellis	Friends of Rachel Club Adviser (Level 2)

Transfer:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

- 9. Request and Recommendation for Board of Education Approval to Transfer Colleen Lewis, Registrar for Salem County Special Services to Supervisor of Student Information & Data Services for Salem County Vocational Technical Schools effective September 1, 2023.**

It is requested by the Superintendent that the Board of Education approve the employment of Colleen Lewis as the Supervisor of Student Information & Data Services, effective September 1, 2023 at the salary of \$72,000 (prorated).

Volunteers:

- 10. Request and Recommendation for Board of Education Approval of Volunteer for the Career and Technical High School.**

It is recommended by the Superintendent that the Board of Education approve Danielle Dean, parent of a Career and Technical High School student, as a volunteer to chaperone FFA student activities. Ms. Dean has met the background check requirements.

- 11. Request and Recommendation for Board of Education Approval of Volunteer for the Career and Technical High School.**

It is recommended by the Superintendent that the Board of Education approve Tonya Scioli, parent of a Career and Technical High School student, as a volunteer to chaperone FFA student activities. Ms. Scioli has met the background check requirements.

Internship:

- 12. Request and Recommendation for Board of Education Approval of an Administrative Internship for the First Semester of the 2023-2024 School Year.**

It is recommended by the Superintendent that the Board of Education approve an administrative internship placement for Colonel Joseph Rojas at the Career and Technical High School during the first semester of the 2023-2024 school year. Colonel Rojas is completing his masters degree in Education Leadership at Wilmington University. Colonel Rojas will complete his internship responsibilities under the supervision of Principal Jason Helder. Colonel Rojas will assist Mr. Helder with student discipline and supervision, attendance notification, and other administrative responsibilities.

Resignations:

- 13. Request and Recommendation for Board of Education Approval of the Resignation of Jennifer Todd, Career Orientation Instructor and Special Education Intervention Facilitator.**

It is requested by the Superintendent that the Board of Education approve the resignation of Jennifer Todd, Career Orientation Instructor at the Career and Technical High School, effective July 1, 2023.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

FMLA:

14. Request and Recommendation for Board of Education Approval of FMLA for Tyrone Preyer.

It is requested by the Superintendent that the Board of Education approve the FMLA of Tyrone Preyer, Logistics Instructor at the Career and Technical High School, beginning on or about September 1, 2023 until on or about October 16, 2023.

15. Request and Recommendation for Board of Education Approval of FMLA/NJFLA/LOA for Patricia Pankok.

It is requested by the Superintendent that the Board of Education approve the FMLA of Patricia Pankok, Language Arts Teacher at the Career and Technical High School, beginning on or about October 2nd, 2023 and ending on or about November 13th, 2023. Additionally, it is requested to utilize NJFLA beginning on or about November 13, 2023 until on or about February 20, 2024. Mrs. Pankok's return to work would be on or about Tuesday, February 27, 2024.

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

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
N/A			

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

Abstain: _____ Opposed: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval to accept the following FY2023 Grants.

- Perkins Secondary in the amount of \$123,035 (Perkins Federal - \$92,995 and Perkins Reserve - \$30,040) for the budget period from July 1, 2023 to June 30, 2024
- IDEA - Basic in the amount of \$160,922 for the budget period from July 1, 2023 to June 30, 2024
- Nita M. Lowey 21st CCLC in the amount of \$500,000 for the budget period from September 1, 2023 to August 31, 2024
- WIOA Title II in the amount of \$639,317 for the budget period from July 1, 2023 to June 30, 2024.

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

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

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

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

4. Request and Recommendation for Board of Education Approval of the School District Safety and Health Plan for Career and Technical Education Programs as Required for Perkins Funds for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve the School District Safety and Health Plan for Career and Technical Education programs as required for Perkins funds. This plan outlines the safety and health program the district utilizes to protect students and staff from safety and health risks on and off-site for our hazardous occupation Career and Technical Education programs.

5. Request and Recommendation by the Superintendent that the Board of Education approve the 2023-2024 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2023-2024 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

6. Request and Recommendation for Board of Education Approval of the 2023-2024 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2023-2024 District Mentoring Plan. The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4. Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

7. Request and Recommendation for Board of Education Approval to Utilize the Achieve NJ Danielson Tool for Staff Evaluations for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve the Achieve NJ Danielson/NJPEPLI to be used for staff evaluations for the 2023-2024 school year in accordance with Policy 3222.

8. Request and Recommendation for Board of Education Approval of the Threat Assessment Team for the Career and Technical High School for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve the following individuals as the Threat Assessment Team for the Career and Technical High School for the 2023-2024 school year:

Jason Helder, Principal
Kim Miller, School Nurse
Sheldon Lewis, CTHS Instructor
Katie Belutty, School Counselor
Dr. Aryn Hnosko, Mental Health Specialist
Dr. Meggin Wentzell, Child Study Team Director
School Security Specialist

9. Request and Recommendation for Board of Education Approval of all SCVTS and Academy Educational Curriculum for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve all SCVTS and Academy educational curriculum for the 2023-2024 school year. All curriculum is available for inspection in the Curriculum Office.

10. Request and Recommendation for Board of Education Approval of Work Based Learning Experiences (Formerly SLE) for the 2023-2024 School Year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

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

11. Request and Recommendation for Board of Education Approval of the SCVTS FFA Chapter to attend the National FFA Convention from October 31, 2023 to November 3rd, 2023.

It is recommended by the Superintendent that the Board of Education approve eleven (11) FFA members and four (4) adult chaperones to attend the National FFA Convention from October 31, 2023 through November 3, 2023 in Indianapolis, Indiana. Early approval is being sought in order to allow the FFA group to secure lodging and transportation. A full breakdown of costs of the trip will be provided to the Board of Education at the September meeting.

12. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Vocational Technical and Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical and Special Services Schools Districts. All approvals are subject to CDC guidelines.

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

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

14. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2023-2024 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed. All approvals are subject to CDC guidelines.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY	Cost
A.	Girls Soccer and Girls Volleyball	Spirit Wear Fundraiser. Spirit Wear will be ordered	September 3, 2023 to September 16, 2023	

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

		from JD enterprises. The proceeds raised will help with the cost for both teams to purchase team socks and bags. Prices vary		
B.	FFA	Fall Mum Sale \$12 per mum	August 25, 2023 to September 22, 2023	
C.	FFA	Septemberfest Booth - Riverview Beach Park \$5 for high striker \$5 for dunk tank	September 9, 2023	\$15 per hour up to a maximum of \$75 per adviser
D.	Boys & Girls Basketball, Boys & Girls Volleyball	Dodgeball Tournament and Concessions \$20 per team Concession prices vary *A portion of the proceeds will be donated to the American Red Cross relief efforts in Hawaii	September 23, 2023 8:00 a.m. to 1:00 p.m.	\$50/hr facility use fee to cover maintenance staff/boiler seal staff
D.	FFA	Woodstown Fall Festival Bake Sale Prices vary	September 30, 2023	\$15 per hour up to a maximum of \$75 per adviser
E.	FFA	Bud's Market Bake Sale	November 18, 2023	\$15 per hour up to a maximum of \$75 per adviser

**15. Request and Recommendation for Board of Education Approval of Student
Community Service Projects for the 2022-2023 school year.**

Community Service Project	Date	District Cost
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

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

A. Board Secretary Report

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

August 22, 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 months of July 2023. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of July 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

There are no transfers to report.

F. Warrants

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

- 07/15/23 Payroll totaling \$103,134.58
- 07/28/23 Payroll totaling \$210,013.05
- Bill List for July 1, 2023 through July 31, 2023 in the amount of \$541,497.81

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

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

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

- 1. Request and Recommendation by the Business Administrator for Board of Education Approval of Business Associate Agreement with Brown and Brown**

It is recommended by the Business Administrator that the Board of Education approve the attached Business Associate Agreement with Brown and Brown. The agreement is based on the sample business associate agreement provisions issued by the U.S. Department of Health and Human Services (“HHS”) under HIPAA. The agreement includes changes to HIPAA required by the Health Information Technology for Economic and Clinical Health Act (“HITECH”), and HIPAA regulations issued by HHS on January 25, 2013, subsequent HHS regulations and recent informal guidance.
- 2. Request and Recommendation by the Business Administrator for the Board of Education to Approve the attached Transportation Jointures and Contracts.**

It is recommended by the Business Administrator that the Board of Education approve the attached Jointures and Contracts for Participation in the Co-op, Jointures and Transportation Routes from Gloucester County Special Services School District 1, 2, 3, 4, 5.
- 3. Request and Recommendation by the Business Administrator to Approve the Cancellation of Check #1001**

It is recommended by the Business Administrator to approve the cancellation of check #1001 to School Specialty and reissue with check #1003 for a lesser amount (\$302.77) using a credit.
- 4. Request and Recommendation by the Business Administrator to Approve a \$12.50 Per Hour Charge for Out of District School Bus Usage**

It is recommended by the Business Administrator to approve a \$12.50/hour charge for school bus usage to cover the cost of fuel and maintenance when transporting out of district individuals. This cost will be in addition to the \$27.50/hour driver fee, bringing the total out of district transportation rate to \$40/hour. SCSSSD has been paying the fuel costs for all trips of both districts and any out of district transportation.
- 5. Request and Recommendation for Board of Education Approval of the 2023-24 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

It is requested by the Superintendent that the Board of Education approve the employment of Elizabeth Amorosi, Related Services - Physical Therapist, effective September 1, 2023 at DR, Step 2 of \$65,4899. This request is pending proper certification.

3. 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:

Name	Position	Start Date	Salary
Tracy Meehan	OT EIP	09/01/2023	\$75/Hour
Cheryl Richmond	Speech EIP	08/15/2023	\$75/Hour
Eileen Gross	Teacher EIP	09/15/2023	\$50/Hour

4. Request and Recommendation for Board of Education Approval of a Student Internship for Mary Anne Ecret - Wilmington University

It is requested by the Superintendent that the Board of Education approve Mary Anne Ecret, Wilmington University student, for an On-Site Student Teaching Internship Experience, beginning September 1st, 2023 to December 22, 2023. Mrs. Ecret will be interning at the Cumberland Campus, supervised by Ms. Alicia Smith, Dr. Jennifer Bates, and Mr. Brian Cummings.

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the following stipend positions for the 2023-2024 school year.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend positions at the negotiated rates listed for the 2023-2024 school year.

First name	Last name	Position
Acevedo	Frances	Interpreter - Cumberland Campus
Scott	Gwendolyn	Activities Coordinator - Cumberland Campus
Maltman	Kirsten	Transition Coordinator - Cumberland Campus
Bramell	Eric	Food Service Aide - Cumberland Campus
Rodriguez	Jesenia	Interpreter - Salem Campus
Brown	Michelle	WBL Coordinator - Salem Campus
Lewis	Maureen	Transition Coordinator - Salem Campus
Johnson	Jammie	Food Service Aide - Salem Campus
TBD		Computer Moderator - Salem Campus
Michelle	Brown	Lead Teacher - Salem Campus

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

Lisa	Demers	Food Service Aide - Daretown Campus (½)
Betsy	Osterman	Food Service Aide - Daretown Campus (½)
Tyler	Day	Lead Teacher - Daretown
Christine	Calabrese-Stone	Activities Coordinator - Daretown
John	Bilinski	Special Olympics Coordinator (½)
Bridgit	Cerone	Special Olympics Coordinator (½)
Stephanie	Weiser	Lead Therapist (Speech)
Carolyn	Holladay	Lead Therapist (OT/PT)

Transfer:

6. Request and Recommendation for Board of Education Approval for the Transfer of Michelle Ridgway Secretary - Cumberland Campus to Registrar - District Office

It is requested by the Superintendent that the Board of Education approve the transfer of Michelle Ridgway Secretary - Cumberland Campus to Registrar - District, effective September 1, 2023. The new salary of \$52,500 would be prorated. Training will take place from September 1 until December 31, 2023 on the new position as well as training a replacement.

7. Request and Recommendation for Board of Education Approval for the Transfer of Jessica Wolfe Paraprofessional - Cumberland Campus to Teacher - Cumberland Campus

It is requested by the Superintendent that the Board of Education approve the transfer of Jessica Wolfe Paraprofessional -Cumberland Campus to Teacher - Cumberland Campus, effective September 1, 2023 at BA, Step 1 of \$58,749. This request is pending proper certification.

8. Request and Recommendation for Board of Education Approval for the Transfer of Shay Fourman Paraprofessional - Cumberland Campus to Teacher - Cumberland Campus

It is requested by the Superintendent that the Board of Education approve the transfer of Shay Fourman Paraprofessional - Cumberland Campus to Teacher - Cumberland Campus, effective September 1, 2023 at BA, Step 1 of \$58,749. This request is pending proper certification.

9. Request and Recommendation for Board of Education Approval for the Transfer of Tara Jaquay Paraprofessional - Salem Campus to Teacher - Salem Campus

It is requested by the Superintendent that the Board of Education approve the transfer of Tara Jaquay Paraprofessional - Salem Campus to Teacher - Salem Campus, effective September 1, 2023 at BA, Step 1 of \$58,749. This request is pending proper certification.

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

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

Name	From	To	Date	Salary
Summer Gray	ESY Aide	1-1 Aide Cumberland	9/1/2023	\$21,978
Kaylee Meehan	ESY Aide	1-1 Aide Cumberland	9/1/2023	\$19,478
Carlie Rieck	ESY Aide	1-1 Aide Cumberland	9/1/2023	\$19,478
Lola Johnson	PT Aide	Full-Time Aide	9/1/2023	\$19,678
Hailey Woody	ESY Aide	1-1 Aide Cumberland	9/1/2023	\$20,078

FMLA/NJFLA:

11. FMLA of Karen Stallings

It is requested by the Superintendent that the Board of Education approve the FMLA of Karen Stallings, Social Worker at the Daretown Campus, beginning on or about September 11, 2023 until on or about September 25, 2023.

12. FMLA of Angel Schaffer

It is requested by the Superintendent that the Board of Education approve the FMLA of Angel Schaffer, Aide at the Salem Campus, beginning on or about August 10, 2023 until on or about September 22, 2023.

Resignations:

13. Resignation of Kurt Pillis

It is requested by the Superintendent that the Board of Education approve the resignation of Kurt Pillis, Instructor at the Cumberland Campus, effective August 18, 2023.

14. Request and Recommendation for Board of Education Approval for the Resignation/Transfer of Colleen Lewis Registrar - District to Registrar to Accept a Supervisor Of Student Information Services Position - SCVTS

It is requested by the Superintendent that the Board of Education approve the resignation/transfer of Colleen Lewis Registrar - District to accept a Supervisor of Student Information Services Position at SCVTS, effective August 31, 2023.

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

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

Abstain: _____ Opposed: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of all SCSSSD for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve all SCSSSD curriculum for the 2023-2024 school year. All curriculum is available for inspection in the Curriculum Office.

2. Request and Recommendation for Board of Education Approval to Utilize the Achieve NJ Danielson Tool for Staff Evaluations for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve the Achieve NJ Danielson/NJPEPLI to be used for staff evaluations for the 2023-2024 school year in accordance with Policy 3222.

3. Request and Recommendation for Board of Education approval of the 2023-2024 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2023-2024 Professional Development Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

Mandatory professional development requirements for particular groups of educators are specified in New Jersey statute and regulation. The Plan has been developed in accordance with these statutes and regulations.

4. Request and Recommendation for Board of Education Approval of the 2023-2024 District Mentoring Plan for the Salem County Vocational Technical School and Salem County Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the 2023-2024 District Mentoring Plan. The plan has been developed in accordance with all mentoring program regulations for novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district as specified in N.J.A.C. 6A:9:8.4.

Individual 1-1 mentoring is required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness.

5. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Vocational Technical and Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical and Special Services Schools Districts. All approvals are subject to CDC guidelines.

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**

6. Comments from the public will not have a response from the Board of Education.

XIII. RECESS INTO EXECUTIVE SESSION

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

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

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

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

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

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

4. Matters concerning negotiations, and specifically:

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

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

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

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:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – AUGUST 22, 2023**