

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

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, July 3, 2023 at 11:00 am

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 Districts Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; and 880 Route 45, Woodstown.

III. SWEARING IN OF BOARD OF EDUCATION MEMBERS

1. James Davis - July 1, 2023 to expire June 30, 2026
2. Daryl Halter - July 1, 2023 to expire June 30, 2026
3. Brian Pio - July 1, 2023 to expire June 30, 2024 (SCSSSD Student Member)

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

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

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

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

IV. ROLL CALL

Mr. James Davis (7/23-6/26)	_____	Mr. Earl Ransome (7/22-6/25)	_____
Mr. Linwood Donelson III (7/22-6/25)	_____	Mrs. Patricia Bomba (7/21-6/24)	_____
Mr. Daryl Halter (7/23-6/26)	_____	Mrs. Julie Smith (7/21-6/24)	_____
Ms. Margaret Nicolosi (7/15-)	_____	Mr. Brian Pio (7/23-6/24)	_____

V. MINUTES

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

It is recommended that the Board of Education approve the Minutes of the June 6, 2023 Board of Education Meetings.

Action:	Approved ___	Disapproved ___	Held for Study ___
	Mr. James Davis	_____	Mr. Earl Ransome _____
	Mr. Linwood Donelson III	_____	Mrs. Patricia Bomba _____
	Mr. Daryl Halter	_____	Ms. Margaret Nicolosi _____
			Mrs. Julie Smith _____

VI. AUDIENCE PARTICIPATION I

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

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

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

VIII. REORGANIZATION OF THE BOARD OF EDUCATION

a. Election of Officers

- i. President
- ii. Vice President

b. Appointment of Committees

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

Personnel and Finance-Mr. Maurer and Dr. Bates

Board Members: Jim Davis, Linwood Donelson, Julie Smith

Program and Curriculum-Dr. Bates and Mrs. Smith

Board Members: Earl Ransome, Daryl Halter, Linwood Donelson

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

Policies and Procedures-Mr. Swain

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

Facilities-Mr. Maurer and Mr. Wentzell

Board Members: Jim Davis, Earl Ransome

Technology-Mr. Allen and Mr. Rodriguez

Board Members: Earl Ransome, Daryl Halter

Community Outreach-Ms. Baker

Board Members: Jim Davis, Earl Ransome, Patty Bomba

Action:	Approved___	Disapproved___	Held for Study_____
	Mr. James Davis	_____	Mr. Earl Ransome _____
	Mr. Linwood Donelson III	_____	Mrs. Patricia Bomba _____
	Mr. Daryl Halter	_____	Ms. Margaret Nicolosi _____
			Mrs. Julie Smith _____

VIII. BOARD OF EDUCATION BUSINESS

A. Old Business-

B. New Business-

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

It is recommended that the Board of Education approve the New Jersey School Boards Association 23-24 dues of \$6902.87.

Action:	Approved___	Disapproved___	Held for Study_____
	Mr. James Davis	_____	Mr. Earl Ransome _____
	Mr. Linwood Donelson III	_____	Mrs. Patricia Bomba _____
	Mr. Daryl Halter	_____	Ms. Margaret Nicolosi _____
			Mrs. Julie Smith _____

2. Request and Recommendation for Board of Education Approval of the Submission of the Employment Contract and Salary Details for John R. Swain.

It is recommended that the Board of Education approve the submission of the employment contract and salary details for John R. Swain from July 1, 2023 until June 30, 2025 to the Salem County Executive County Superintendent for approval.

Action:	Approved___	Disapproved___	Held for Study_____
	Mr. James Davis	_____	Mr. Earl Ransome _____
	Mr. Linwood Donelson III	_____	Mrs. Patricia Bomba _____
	Mr. Daryl Halter	_____	Ms. Margaret Nicolosi _____
			Mrs. Julie Smith _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

C. Correspondence

Action:	Approved ___ Disapproved ___ Held for Study ___
	Mr. James Davis _____ Mr. Earl Ransome _____
	Mr. Linwood Donelson III _____ Mrs. Patricia Bomba _____
	Mr. Daryl Halter _____ Ms. Margaret Nicolosi _____
	_____ Mrs. Julie Smith _____

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

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2023 and May 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.

_____	July 3, 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 April 2023 and May 2023. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of April and May 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 for **NONE** at this time.

F. Warrants

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

- Warrants for the period of May 2023 through June 30, 2023 in the amount of \$2,276,088.46 and \$551,845.47 respectively.
- SCVTS Payroll for Period ending June 15, 2023 in the amount of \$312,634.65.
- SCVTS Payroll for Period ending June 30, 2023 in the amount of \$408,751.78.

Action:	Approved_____	Disapproved_____	Held for Study_____
	Mr. James Davis _____		Mr. Earl Ransome _____
	Mr. Linwood Donelson III _____		Mrs. Patricia Bomba _____
	Mr. Daryl Halter _____		Ms. Margaret Nicolosi _____
			Mrs. Julie Smith _____

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

1. It is Recommended that the Board of Education Approve the Following Resolution - Appointment and Designation of Insurance Broker, Business Administrator, Qualified Purchasing Agent, Architect, Regulatory Services, Computer Financial Software License, Board Solicitor, School Physician, Board Secretary, Special Counsel for the 2023-24 School Year.

- i. Resolution authorizing the appointments for “professional services” for a one year term commencing July 1, 2023 through June 30, 2024.
 1. **Insurance Broker of Record**
 - a. Gloucester, Cumberland, Salem School District Joint Insurance Fund
 2. **Business Administrator**
 - a. Dr. Jennifer Bates
 3. **Qualified Purchasing Agent**
 - a. Mr. Frank H. Maurer, III
 4. **Architect**
 - a. Garrison Architects
 5. **Regulatory Services**
 - a. Epic Environmental
 6. **Computer Financial Software License**
 - a. Genesis Educational Services, Inc.
 7. **Board Solicitor**
 - a. Mark Toscano of Comegno Law Group, P.C.
 8. **School Physician**
 - a. Christiana Care Health Services
 9. **Board Secretary**
 - a. Dr. Jennifer Bates
 10. **Special Counsel**
 - a. McManimon, Scotland, & Bauman, L.L.C.
 - b. McCrosson & Stanton, L.L.C.
 11. **Computer Student Data Software**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

- a. PowerSchool
- 12. **Policy and Regulation**
- a. Strauss Esmay

m. Auditors

- i. Nightlinger, Colavita & Volpa

b. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2023-24 School Year.

“Fulton Bank of New Jersey”

Account	Fund	Title
#02240262	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#02240181	Agency Account	Board President, Board Secretary (One of two signatures required)
#02237326	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#2705885	Capital Projects	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#02240254	Food Service	Board President, Board Secretary (One of two signatures required)
#02240246	Special Activities	Superintendent, Board Secretary Alternate for Board Secretary: Board President (Two of three signatures required)
#1100718668	Salem County Vo-Tech Account (Health-Aflac)	Aflac Representatives (Two of two signatures required)

2. It is Recommended that the Board of Education Approve the following SCVTS District Assignments of Staff for the 2023-2024 School Year.

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

Title	Personnel
--------------	------------------

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

Affirmative Action Officer	Kathleen Pompper
Asbestos Hazard Emergency Response Act (AHERA) Compliance Officer	Randy Wentzell
Right-to-Know Compliance Officer	Randy Wentzell
Public Agency Compliance Officer	Dr. Jennifer Bates
Custodian of Records (except student records)	John R Swain
Custodian of School Records	Jason Helder
Section 504 Compliance Officer	Jason Helder/Katherine Belutty
Title IX Coordinator	Kathleen Pompper
ADA Coordinator	Kathleen Pompper
Chemical Hygiene Officer	Randy Wentzell
Emergency Management Officer	Randy Wentzell
Integrated Pest Management Coordinator	Randy Wentzell
Anti-Bullying Coordinator	Kathleen Pompper
Cooperative Education Instructor/Coordinator	Morgan Woods
Homeless Child Liaison	Lacey DeBellis
Child Abuse Liaison	Patrick Cruet
Drug Free School Zone Liaison	Patrick Cruet
Issuance Officer for Working Papers	Jason Helder
Safety and Health Officer	Randy Wentzell
Gifted and Talented Liaison	Jason Helder
Special Education Coordinator	Marjorie Wentzell
Technology Director/ LEA PARCC IT Contact	Michael Allen
State Testing Coordinator	Jennifer Bates/Alicia Smith
District Education Stability Liaison	Marjorie Wentzell

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

Bilingual/ESL Point of Contact	Patrick Cruet
ESEA Coordinator	Alicia Smith
School Nurse	Kimberly Connell-Miller
Food Service Director	Roland Carter
District Organizational Chart	Attachment
Anti-Bullying Specialist	Lacey DeBellis
School Safety Specialist	Patrick Cruet
Transportation Coordinator	Rebecca Danner

- 3. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2023-2024 School Year.**
It is recommended that the Board of Education approve the Petty Cash funds for the 2023-2024 school year as follows:

Campus	Amount
District Office-(Career Technical High School)	\$500.00

- 4. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2023-2024 School Year.**

South Jersey Times
Elmer Times

- 5. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2023-2024 School Year.**

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

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

6. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

- 1.
- 2.
- A.

7. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.

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

- 1.
- A.

8. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.

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

- 1.
- 2.
- A.

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

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

- 1.
- 2.
- A.

10. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2023-2024 School Year.

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2023-2024 school year for the Salem County Vocational Technical School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

11. Request and Recommendation by the Business Administrator to Void Checks for the 2022-2023 School Year.

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

Check #	Amount#
39846	\$ 9.00
39847	\$ 6.00
39852	\$32.80
39858	\$ 9.75
40108	\$26.53

12. Request and Recommendation for Board of Education Approval of the State Contracts and Listings and Authorizing the Business Administrator to Use Any and All State Contracts for the 2023-2024 School Year.

It is requested that the Board of Education approve the State Contract and Listings and authorizing the Business Administrator to use any and all state contracts for the 2023-2024 school year. The State Contracts and Listings will be in the file in the Business Office and can also be found at Hunterton County Educational Services Commission website.

13. Request and Recommendation for Board of Education Approval of the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2023-2024 School Year.

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

14. Request and Recommendation for Board of Education Approval of Garrison Architects as the Architects of Record for the 2023-2024 school year.

It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2023-2024 School Year.

15. Request and Recommendation for Board of Education Approval of Nightlinger, Colavita, Volpa, PA as the Auditors for the 2023-2024 school year.

It is requested by the Business Administrator that the Board of Education approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2023-2024 School Year at the rate of \$28,500.

16. Request and Recommendation for Board of Education Approval of EPIC Environmental as the Regulatory Service for the 2023-2024 school year.

It is requested by the Business Administrator that the Board of Education approve EPIC Environment as the Regulatory Service for the 2023-2024 School Year at the rate of \$1,500 for RTK Compliance and an additional \$510 for AHERA Compliance.

17. Request and Recommendation for Board of Education Approval of Comegno Law Group for Legal Services for the 2023-2024 School Year

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

It is requested by the Business Administrator that the Board of Education approve Comegno Law Group for legal services for the 2023-24 school year. The rates would be \$180 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.

18. Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alerts & Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws & Policies and Regulations in the Amount of \$3,845 for the 2023-24 School Year

It is requested that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alerts and Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws, Policies, and Regulations in the amount of \$3,845 for the 2023-2024 school year. This will provide website access. The cost will be shared with SCSSSD.

19. Request and Recommendation for Board of Education Approval of the Contract with A.S.E.S. for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the agreement with A.S.E.S. for the annual inspection of all the automotive lifts at an annual cost of \$836.30 for 2023-2024.

20. Request and Recommendation for Board of Education Approval of Tri-County Pest to Conduct Integrated Pest Management Services from July 1, 2023 until June 30, 2024.

It is recommended by the Business Administrator that the Board of Education approve a Contract with Tri County Pest to conduct integrated pest management for the buildings of Salem County Vocational Technical School District for \$1,272.60 annually.

21. Request and Recommendation for the Board of Education Approval of the Contract with Compressed Air Equipment for the 2023-2024 School Year

It is recommended by the Business Administrator that the Board of Education approve the agreement with Compressed Air Equipment for preventative maintenance service on six reciprocating air compressors at a cost of \$4,674.21.

22. Request and Recommendation for the Board of Education Approval of the Proposal from Reliable Power Plus for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the proposal from Reliable Power Plus for inspection and regular maintenance on the generators at an annual cost of \$1,865.00 for 2023-2024.

23. Request and Recommendation for Board of Education Approval to Renewal PowerSchool Software.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

It is recommended by the Business Administrator for the Board of Education to approve the renewal of PowerSchool software for the 2023-2024 school year in the amount of \$11,237.40.

24. Request and Recommendation for Board of Education Approval to Accept Agreement with ProAsys Water Treatment.

It is recommended by the Business Administrator to approve the Agreement with ProAsys Water Treatment for Service on the Boilers at a cost of \$3,020.00 for the 2023-2024 School Year.

25. Request and Recommendation for Board of Education Approval to Accept Agreement with Harring Fire Protection, LLC.

It is recommended by the Business Administrator to approve the Agreement with Harring Fire Protection, LLC. for fire extinguishers and kitchen hood inspections at a cost of \$536 (fire extinguishers) and \$1,050 (kitchen hoods) for the 2023-2024 School Year.

26. Request and Recommendation for Board of Education Approval of the Chemical Hygiene Plan for 2023-24

It is recommended that the Board of Education approve the Chemical Hygiene Plan for 2023-2024.

27. Request and Recommendation for Board of Education Approval of the Renewal of the Contract with Blackboard Connect.

It is recommended by the Business Administrator that the Board of Education approve the renewal of the contract with Blackboard Connect for services from July 1, 2023 through June 30, 2024 at a cost of \$6,507. The services and cost will be shared equally between both districts.

28. Request and Recommendation for Board of Education Approval of a STEM Contract with Christiana Skating Center and the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 summer program.

It is recommended by the Business Administrator that the Board of Education approve a STEM Contract with the Christiana Skating Center and the Salem County Vocational Schools 21st CCLC Salem County Achievers summer program. Christian Skating Center will provide a 1 hour STEM Lesson and 2 hour skate session for 40 summer program students on July 31, 2023 from 9:00 a.m. to 12:00 p.m. at a cost of \$19.50 per student. The cost will be paid from the 21st CCLC grant funds

29. Request and Recommendation for Board of Education Approval of a Professional Purchase Service Agreement for Bidding and Advertising Services with ARH.

It is recommended by the Business Administrator that the Board of Education approve the Professional Purchase Service Agreement with ARH. ARH will provide Bidding and Advertising Services for the Staff and Student Parking Lot Repavement Project. The total cost of the agreement is \$9,840.00.

SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023

30. Request and Recommendation for Board of Education Approval of the Revised QSAC District Improvement Plan for Salem County Vocational Technical School District.

It is recommended by the Superintendent that the Board of Education approve the revised QSAC District Improvement Plan for Salem County Vocational Technical School District.

31. Request and Recommendation for Board of Education Approval of the Contract List for 2022.

It is recommended by the Business Administrator that the Board of Education approve the attached list of Vendors and Contract amounts for the 2022 Calendar Year.

32. Request and Recommendation for the Board of Education to Approve Record Management Services to Provide Annual Maintenance of Records Storage in the Amount of \$2,000 for both districts.

It is requested and recommended that the Board of Education approve Record Management Services, of Vineland, NJ, to provide annual maintenance and archiving of record storage in the amount of \$2,000 for both districts. They will organize the boxes in storage, label them, do an inventory database of boxes stored, do destructions once a year, and present a final report and access database containing updated inventory.

33. Request and Recommendation for Board of Education Approval to Increase the Mileage Reimbursement Rate Effective July 1, 2023.

It is recommended by the Business Administrator for Board of Education approval to increase the mileage reimbursement amount from \$0.35 per mile to \$0.47 per mile effective July 1, 2023 in accordance with the Fiscal Year 2023 Appropriations Act. Mileage allowance in lieu of actual expenses of transportation is allowed for an employee traveling by personal automobile on official business at the rate authorized by the State Appropriations Act.

34. Request and Recommendation for Board of Education Approval to Create a Student Activity Fund for Senior Class Trip.

It is recommended by the Superintendent that the Board of Education approve to create a fund for the Annual Senior Class Trip. The intended use of this fund is to allow the senior trip advisor to easily monitor monies collected and paid out for the Annual Senior Trip.

35. Request and Recommendation for Board of Education Approval to Create a Student Activity Fund for the Class of 2027.

It is recommended by the Superintendent that the Board of Education approve to create a fund for the Class of 2027. The intended use of this fund is to allow the Class of 2027 to raise funds by fundraising to aid with class trips, promenade, prom, senior picnic, and other activities. Funds will be raised using several fundraising methods conducted throughout the year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

36. Request and Recommendation for Board of Education Approval of the Service Contract with E.C.P. Business Machines.

It is recommended by the Business Administrator that the Board of Education approve the Service Contract with E.C.P. Business Machines to cover the shredder from July 1, 2023 through June 30, 2024 at an annual cost of \$598.00.

37. Request and Recommendation for Board of Education Approval of Transfer Student Activity Funds.

It is recommended by the Business Administrator that the Board of Education approve transfers in the All Classes- FEA, Ally Club, Class of 2022 and U Got Brains student activity accounts.

38. Request and Recommendation for Board of Education Approval of the Bond Renewal for Jennifer Bates, Ed.D.

It is requested by the Business Administrator that the Board of Education approve the Surety Bond renewal for Jennifer Bates, Ed.D. in the amount of \$609 from July 1, 2023 until July 1, 2024.

39. Request and Recommendation for Board of Education Approval of the 2023-2024 Budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center.

It is recommended that the Board of Education approve the below listed 2023-2024 budget for the Adult Post Secondary Programs and Salem County Educational Technology Training Center. **All course schedules are subject to required minimal enrollment.**

40. Request and Recommendation for Board of Education Approval of the 2023-2024 Budget for the CTHS Food Service Program.

41. Request and Recommendation for Board of Education Approval of the Banquet Enterprise Account for the 2023-2024 School Year and Budget for the Banquet Services Program.

42. Request and Recommendation for Board of Education Approval of the The Learning Center (TLC) Enterprise Account for the 2023-2024 School Year and Budget for TLC Program.

Action:	Approved_____	Disapproved _____	Held for Study_____
	Mr. James Davis _____	Mr. Earl Ransome _____	
	Mr. Linwood Donelson III _____	Mrs. Patricia Bomba _____	
	Mr. Daryl Halter _____	Ms. Margaret Nicolosi _____	
		Mrs. Julie Smith _____	

XI. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

PERSONNEL:

- 1. Request and Recommendation of the Superintendent for Board of Education Approval of the Assistant Superintendent and Business Administrator Contract for the Salem County Special Services School District and the Salem County Vocational Technical School District Effective July 1, 2023.**

It is recommended by the Superintendent that the Board of Education approve the approved contract from the Executive County Superintendent for Jennifer Bates as Assistant Superintendent and Business Administrator for the Salem County Special Services School District and the Salem County Vocational Technical School District effective July 1, 2023 through June 30, 2024.

- 2. Request and Recommendation for Board of Education Approval to Employ Iris Justice as a part-time Summer Maintenance Mechanic Assistant.**

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

- 3. Request and Recommendation for Board of Education Approval of the Employment of John Helsel as the CTHS Electrical Technology Instructor.**

It is recommended by the Superintendent that the Board of Education approve John Helsel as the CTHS Electrical Technology Instructor effective September 1, 2023 at the rate of \$57,599 (BA Step 4). Mr. Helsel is currently anticipated to receive his Teacher of Electrical Trades (2523) certification from the NJDOE. Mr. Helsel will not begin without proper certification.

- 4. Request and Recommendation for Board of Education Approval of the Employment of Bart Rettew as the CTHS Mathematics Instructor.**

It is recommended by the Superintendent that the Board of Education approve Bart Rettew as a CTHS Mathematics Instructor effective September 1, 2023 at the rate of \$58,599 (BA Step 7).

- 5. Request and Recommendation for Board of Education Approval of 21st CCLC Summer Program Staff.**

It is recommended by the Superintendent that the Board of Education Approve the following staff for the 21st CCLC Summer Program from July 10, 2023 through August 3, 2023. Timesheets will be required. Staff will be funded via 21st CCLC grant and ESSER Funding sources.

Sarah Seeman (Substitute Teacher, as needed)

- 6. Request and Recommendation for Board of Education Approval of the Cell Phone Allowance for District Staff for the 2023-2024 School Year.**

It is recommended by the Superintendent that the following individuals be approved for cell phone allowances for the 2023-24 school year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

Michael Allen - \$900
 Corrado Russico- \$900
 David Seay- \$900
 Larry Crawford- \$900
 Linda Hannah -\$900

7. Request and Recommendation for Board of Education Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2023-2024 School Year.

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

8. Request and Recommendation for Board of Education Approval to Pay for Chaperone Fees for the SCVTS Senior Trip from May 19, 2023 to May 24, 2023.

It is recommended by the Superintendent that the Board of Education approve the overnight chaperone fees for four (4) chaperones who attended the SCVTS Senior Trip from May 19, 2023 to May 24, 2023, six (6) nights total per SCVTS Union Contracts. This payment is beyond the historic four (4) day timeframe and are non-precedent setting. In the future, days beyond the four (4) day timeframe will be reviewed and granted/denied by the superintendent based on the time dedicated to working outside the four (4) days.

9. Request and Recommendation for Board of Education Approval for the Employment of BRIDGE Program Summer 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 August 24, 2023.

Name	Position	Pay Rate
Matthew DiTizio	Instructor	\$42/hour
Bruce Connell	Instructor	\$42/hour
Robert Crowley	Instructor (new hire)	\$42/hour
Joel Norton	Instructor	\$42/hour

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

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

10. Request and Recommendation for Board of Education Approval of Kim Connell-Miller to Review Student Sports Physicals and Related Documentation at an hourly rate of \$38 per hour.

It is recommended by the Superintendent that the Board of Education approve Kim Connell-Miller to Review student Sports Physicals and Related documentation at an hourly rate of \$38 per hour, as needed and approved by the CTHS principal. Timesheets required.

11. Request and Recommendation for Board of Education Approval of a Professional Membership in the New Jersey Association of School Administrators for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve to pay for a professional membership in the New Jersey Association of School Administrators in the amount of \$1,817 for Jennifer Bates, Ed.D. for the 2023-2024 school year.

12. Request and Recommendation for Board of Education Approval of Professional Memberships for the 2023-2024 School Year.

It is recommended by the Superintendent that the Board of Education approve to pay for professional memberships for SCVTS Administrative Staff for the 2023-2024 school year. By negotiated contract administrators are entitled up to \$1250 in professional membership fees. The administrator, their association, and membership fees are listed below:

- Maria Alleva - NJPSA - \$860
- Patrick Cruet - NJPSA - \$860
- Jason Helder - NJPSA - \$860
- Alicia Smith - NJASA - \$1,520
- Morgan Woods - NJPSA - \$860

13. Request and Recommendation for Board of Education Approval to Accept the Resignation of Eric Krise.

It is recommended by the Superintendent that the Board of Education accept the resignation of Eric Krise, Teacher of Electrical Technology at the Career and Technical High School effective June 30, 2023.

14. Request and Recommendation for Board of Education Approval to Accept the Resignation of John Herman.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

It is recommended by the Superintendent that the Board of Education approve Liberty Science Center to provide the SCVTS 21st CCLC Salem County Achievers summer program hosted at the SCVTS Career and Technical High School with programming exploring ecology through forensic science. The program will run once a day, for four days (July 19, July 20, July 25, and July 26). The total cost of the program is \$1,200, which is fully funded through the 21st CCLC grant

4. Request and Recommendation for Board of Education Approval of Counseling Services for the 21st CCLC Salem County Achievers Summer Program for the 2022-2023 School Year.

It is recommended by the Superintendent that the Board of Education approve Counseling Services with Dr. Ayrin Hnosko, PhD., LCSW for the 21st CCLC Salem County Achievers Summer Program for the 2023 session. Dr. Hnosko will provide group and individual therapy sessions as per her approved service provider contract. The cost of the counseling will be paid from the 21st CCLC grant funds and/or ARP ESSER funds. All services are part of a previously approved service contract and will be invoiced as per policy.

5. Request and Recommendation for Board of Education Approval of the Community Food Bank of New Jersey, Inc. to Provide Nutrition and Fitness Education to Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 Summer Program.

It is recommended by the Superintendent that the Board of Education approve the Community Food Bank of New Jersey, Inc. to provide NJ SNAP-Ed nutrition and fitness education to the SCVTS 21st CCLC Salem County Achievers summer program hosted at the SCVTS Career and Technical High School. The program will be for one (1) hour of instruction every Monday at no cost to the district.

6. Request and Recommendation for Board of Education Approval for the Salem County Sheriff's Office to Conduct Sessions for the 21st CCLC Salem County Achievers 2023 Summer Program.

It is recommended by the Superintendent that the Board of Education approve the Salem County Sheriff's Office to conduct sessions for the 21st CCLC Salem County Achievers 2023 Summer Program on July 11, July 18, July 25 and August 1, 2023. The sessions will be provided at no cost.

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

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the attached chart.

8. Request and Recommendation for Board of Education Approval for the BRIDGE and PET Program Summer Session.

It is requested by the Superintendent that the Board of Education approve the BRIDGE and PET Program summer session from July 6, 2023 through August

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

24, 2023. The program will operate Tuesday and Thursdays from 11:00am-2:00pm. Transportation is provided at no cost to students. All curriculum in action trips will be approved as per policy.

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

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

Action:	Approved_____	Disapproved _____	Held for Study_____
	Mr. James Davis _____	Mr. Earl Ransome _____	
	Mr. Linwood Donelson III _____	Mrs. Patricia Bomba _____	
	Mr. Daryl Halter _____	Ms. Margaret Nicolosi _____	
		Mrs. Julie Smith _____	

**XII. 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 May 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.

_____	July 3, 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 May 2023. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of May 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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

- Epic Environmental
- f. Health Benefits of Records**
Brown & Brown
- g. Computer Financial Software License**
Genesis Educational Services, Inc.
- h. Board Solicitor**
Mark Toscano of Comegno Law Group, P.C.
- i. School Physician**
Christiana Care Health Services
- j. Board Secretary**
Mr. Frank H. Maurer, III
- k. Special Counsel**
McManimon, Scotland, & Bauman, L.L.C.
McCrosson & Stanton, L.L.C.
- l. Computer Student Data Software**
RealTime
- m. Policy and Regulations**
Strauss Esmay
- n. Auditor**
Nightlinger, Colavita & Volpa

Action: Approved ___ Disapproved ___ Held for Study ___

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

2. It is Recommended that the Board of Education Approve the Depository of School Funds & Account Signatories for the 2023-2024 School Year.
“Fulton Bank of New Jersey”

Account	Fund	Title
#0093577702	Salary/Payroll Account	Board President, Board Secretary (One of two signatures required)
#0093577711	Agency Account	Board President, Board Secretary (One of two signatures required)
#0093577690	General Account	Board President*, Board Treasurer, Board Secretary Alternate: Board Vice President* (Two of three signatures required)
#0006014089	Salem County Special Services Account	Aflac Representatives (Two of three signatures required)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

	(Health-Aflac)	
#0006011543	Student Activity Account	Board Secretary, Superintendent (Two of two signatures required)
#0006009344	Gifts and Donations Account	Board President, Board Secretary (Two of two signatures required)

3. It is Recommended that the Board of Education Approve the following SCSSSD District Assignments of Staff for the 2023-2024 School Year.

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

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

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

- 4. It is Recommended that the Board of Education Approve the Petty Cash Usage at the Following Campuses for the Stated Amounts for the 2023-2024 School Year.** It is recommended that the Board of Education approve the Petty Cash funds for the 2023-2024 school year as follows:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

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

- 5. It is Recommended that the Board of Education Approve the South Jersey Times as the Official Newspaper for the 2023-2024 School Year.**

South Jersey Times
Elmer Times

- 6. It is Recommended that the Board of Education Approve the Following Policy Statements for the 2023-2024 School Year.**

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

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

- 7. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the Board of School Estimate.**

It is recommended that the Board of Education approve the appointment of two Board members to the Board of School Estimate and approval of the appointment of an Alternate of the same.

- 1.
- 2.
- A.

- 8. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the NJSBA Legislative Delegate and Alternate.**

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

- 1.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

A.

9. It is Recommended that the Board of Education Approve Two Board Members and an Alternate to the SCSBA Executive Committee.

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

1.

2.

A.

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

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

1.

2.

A.

11. It is Recommended that the Board of Education Grant Approval of Warrants between Board of Education Meetings for the 2023-2024 School Year.

It is recommended that the Board of Education authorize the Business Administrator to pay any additional bills due and owing and make transfer of funds necessary between Board of Education meetings for the 2023-2024 school year for the Salem County Special Services School District. A list of bills paid and transfers made will be provided at the next Regular Board of Education Meeting.

12. Request and Recommendation for Board of Education Approval of the Use of Indeed.com and NJ SchoolJobs.com as an Official Job Posting Sites for the 2023-2024 School Year.

c. Indeed.com cost is free.

d. NJ School Jobs.com \$1000 for both districts.

13. Request and Recommendation by the Business Administrator for Board of Education Approval of the GCSSSD Transportation Contracts. It is recommended that the Board of Education approve the GCSSSD Transportation Contracts provided for transportation services for the Extended School year and the 2023-2024 school year.

14. Request and Recommendation for Board of Education Approval of the Contract List for 2022.

It is recommended by the Business Administrator that the Board of Education approve the attached list of Vendors and Contract amounts for the 2022 Calendar Year.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

- 15. Request and Recommendation by the Business Administrator for Board of Education Approval of the Contract with Moby Max.** It is recommended that the Board of Education approve the contract with Moby Max for software programming at the cost of \$2,495 for a one year subscription.
- 16. Request and Recommendation by the Business Administrator for Board of Education Approval of the Contract with Learning A-Z.** It is recommended that the Board of Education approve the contract with Learning A-Z for software programming at the cost of \$3693.60 for a one year subscription.
- 17. Request and Recommendation by the Business Administrator for Approval of Tri-County Pest to Conduct Integrated Pest Management Services from July 1, 2023 until June 30, 2024.**
It is recommended by the Business Administrator that the Board of Education approve a Contract with Tri County Pest to conduct integrated pest management for the buildings of Salem County Special Services School District at the monthly cost of \$36.75 per building (\$1,323 annually).
- 18. Request and Recommendation for the Board of Education to Approve Record Management Services to Provide Annual Maintenance of Records Storage in the Amount of \$2,000 for both districts.**
It is requested and recommended that the Board of Education approve Record Management Services, of Vineland, NJ, to provide annual maintenance and archiving of record storage in the amount of \$2,000 for both districts. They will organize the boxes in storage, label them, do an inventory database of boxes stored, do destructions once a year, and present a final report and access database containing updated inventory.
- 19. Request and Recommendation for Board of Education Approval to Accept Agreement with ProAsys Water Treatment.**
It is recommended by the Business Administrator to approve the Agreement with ProAsys Water Treatment for Service on the Boilers at a cost of \$1,700.00 for the 2023-2024 School Year.
- 20. Request and Recommendation by the Business Administrator for Board of Education Approval of a Contract with Strauss Esmay Associates, LLP for Policy Alerts & Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws & Policies and Regulations in the Amount of \$3,845 for the 2023-24 School Year**
It is requested that the Board of Education approve a contract with Strauss Esmay Associates, LLP for Policy Alerts and Support System (PASS), Online Maintenance Fees, Public Assess Fees for Bylaws, Policies, and Regulations in the amount of \$3,845 for the 2023-2024 school year. This will provide website access. The cost will be shared with SCVTS.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

21. Request and Recommendation for Board of Education Approval of the State Contracts and Listings and Authorizing the Business Administrator to Use Any and All State Contracts for the 2023-2024 School Year.

It is requested that the Board of Education approve the State Contract and Listings and authorizing the Business Administrator to use any and all state contracts for the 2023-2024 school year. The State Contracts and Listings will be in the file in the Business Office and can also be found at Hunterton County Educational Services Commission website.

22. Request and Recommendation by the Business Administrator That The Board of Education Approve Comegno Law Group for Legal Services for the 2023-2024 School Year.

It is requested by the Business Administrator that the Board of Education approve Comegno Law Group for legal services for the 2023-24 school year. The rates would be \$180 per hour for attorney legal services, \$85.00 per hour for paralegals, and \$850 for board meetings.

23. Request and Recommendation for Board of Education Approval of the Food Service Agreement with SCVTS Food Service.

It is recommended by the Business Administrator that the Board of Education approve the Food Service Agreement with Salem County Vocational Technical Schools Food Service Department from July 1, 2023 until June 30, 2024 under resolution 0623. The agreement is to provide breakfast and lunch services as submitted through the Food and Nutrition Electronic Services Agreement.

24. Request and Recommendation by the Business Administrator That The Board of Education Approve Garrison Architects as the Architects of Record for the 2023-2024 school year.

It is requested by the Business Administrator that the Board of Education approve Garrison Architects as the Architect of Record for the 2023-2024 School Year.

25. Request and Recommendation by the Business Administrator That The Board of Education Approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2023-2024 school year.

It is requested by the Business Administrator that the Board of Education approve Nightlinger, Colavita, Volpa, PA as the Auditors for the 2023-2024 School Year at the rate of \$24,600.

26. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Proposal from Reliable Power Plus for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the proposal from Reliable Power Plus for inspection and regular maintenance on the generators at an annual cost of \$525.00 for 2023-2024.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

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

It is recommended by the Business Administrator to approve the acceptance of the quotations from CorePoint for phone system support at Daretown and Cumberland at the cost of \$3,951.

28. Request and Recommendation of the Business Administrator for the Board of Education to Approve annual contract with Go Guardian

It is recommended by the Business Administrator to approve the acceptance of the quotation from Go Guardian for device agnostic and filtering software at a cost \$3,060.

29. Request and Recommendation for Board of Education Approval of EPIC Environmental as the Regulatory Service for the 2023-2024 school year.

It is requested by the Business Administrator that the Board of Education approve EPIC Environment as the Regulatory Service for the 2023-2024 School Year at the rate of \$1,500 for RTK Compliance and an additional \$520 for AHERA Compliance.

30. Request and Recommendation of the Business Administrator for the Board of Education to Approve Nursing Services Contract with The Wright Choice, LLC for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the acceptance of the rates from Wright Choice for July 1, 2023 until June 30, 2024.

31. Request and Recommendation for Board of Education Approval of the Chemical Hygiene Plan for 2022-23

It is recommended that the Board of Education approve the Chemical Hygiene Plan for 2023-2024.

32. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Support Service Agreement for Daretown Campus from CM3 for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the support service agreement for Daretown Campus from CM3 for inspection and regular maintenance on the HVAC units, including Preferred Labor and Materials at an annual cost of \$7,700 for 2023-2024.

33. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Upgrades to the SCSSSD Cyber Security Through CorePoint for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the cyber security upgrades for SCSSSD. The SPELLJIF requires more robust cyber security for coverage. This plan will include Fortinet EDR solution which will help check the MDR/SOC boxes for insurance. EDR is endpoint detection and response along with security operations center monitoring. This is what most

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

insurance companies are looking for to be compliant. The second quote is the FortiAuthenticator which is multi-factor authentication login. This is for administrative login credentials for important share folders, servers, VPN ext. The only other piece to this is a disaster recovery plan and business continuity plan which we can definitely help with as well. The annual cost of cyber protection is \$37,565 for FortiEDR and \$21,995 for VM Authenticator for the 2023-2024 school year.

34. Request and Recommendation of the Business Administrator for the Board of Education Approval of the Support Service Agreement for Cumberland Campus from CM3 for 2023-2024.

It is recommended by the Business Administrator that the Board of Education approve the support service agreement for Cumberland Campus from CM3 for inspection and regular maintenance on the HVAC units, including Preferred Labor and Materials at an annual cost of \$13,772 for 2023-2024.

35. Request and Recommendation for Board of Education Approval of the Bond Renewal for Frank H. Maurer, III.

It is requested by the Business Administrator that the Board of Education approve the Surety Bond renewal for Frank H. Maurer, III in the amount of \$434 from June 1, 2023 until May 31, 2024.

36. Request and Recommendation of the Business Administrator for the Board of Education Approval of the NJASA Technology Membership for Frank Maurer.

It is recommended by the Business Administrator that the Board of Education approve the NJASA Technology Membership for Frank Maurer at a cost of \$695 for the 2023-2024 School Year.

37. Request and Recommendation of the Superintendent for Board of Education Approval of the Cell Phone Allowance for District Staff for the 2023-2024 School Year.

It is recommended by the Superintendent that the following individuals be approved for cell phone allowances for the 2023-2024 school year.

Harry Rodriguez - \$900

Randy Wentzell - \$900

Dalton Hughes - \$900

Wayne Data - \$900

38. Request and Recommendation by the Business Administrator for Approval of the Renewal of the Contract with Blackboard Connect. It is recommended by the Business Administrator that the Board of Education approve the renewal of the contract with Blackboard Connect for services from July 1, 2023 through June 30, 2024 at a cost of \$6,507. The services and cost will be shared equally between both districts.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

39. Request and Recommendation for Board of Education Approval to Increase the Mileage Reimbursement Rate Effective July 1, 2023.

It is recommended by the Business Administrator for Board of Education approval to increase the mileage reimbursement amount from \$0.35 per mile to \$0.47 per mile effective July 1, 2023 in accordance with the Fiscal Year 2023 Appropriations Act. Mileage allowance in lieu of actual expenses of transportation is allowed for an employee traveling by personal automobile on official business at the rate authorized by the State Appropriations Act.

40. Request and Recommendation for Board of Education Approval of the Cancellation of Check 0524

It is recommended by the Superintendent that the Board of Education approve the cancellation of check 0524 to Keith Henderson.

41. Request and Recommendation for Board of Education Approval of the Cancellation of Check 0899 & 0015

It is recommended by the Superintendent that the Board of Education approve the cancellation of check 0899 to Frank Maurer.

42. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Special Services.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Special Services. Experiences for approval are listed in the attached chart.

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

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

44. Request and Recommendation by the Business Administrator to Approve Contracts with Associated Fire Protection

It is recommended by the Business Administrator that the Board of Education approve entering contracts with Associated Fire Protection for fire extinguisher inspection:

- a. Cumberland Campus \$261
- b. Daretown Campus \$133
- c. Salem (RDS) Campus \$253

45. Request and Recommendation by the Business Administrator to Approve Entering into A Scope of Work Agreement with Atlantic City Electric

It is recommended by the Business Administrator that the Board of Education approve entering a scope of work agreement with Atlantic City Electric. The scope of work agreement would provide the following:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

3. It is recommended that the Board of Education Approve the Transfer of Tyler Day

It is recommended that the Board of Education approve the transfer of Tyler Day from Instructor - Salem Campus to Instructor - Daretown Campus.

4. It is recommended that the Board of Education Approve the Transfer of Lisa Davis

It is recommended that the Board of Education approve the transfer of Lisa Davis from Instructor - Upper Pittsgrove Campus to Instructor - Salem Campus.

5. It is recommended that the Board of Education Approve the Transfer of Brenden Bell

It is recommended that the Board of Education approve the transfer of Brenden Bell from Paraprofessional-Upper Pittsgrove to Elementary Instructor- Daretown at MA-1 \$61,969, effective 9/1/2023. Mr. Bell will be assigned a mentor and begin the provisional certification process.

6. It is recommended that the Board of Education Approve the Additional ESY Staff

It is recommended that the Board of Education approve the additional ESY Staff for the 2023 ESY program:

Tyler Day - Coordinator to ½ Coordinator

Bridgit Cerone ½ Coordinator

Michelle Brown ½ Coordinator

Christopher Beck 1-1 Aide

Summer Gray 1-1 Aide

Diana Karr 1-1 Aide

Uriah King 1-1 Aide

Kaylee Meehan 1-1 Aide

Carlie Rieck 1-1 Aide

Katrina Sluder 1-1 Aide

Gianna Taylor 1-1 Aide

Sydney Taylor 1-1 Aide

Hailey Woody 1-1 Aide

Ryan Hopp 1-1 Aide

7. It is recommended that the Board of Education Approve the Retirement Sick Day Payout of Vivian Hampshire.

It is recommended that the Board of Education approve the retirement sick day payout of sick days to Vivian Hampshire. The salary guide for Administrative Assistant is as follows:

- The employee must be eligible to receive benefits under the employee's retirement plan and have not less than ten (10) years of employment with the Salem County Special Services and Vocational Board of Education.
- The compensation shall be paid at the rate of \$75.00 per day for each earned, but unused, day of sick leave remaining as of the date of retirement.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

- In no event shall the Board be required to pay more than \$7,500.00 per employee for the benefit set forth in this Article.
- Mrs. Hampshire is eligible for the payout of \$5,821.88 for 77.625 days.

8. It is recommended that the Board of Education Approve the Retirement Sick Day Payout of Patricia MacLane.

It is recommended that the Board of Education approve the retirement sick day payout of sick days to Patricia MacLane. The payment for unused sick leave for SCVTS staff is as follows:

- Upon retirement to immediately collect a pension from TPAF or PERS:
\$75 per unused day
Maximum payment \$7,500
- Ms. MacLane is eligible for the payout of \$7,500 (max) for 156.5 days at \$75 per day.

9. It is recommended that the Board of Education Grant Approval of Hiring Staff by the Superintendent Between Board of Education Meetings for the 2023-2024 School Year.

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

10. It is recommended that the Board of Education Grant Approval of the NJFLA for Angela Rodriguez

It is recommended that the Board of Education grant approval of the NJFLA request for Angela Rodriguez from on or about June 1, 2023 through July 27, 2023 totalling 8 weeks.

11. It is recommended that the Board of Education Grant Approval of the Resignation of Mary Reilly

It is recommended that the Board of Education grant approval of the resignation of Mary Reilly effective August 31, 2023.

Action:	Approved ___	Disapproved ___	Held for Study ___
	Mr. James Davis _____	Mr. Earl Ransome _____	
	Mr. Linwood Donelson III _____	Mrs. Patricia Bomba _____	
	Mr. Daryl Halter _____	Ms. Margaret Nicolosi _____	
		Mrs. Julie Smith _____	

PROFESSIONAL DEVELOPMENT:

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. 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.

XVI. 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:

11. 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:

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

44. Matters concerning negotiations, and specifically:

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

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – JULY 3, 2023**

Motion by: _____

Second by: _____

Mr. Davis _____ Mrs. Bomba _____

Mr. Donelson III _____ Ms. Nicolosi _____

Mr. Halter _____ Mr. Ransome _____

Mrs. Julie Smith _____

Abstain: _____ Opposed: _____