

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, February 27, 2024 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; and 880 Route 45, Woodstown.

III. ROLL CALL

Mr. James Davis	_____	Mr. Earl Ransome	_____
Mr. Linwood Donelson III	_____	Mrs. Patricia Bomba	_____
Mr. Daryl Halter	_____	Exec. County Superintendent	_____
Mrs. Julie Smith	_____	Ms. Balci	_____

IV. MINUTES

It is recommended that the Board of Education approve the Minutes of the January 23, 2024 Board of Education Meeting.

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 _____ Mrs. Bomba _____
Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

B. Acceptance of Agenda Addenda Items SCSSSD

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

Abstain: _____ Opposed: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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VI. AUDIENCE PARTICIPATION I

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

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

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

VII. BOARD OF EDUCATION BUSINESS

A. Old Business- None

B. New Business- None

C. Correspondence

D. Presentations

1. EVVRS/HIB Presentation 21-24

1. SCVTS

2. SCSSSD

2. Special Services Presentation - Jack Swain

E. Students of the Month:

1. Salem Campus - Marissa Rivera

2. Daretown Campus - Gavan Foster

3. Cumberland Campus - Ryan Ball and Joshua Hand

4. SCVTS - Keily De La Rosa Juarez

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Exec. Superintendent	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

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

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of December 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	<u>February 27, 2024</u> Date
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B. Cash Reconciliation Report

REVISED Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2023. The Cash Reconciliation Report and Board Secretary’s Report are in agreement for the month of December 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 January 2024.

F. Warrants

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

- SCVTS Payroll for January 15, 2024 in the amount of \$296,633.08
- SCVTS Payroll for January 30, 2024 in the amount of \$290,531.81
- SCVTS Bill List for January 2024 in the amount of \$464,525.94.

ROLL CALL (Items A -F)

Action: Approved _____ Disapproved _____ Held for Study _____

Motion by: _____

Second by: _____

Mr. Davis _____	Mr. Ransome _____
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Mr. Donelson _____	Mrs. Bomba _____
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Mr. Halter _____	Exec. Superintendent _____
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Mrs. Smith _____

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval to Cancel Check #41671 to CDW-G, Inc. in the amount of \$14,095.39.

It is requested by the Business Administrator that the Board of Education approve to cancel check #41671 in the amount of \$14,095.39. The check was for CDW-G, Inc. for software licenses, cables, and id badge supplies. The check was never received. A check will be reissued in the same amount.

2. Request and Recommendation for Board of Education Approval to Cancel Check #0207 to Skills USA in the amount of \$765.

It is requested by the Business Administrator that the Board of Education approve to cancel check #0207 in the amount of \$765. The check was for Skills USA for state competition fees. The check will be reissued to Skills USA New Jersey in the same amount.

3. Request and Recommendation by the Business Administrator for the Board of Education to Approve CAFR and Synopsis of Audit for the Fiscal Year Ended June 30, 2023.

It is recommended by the Business Administrator that the Board of Education accept and approve the CAFR and synopsis of the audit for the fiscal year ended June 30, 2023. Hard copies are available for review.

As required by NJSA 18:23-5, recommendations of the auditor related to the Salem County Vocational Technical School District were read and discussed.

4. Request and Recommendation for Board of Education Approval of a Professional Purchase Service Agreement for Professional Engineering 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 Professional Engineering Services for the Welding Room Addition Project and Resurfacing Plans and Bid Documents (phase 2). These are professional services as required for the CTE Bond Act expansion projects. The cost of the agreement is \$12,500.00.

5. Request and Recommendation for Board of Education Approval of a Professional Purchase Service Agreement for Construction Management and Construction Inspection 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 Professional Engineering, Construction Inspection and Construction Management Services in collaboration with other professional service providers as needed. These are professional services as required for the CTE Bond Act expansion projects. The cost of the agreement is \$80,100.00.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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6. Request and Recommendation for Board of Education Approval of the Contract with Adelphia for the 2023-2024 SCVTS Prom.

It is recommended by the Business Administrator that the Board of Education approve the contract between Salem County Career and Technical High School and Adelphia. The CTHS Prom will be held on Thursday, May 2, 2024. The cost of the contract is \$9,875.00 and will be paid by student activity accounts.

7. Request and Recommendation for Board of Education Approval of the Contract with The Grove for the 2024-2025 SCVTS Prom.

It is recommended by the Business Administrator that the Board of Education approve the contract between Salem County Career and Technical High School and The Grove. The CTHS Prom will be held on Thursday, May 8, 2025. The cost of the contract is \$9,075.00 and will be paid by student activity accounts.

8. Request and Recommendation for Board of Education Approval of the Contract with Masso's Event Rentals.

It is recommended by the Business Administrator that the Board of Education approve a Rental Agreement for a stage, skirting, and chairs with Masso's Event Rentals for the SCVTS 2024 Graduation Ceremony to be held on June 14, 2024 from 6:00 p.m. to 9:00 p.m. in the amount of \$6,462.75.

9. Request and Recommendation for Board of Education Approval of a Rental Agreement with Empire Events, LLC.

It is recommended by the Business Administrator that the Board of Education approve a Rental Agreement for a waterslide with Empire Events, LLC for the SCVTS Senior Picnic to be held on June 11, 2024 in the amount of \$1,005.10.

10. Request and Recommendation for the Board of Education to Approve the Certified Student Tuition Rates for the 2022-2023 school year.

It is recommended by the Business Administrator that the Board of Education approve the Certified Student Tuition Rate for the 2022-2023 school year in the amount of \$4,453.00, a difference of \$403 per student. See attached letter.

11. Request and Recommendation for Board of Education Approval of the Projected Enrollment and Tuition Adjustment Contracts for the 2024-2025 School Year.

It is requested by the Business Administrator that the Board of Education approve the tuition contracts for the 2024-2025 school year. The tuition contracts reflect the certified tuition rate for tuition adjustments for the 2022-2023 school year received by the State of New Jersey, Department of Education on January 30, 2024.

12. Request and Recommendation for Board of Education Approval of a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school year.

It is recommended by the Business Administrator that the Board of Education grant approval to request from the Executive County Superintendent a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school year.

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Under the Accountability Regulations that are specified in N.J.A.C. 6A:23A-5.3, the district may seek a waiver to participate in SEMI if the district has forty (40) or fewer Special Education – Medicaid eligible students as per the October 13, 2023 Special Education Student Count per the NJSMART snapshot.

The district, based upon information provided by Public Consulting Group (PCG), has documented that there are only thirty-one (31) Special Education students eligible for the SEMI program with total budgeted revenue of \$8,439.19.

13. Request and Recommendation for Board Approval to Accept the Contract with Advantage Security Inc. for the CTHS Security System Maintenance for the 2023-2024 school year.

It is recommended by the Business Administrator for Board of Education approval of the Contract with Advantage Security Inc for the CTHS Security System Maintenance from July 1, 2023 to June 30, 2024. The total amount of the Contract is \$8,908.20.

14. Request and Recommendation for Board of Education Approval to Accept an Addendum to Client Agreement SCVTS-2024-MC.

It is recommended by the Business Administrator for Board of Education approval of an Addendum to Client Agreement SCVTS-2024-MC with Sonitrol to add additional controllers to receive temperature alarms in the kitchen area. The agreement also indicates an additional monthly monitoring and maintenance fee. Please see attached Addendum for all costs.

15. Request and Recommendation for the Board of Education To Approve the Memorandum of Understanding and Negotiated Contract for Salem County Vocational Administrators Association.

It is recommended by the Business Administrator that the Board of Education approve the negotiated Memorandum of Understanding and Contract for the Salem County Vocational Administrators Association from July 1, 2023 through June 30, 2027.

ROLL CALL (Items 1-15)

Action:	Approved_____	Disapproved _____	Held for Study_____
	Motion by: _____		
	Second by: _____		
	Mr. Davis	_____	Mr. Ransome
	Mr. Donelson	_____	Mrs. Bomba
	Mr. Halter	_____	Exec. Superintendent
			Mrs. Smith

	Abstain: _____	Opposed: _____	

**IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT
A. New Business:**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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PERSONNEL:

New Hires:

1. Request and Recommendation for Board of Education Approval of Jessica Crimm as a Part-Time Math Instructor.

It is recommended by the Superintendent that the Board of Education approve the employment of Jessica Crimm as a College Calculus II Instructor for the second semester of the 2023-2024 school year beginning February 20, 2024 at the salary of \$61,990 (MA, Step 7) prorated per assignment. Mrs. Crimm will be providing online instruction for this course.

2. Request and Recommendation for Board of Education Approval to Employ Suzanne Carson as a High School Math Instructor.

It is recommended by the Superintendent that the Board of Education approve Suzanne Carson as a Mathematics Instructor at the Career and Technical High School, at the salary of \$78,099.00 (BA+15, Step 18 - prorated) with an effective date of May 1, 2024.

3. Request and Recommendation for Board of Education Approval to Employ Bridget Gilbert as an On-Call Substitute Teacher for CTHS.

It is requested by the Superintendent that the Board of Education approve the employment of Bridget Gilbert as On-Call Substitute Teacher for CTHS, effective February 20, 2024 at rate of \$125.00 per day

4. Request and Recommendation for Board of Education Approval to Employ Bridget Gilbert as an On-Call Substitute for the Childcare Center (TLC).

It is requested by the Superintendent that the Board of Education approve the employment of Bridget Gilbert as an On-Call Substitute for The Childcare Center (TLC), effective February 20, 2024 at \$15.37 per hour.

5. Request and Recommendation for Board of Education Approval of the 21st Century Community Learning Center (21st CCLC) funding for the following staff for the 2023-2024 school year.

It is recommended by the Superintendent that the Board of Education approve staff to be funded through the 21st CCLC grant. The staff and their salary are listed below.

Staff	Funding Source	Hourly Salary
Angie Valquez - Instructional Aide	21st CCLC	\$18 per hour

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Siani Ocasio - Instructional Aide	21st CCLC	\$18 per hour
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6. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the Following Stipend Position for the 2023-2024 School Year.

It is requested by the Superintendent that the Board of Education approve the employment of the following stipend position for the 2023-2024 school year. This position was previously approved for one coordinator; however, this stipend will be equally split between the two instructors seen below.

First name	Last name	Position
Joseph	Rojas	AFJROTC Service Co-Coordinator
Keith	Zulkowski	AFJROTC Service Co-Coordinator

7. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the following Spring coach positions for the 2023-2024 school year.

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

First name	Last name	Position
Bridgit	Cerone	Boys Assistant Volleyball Coach
Bruce	Connell	Golf Assistant Coach

FMLA/NJFLA/LOA:

8. Request and Recommendation for Board of Education Approval of the Request for FMLA for Linda Hannah.

It is recommended by the Superintendent that the Board of Education approve the request for FMLA for Linda Hannah from February 13, 2024 to on or about May 3, 2024.

9. Request and Recommendation for Board of Education Approval of the Request for NJFLA for Keely DiTizio.

It is recommended by the Superintendent that the Board of Education approve the request for NJFLA for Keely DiTizio from February 27, 2024 to on or about May 17, 2024.

Retirement:

ROLL CALL (Items 1 - 9)

Action: Approved ____ Disapproved ____ Held for Study ____
Motion by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Second by: _____
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mrs. Bomba _____
 Mr. Halter _____ Exec. Superintendent _____
 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
Mental Health Presentation Waves of Change Counseling and Healing, LLC Countywide In-Service March 8, 2024	SCVTS Staff	\$1,050 per session	\$1,050 ESEA Title IIA
Classroom Management ERNJ Countywide In-Service March 8, 2024	SCVTS Staff	\$1,300	\$1,300 ESEA Title IIA
Mental Health Dr. Ayrin Hnosko Countywide In-Service March 8, 2024	SCVTS Staff	\$2,000	\$2,000 ESEA Title IIA
Strategies to De-escalate Conflict and Respond Effectively to Disruptive Student Behavior Location: Stockton University in Galloway NJ - March 13, 2024	Lisa Hartsough	Mileage: 108 miles at \$0.47 per mile = \$50.76 Registration Fee: \$106.00	\$156.76 ESEA Title IIA (mileage & registration only) Sub coverage: \$125.00 for one day.

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Mathematics Beyond Numbers Location: Rutgers New Brunswick - March 15, 2024	Eric Lockwood	Mileage: 142.4 at \$0.47 per mile=\$66.93 Meals- \$17 Tolls - \$20 Parking - \$5.00 Registration Fee: \$215.00	\$323.93 ESEA Title IIA (mileage & registration only) Sub coverage: \$125.00 for one day.
Mathematics Beyond Numbers Location: Rutgers New Brunswick - March 15, 2024	Eric Walter	Mileage: 125.2 at \$0.47 per mile=\$58.84 Meals: \$17 Tolls: \$20 Parkin:\$ 5.00 Registration Fee: \$215.00	\$315.84 ESEA Title IIA (mileage & registration only) Sub coverage: \$125.00 for one day.
Day of Distance Clinic A Professional Development on the science of running long-distance. Location: Runningworks, INC. in Collingswood NJ March 22, 2024	Matt DiTizio	Mileage: 132 miles at \$0.47 per mile = \$62.04 Registration Fee: \$150.00	\$212.04 Sub coverage: \$125.00 for one day.
Delaware Valley Science Fair - April 2, 2024	Kristen Polk	Mileage: 89.4 at \$0.47 per mile=\$42.02 Tolls \$20.00	\$62.02 \$75.00 compensation for supervising student events on a day school is not in session. Per Article XVIII I Special Events of the negotiated contract

ROLL CALL (Item 1)

Action: Approved _____ Disapproved _____ Held for Study _____
 Motion by: _____
 Second by: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA — FEBRUARY 27, 2024**

Mr. Davis _____	Mr. Ransome _____
Mr. Donelson _____	Mrs. Bomba _____
Mr. Halter _____	Exec. Superintendent _____
	Mrs. Smith _____

Abstain: _____ Opposed: _____

PROGRAMS:

1. Request and Recommendation for Board of Education to Approve the Revised 2023-2024 School Calendar.

It is recommended by the Superintendent that the Board of Education approve the revised 2023-2024 school calendar. The SCVTS Prom originally scheduled for Thursday, May 9, 2024 has been moved to Thursday, May 2, 2024. Therefore, it is requested that the Staff Wellness In-service Day scheduled for Friday, May 10, 2024, be moved to Friday, May 3, 2024.

2. Request and Recommendation for Board of Education Approval of the 2024-2025 SCVTS/SCSSSD School Calendar.

It is recommended by the Superintendent that the Board of Education approve the 2024-2025 school calendar.

3. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD 2024-2025 Calendar of Holidays for Twelve Month Employees.

It is recommended by the Superintendent that the Board of Education approve the SCVTS/SCSSSD 2024-2025 calendar of holidays for twelve month employees.

4. Request and Recommendation for Board of Education Approval of Modifications to the 2023-2024 Perkins Secondary and Post Secondary Spending Plans.

It is requested by the Superintendent that the Board of Education approve modifications to the 2023-2024 Perkins Secondary and Post Secondary Plans. The Perkins Secondary Plan is being modified due to additional funds awarded and approved at the December 18, 2023 Board of Education meeting. The Perkins Post Secondary Plan is being modified due to changes in prices and program needs. The revised Perkins Secondary and Post Secondary Spending Plan is attached.

5. Request and Recommendation for Board of Education Approval of the Department of Labor, Title II Adult Education and Literacy State Monitoring Reports.

It is recommended by the Business Administrator that the Board of Education accept the DOL monitoring reports and corrective actions as a result of the November 2023 monitoring. These reports are in conjunction with the previously approved corrective action plans.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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6. Request and Recommendation for Board of Education Approval of the SCVTS Adult Education Program to Assist with CNA Testing.

It is recommended by the Superintendent that the Board of Education approve the Wandra Wells to assist with Adult CNA Skills Exams, as needed. Exams will be conducted during the evenings from 4:00 to 9:00 p.m. on an as needed basis. Mrs. Wells will be paid the rate of \$31.00 per hour for hours worked outside of her normal workday. Timesheets required.

7. Request and Recommendation for Board of Education Approval for the SCVTS Adult Education Programs at SCC to Participate in a Scholarship Program With the New Jersey Cooperative Education Association for the 2024 School Year.

It is recommended by the Superintendent that the Board of Education approve the SCVTS Adult Education Programs at Salem Community College to participate in a scholarship program offered by the New Jersey Cooperative Education Association (NJCEA) for the 2024 school year. The NJCEA scholarship program is offered to cooperative education coordinators who belong to the State organization (NJCEA) and their students. Eligible coordinators will nominate and submit applications of student candidates. The student will attend a panel interview and present a scholarship package that includes a resume, letter of recommendation from an employer, and letter of recommendation from a school administrator, teacher or counselor. Scholarship awards range from \$599 to \$1,799.

8. Request and Recommendation for Board of Education Approval of the 21st CCLC Achievers Program Curriculum in Action Trip on March 20, 27 and April 10, 17 & 24, 2024 to the Career and Technical High School.

It is recommended by the Superintendent that the Board of Education approve the 21st CCLC Achievers Program Curriculum in Action Trip on March 20, 27 & April 10, 17 & 24, 2024 to the Career and Technical High School. Students will participate in career exploration activities in the field of culinary arts, pastry arts, and character education/SEL activities and automotive exploration.

Transportation Cost: \$320

9. Request and Recommendation for Board of Education Approval of the SCVTS Junior/Senior Prom at Adelphia's in Deptford, NJ.

It is recommended by the Superintendent that the Board of Education approve the SCVTS Junior/Senior Prom at Adelphia's facility in Deptford, NJ on Thursday, May 2, 2024 from 6pm to 10pm. The students will purchase tickets that will cover the cost of the event. Ticket cost will be \$80.

Cost to District:

DJ Services/Photo Booth	\$1500.00	(Class of 2025 Student Activity Acct)
Venue Deposit	\$ 500.00	(Class of 2025 Student Activity Acct)
Decorations/Favors	\$1800.00	(Class of 2025 Student Activity Acct)
Chaperone Fee (10)	\$ 800.00	

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10. Request and Recommendation for Board of Education Approval of the Salem County Office of Emergency Management to Provide CPR Certification to Allied Health and Law Enforcement and Public Safety Juniors.

It is recommended by the Superintendent that the Board of Education approve twenty-two (22) Allied Health and Law Enforcement and Public Safety juniors for a TEEN Cert CPR course from March 3, 2024 - March 7, 2024. The cost is \$7.69 per student and will be paid from the HOSA student activity account. This course is being provided by the Salem County Office of Emergency Management.

11. Request and Recommendation for Board of Education Approval of the following Field Trip Requests for the 2023-2024 school year.

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

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

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the attached events at Salem County Vocational Technical Schools.

13. Request and Recommendation for Board of Education Approval of Spring fundraising activities for the Career and Technical High School Student Clubs. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit a final report to the business office and superintendent after the activity is completed.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	Allied Health	Spring Blood Drive in B-6 from 8:00 am - 2:00 pm.	May 9, 2024
B.	Senior Class	Bake Sale All profits will fund the Senior Class Picnic.	March 7, 2024
C.	All Classes	Spring Spirit Wear	April 3, 2024 - April 14, 2024
D.	Impact Club	Easter Treat Sale \$1.00 each - Proceeds will be donated to Easter For Eli	March 27, 2024
E.	Garden Club	Selling plant-based Shamrock Shakes for \$3.00 each	March 15, 2024 at 8:00am

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F.	Culinary Club	Snack Sales Cost varies based on item.	March 1, 2024 - end of school year
G.	Class of 2024	Promenade Fundraiser Cost: \$2.00 admission per adult (children & students are free)	May 2, 2024 4:30 pm - 5:30 pm No cost to the district
H.	Impact Club	Egg Decorating Contest for students and staff. No cost to enter. The eggs will be judged by students and the winner will receive a prize.	March 25 - March 27, 2024

ROLL CALL (Items 1-13)

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis _____	Mr. Ransome _____
Mr. Donelson _____	Mrs. Bomba _____
Mr. Halter _____	Exec. Superintendent _____
	Mrs. Smith _____

Abstain: _____ Opposed: _____

POLICY: - NONE

ROLL CALL

Action: Approved____ Disapproved ____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis _____	Mr. Ransome _____
Mr. Donelson _____	Mrs. Bomba _____
Mr. Halter _____	Exec. Superintendent _____
	Mrs. Smith _____

Abstain: _____ Opposed: _____

B. Old Business:

1.

ROLL CALL

Action: Approved____ Disapproved ____ Held for Study_____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Motion by: _____
 Second by: _____
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mrs. Bomba _____
 Mr. Halter _____ Exec. Superintendent _____
 Mrs. Smith _____

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

CTHS Principal's Report
 CTHS Discipline Report
 SCVTS Program Enrollment Report

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

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

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

Abstain: _____ Opposed: _____

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



Business Administrator/Board Secretary

February 27, 2024
Date

B. Cash Reconciliation Report

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2024. The Cash Reconciliation Report and Board Secretary’s Report are in agreement for the month of January 2024.

C. Board Secretary Certification

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

D. Board of Education Certification

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

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds through January 2024.

F. Warrants

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

- SCSSSD Payroll for January 15, 2024 in the amount of \$408,881.90
- SCSSSD Payroll for January 31, 2024 in the amount of \$422,085.06
- SCSSSD Bill List for the time period of January 31, 2024 in the amount of \$365,316.05.

ROLL CALL (Items A - F)

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Exec. Superintendent	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator for the Board of Education to Renew the Agreement with Realtime Information Technology, Inc. from January 1, 2024 to December 31, 2024 in the Amount of \$27,757.37.

It is recommended that the Board of Education approve the renewal agreement with Realtime Information Technology, Inc. from January 1, 2024 to December 31, 2024 in

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the amount of \$27,757.37. Realtime provides a secure, internet browser-based, fully integrated, comprehensive student management system. It includes a suite of data management reporting tools/features for attendance, enrollment, grade reporting, medical services and discipline. The system complies with all state and federal requirements and regulations.

2. Request and Recommendation by the Business Administrator to Approve Entering into A Scope of Work Agreement and Measure Acceptance Form 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:

A. Scope of Work Attachment Salem Campus - LED Lighting. Project Cost \$86,804.22. District Cost os \$60,125.79. As well as the request for financing approval through Atlantic City Electric.

B. Measure Acceptance Form Daretown Campus - LED lighting. Project cost is \$35,272.07. District cost of \$17,635.96.

3. Request and Recommendation by the Business Administrator to Approve Applying for Natural Gas Service at the Daretown Campus

It is recommended by the Business Administrator that the Board of Education approve applying for natural gas service at the Daretown Campus through South Jersey Gas.

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

5. Request and Recommendation by the School Business Administrator for Approval of the Attached Itinerant Services Agreements for the 24-25 school year.

It is recommended by the School Administrator for the Board of Education to approve the attached Itinerant Services Itinerant Services Agreement with the following districts:

Alloway School District Board of Education
Bridgeton Public Charter School District Board of Education
Bridgeton Public Charter School District Board of Education,
Clayton Public School District Board of Education
Commercial Township School District Board of Education
Compass Academy Charter School Board of Education
Creativity Co Laboratory Charter School Board of Education
Cumberland County Board of Vocational Education
Cumberland Regional High School Board of Education
Deerfield Township School District Board of Education
Delsea Regional School District Board of Education
Dennis Township School District Board of Education

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Downe Township School District Board of Education
Elsinboro Township School District Board of Education
Estell Manor City School District Board of Education
Fairfield Township School Board of Education
Glassboro Public School District Board of Education
Greenwich Township School District Board of Education
Lawrence Township School District Board of Education
Lower Alloways Creek School District Board of Education
Mannington Township School District Board of Education
Maurice River Township School District Board of Education
Millville Public Charter School District Board of Education
New Jersey Department of Children and Families
Oldmans Township School District Board of Education
Paulsboro Public School District Board of Education
Penns Grove-Carney's Point Regional School District Board of Education
Pennsville Township School District Board of Education
Pittsgrove Township School District Board of Education
Quinton Township School District Board of Education
Salem City School District Board of Education
Salem County Vocational Technical School District Board of Education
Stow Creek School District Board of Education
Ranch Hope/Strang School District Board of Education
Upper Deerfield Township School District Board of Education
Upper Pittsgrove School District Board of Education
Vineland Public Charter School Board of Education
Vineland Public School District Board of Education
Washington Township Public School District Board of Education
Weymouth Township School District Board of Education
Winslow Township School District Board of Education
Woodbine School District Board of Education
Woodstown-Piles Grove Regional School District Board of Education

6. Request and Recommendation by the School Business Administrator for Approval of the Attached Contract with Rowan University.

It is recommended by the School Administrator for the Board of Education to approve the attached contract with Rowan University for use of the facility for Special Olympics on April 10 and 11, 2024.

7. Request and Recommendation by the School Business Administrator for Approval of the Attached Related Services Agreement.

It is recommended by the School Administrator for the Board of Education to approve the attached Related Services Agreement with Stow Creek School District.

8. Request and Recommendation by the Business Administrator for the Board of Education to Approve CAFR and Synopsis of Audit for the Fiscal Year Ended June 30, 2023.

It is recommended by the Business Administrator that the Board of Education accept and approve the CAFR and synopsis of the audit for the fiscal year ended June 30, 2023. Hard copies are available for review.

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As required by NJSA 18:23-5, recommendations of the auditor related to the Salem County Special Services School District were read and discussed.

- 9. Request and Recommendation by the School Business Administrator for Board of Education to Approve As required by NJSA 18:23-5, the attached recommendations of the auditor related to the Salem County Special Services School District were read and discussed.**

Finding 2022-1 (AMR 2023-1):

The Child Study Team, Related Services, and Regional Day School Enterprise Funds did not generate sufficient revenue to support expenditures for the 2022-23 School Year.

Four enterprise funds were in deficit net position at the year end June 30, 2023.

Child Study Team \$285,643
 Related Services \$20,734
 Regional Day School \$323,868
 (Net Cash \$199,164)

Any fund balance in enterprise funds has been expended. A transfer from the General Fund will need to be made to cover the deficit of the 4 enterprise funds. This transfer is not permissible as enterprise funds must be self-sufficient, with the exception of food service. A greater look needs to be taken to determine the financial feasibility of the programs running in deficit.

- 10. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the 2024-2025 Preliminary Budget for Salem County Special Services School District subject to Revision and Approval of the County Office or NJ Department of Education.**

It is recommended by the Business Administrator that the Board of Education approve the 2024-2025 preliminary budget appropriations, revenue, and enrollment for Salem County Special Services School District subject to revision and approval of the County Office or NJ Department of Education. Board presentation is attached.

Salem County Special Services School District

	Budget	Local Tax Levy
General Fund	\$10,072,918	\$0
Special Revenue Fund	\$0	
Debt Service Fund	\$0	
Total Base Budget	\$10,072,918	

- 11. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the 2023-2024 Preliminary Budget for Salem**

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County Special Services School District’s New Jersey Regional Day School at Mannington subject to Revision and Approval of the NJ Department of Education.

It is recommended by the Business Administrator that the Board of Education approve the 2024-2025 preliminary budget appropriations, revenue, maintenance, and enrollment for Salem County Special Services School District subject to revision and approval of the County Office or NJ Department of Education.

New Jersey Regional Day School at Mannington

	Budget	Local Tax Levy
General Fund	\$3,850,042	\$0
Special Revenue Fund	\$0	
Debt Service Fund	\$0	
Fund Balance	\$0	
Total Base Budget	\$3,850,042	

12. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the 2024-2025 Preliminary Budget for Salem County Special Services School District’s Enterprise Funds.

It is recommended by the Business Administrator that the Board of Education approve the 2024-2025 preliminary budget appropriations for Salem County Special Services School District.

Enterprise Funds

Program	Budget
1-1 Aides	\$4,017,881
Early Intervention	\$1,606,043
Child Study Team	\$1,023,475
Food Service	\$269,950
Related Services	\$2,305,489

13. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the Request and Recommendation by the Business Administrator for Board of Education Approval of the Maximum Travel Budget for Salem County Special Services School District

It is recommended by the Business Administrator that the Board of Education approve the Maximum Travel Budget for Salem County Special Services School

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District as follows: The Board of Education, pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), authorizes an annual maximum amount per employee not to exceed \$1,500.00 for the 2023-2024 school year for regular business travel only for which prior Board approval is not required. This is the same rate applied to fiscal year 2023-2024.

- a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
- b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events free of charge. It also includes regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
- c. Regular school district business travel as authorized in this Policy requires approval of the Superintendent prior to obligating the district to pay related expenses and prior to attendance at the travel event.
 - i. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
 - ii. Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.

14. Request and Recommendation by the Business Administrator to Void Checks

It is recommended by the Business Administrator that the Board of Education approve voiding the following checks

- a. Ck # 1474 Date: 2/8/24 Amount: \$117.86
Vendor: School Specialty PO 24-0475
Reason: Invoice came in less. Void 2/12/24 Reissued @ \$109.41 CK1486
- b. Ck # 1466 Date: 2/8/24 Amount: \$637.40
Vendor: Lowe's PO 24-0476
Reason: Invoice came in less. Void 2/12/24 Reissued @ \$606.56 CK1485
- c. Ck # 1445 Date: 2/8/24 Amount: \$1700.00
Vendor: Allied Elevator PO 24-0439@850.00. & 24-0525@850.00 (canceled 24-0525. Paid 24-0439.
Reason: Processed twice-once by Invoice then by Statement. Void 2/12/24 & Reissued @ \$850.00 CK1484
- d. Ck# 1516 \$160.53 Dated 2/16/24 Void 2/20/24
Replaced: with Ck #1522 \$147.50 Dated 2/20/24
- e. Chk: # 1396 Date: 1/12/24 Atlantic City Electric Amt: \$23,515.96

REISSUED:

Chk: # 1543 Date: 2/23/24 Atlantic City Electric Amt: \$23515.96

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approve the employment of Kaitlin Mules as an Occupational Therapist for EIP, effective 02/27/24 at \$77/hour.

6. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Micaela Fiebig as an Occupational Therapist at Related Services.

It is requested by the Superintendent that the Board of Education approve the employment of Micaela Fiebig as an Occupational Therapist at Related Services effective 02/26/24 at \$63,579.00 (MA-30 (Step 1) prorated).

7. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Hilary Salyards as the HR Coordinator of Benefits/Payroll for the District Offices.

It is requested by the Superintendent that the Board of Education approve the employment of Hilary Salyards as a Human Resources Coordinator of Benefits/Payroll for the District Offices, effective 03/04/24 at \$52,500.00 (prorated).

8. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Tina Bramell as a Substitute Food Service Aide

It is requested by the Superintendent that the Board of Education approve the employment of Tina Bramell to the stipend position of Substitute Food Service Aide at Daretown beginning February 7 until on or about April 3, 2024.

TRANSFERS:

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

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

Name	From	To	Date	Salary
Justin Moore	BA (Step 8)	BA+30 (Step 8)	09/01/2023	\$65,409 (pro-rated)
Sarah Jackson	Confidential Business Office Assistant	Administrative Assistant to the Superintendent	02/01/2024	\$57,000 (pro-rated)
Tina Brammell	IA (Step 10)	IA (Step 10 + \$1,755) Step differential. Substitute Teacher Certification	02/01/2024	\$26,188 (prorated)
Mary Ecret	BA+30 (Step 5)	MA (Step 5)	01/01/2024	\$63,369

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				(prorated)
Kathleen Feldman-Rode	IA (Step 7)	Substitute Teacher Certification (Step 8)	02/15/2024	\$21,978 (pro-rated)
Amy Wright	MA (Step 6)	MA+30 (Step 6)	03/01/2024	\$65,979 (prorated)

B. FMLA/NJFLA/LOA:

10. Request and Recommendation for Board of Education Approval of the Request for FMLA for Lisa DeMers.

It is recommended by the Superintendent that the Board of Education approve the request for FMLA for Lisa DeMers from February 27, 2024 to on or about April 3, 2024.

C. Terminations:

11. Request and Recommendation by the Superintendent that the Board of Education Approve the Termination of Employment of Employee Number 1137.

It is requested by the Superintendent that the Board of Education approve the termination of employee 1137 effective February 21, 2024.

ROLL CALL (Items 1-11)

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Exec. Superintendent	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the 2024-2025 SCVTS/SCSSSD School Calendar.

It is recommended by the Superintendent that the Board of Education approve the 2024-2025 school calendar.

2. Request and Recommendation for Board of Education Approval of the SCVTS/SCSSSD 2024-2025 Calendar of Holidays for Twelve Month Employees.

It is recommended by the Superintendent that the Board of Education approve the SCVTS/SCSSSD 2024-2025 calendar of holidays for twelve month employees.

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Mr. Halter _____ Exec. Superintendent _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

- 1. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of January.**
It is recommended that the Board of Education to accept the Student Enrollment Report and Student Financial Report for the month of January.

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

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

Abstain: _____ Opposed: _____

- 3. Principal's/Administrator's Reports**
Cumberland Campus
Daretown
Salem Campus

XII. AUDIENCE PARTICIPATION II / COMMISSIONER LIAISON RECOGNITION

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

Members of the public are encouraged to speak during this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. 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.

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

XIII. RECESS INTO EXECUTIVE SESSION

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:
Safety and Security

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

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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:

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

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

Action: Approved___ Disapproved ___ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Exec. Superintendent	_____
		Mrs. Smith	_____

 Abstain: _____ Opposed: _____

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Action: Approved___ Disapproved ___ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Exec. Superintendent	_____
		Mrs. Smith	_____

 Abstain: _____ Opposed: _____

XV. ADJOURNMENT

Action: Approved___ Disapproved ___ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____

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Mr. Halter _____ Exec. Superintendent _____
Mrs. Smith _____

Abstain: _____ Opposed: _____