

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

Regular Board of Education Meeting Minutes

May 14, 2024 at 7:00 p.m.

The Regular meeting of the Special Services School District and Vocational Technical School District of the County of Salem Board of Education was held at the Salem County Vocational Technical School, Board Conference Room, Woodstown, NJ, County of Salem, on Tuesday, May 14, 2024 at 7:02 p.m.

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

I. PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

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

Called to Order

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

Roll Call

Mr. James Davis	P _____	Mr. Earl Ransome	P _____
Mr. Linwood Donelson III	P _____	Ms. Patty Bomba	P _____
Mr. Daryl Halter	P _____	Exec. Super.	A _____
Mrs. Julie Smith	A _____	Ms. Balci	A _____

Others Present: Mr. John Swain, Superintendent, Mr. Frank Maurer, Assistant Superintendent /B.A./Board Secretary, Dr. Jennifer Bates, Assistant Superintendent /B.A./Board Secretary, Mr. James Helder, RDS Principal, Mr. Jason Helder, CTHS Principal, Mrs. Alecia Smith, Curriculum Supervisor, Mr. Brian Quinn, SCVTEA President, CTHS Student of the Month and Family, Salem Campus Student of the Month and Family

IV. MINUTES

It is recommended that the Board of Education approve the Minutes and Executive Session Minutes Of the Board of Education Meeting held April 23, 2024.

Minutes

Action: Approved X Disapproved _____ Held for Study _____

Motion by: Halter _____

Second by: Ransome _____

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

In Favor: 5 Abstain: 0 Opposed: 0

V. ADDENDA

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
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Addenda Items

- A. Acceptance of Agenda Addenda Items SCVTS –**
 - a. Additional SCVTS Fundraiser**

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

Audience
Participation

VI. AUDIENCE PARTICIPATION I - none

Board of Education
Business
Presentations

VII. BOARD OF EDUCATION BUSINESS

- a. Old Business - None**
- b. New Business – None**
- c. Correspondence-**
 - i. SCVTS Portfolio Appeals Decision 4-15-24**
 - ii. SCVTS Portfolio Appeals Decision 4-24-24**
 - iii. Middle States Ltr - Annual Data Collection Report**
 - iv. Gov. Murphy Proclamation of Special Education Week in NJ**
- d. Presentations-**
 - i. Student of the Month- RDS- Giliana Gonzalez**
 - ii. Student of the Month -DARETOWN- No May Student**
 - iii. Student of the Month- CUMBERLAND- No May Student**
 - iv. Student of the Month- SCVTS-Abby Meley (sp??)**

Correspondence


Presentations

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

A. Board Secretary Report

BSR SCVTS

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

May 14, 2024

Date

B. Cash Reconciliation Report

CASH REC.

Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2024 (Revised).

Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2024.

Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2024.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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It is recommended by the Business Administrator that the Board of Education approve voiding check #1547 from the EduMet System dated October 15, 2021 in the amount of \$108.17 to employee #6835. The check will not be reissued.

2. Request and Recommendation for Board of Education Approval of the Donation for the Electrical Technology Program from Huen Electric.

**Donation Huen
Electric**

It is recommended by the Business Administrator that the Board of Education approve the donation of the items listed below for the Electrical Technology Program from Huen Electric with the approximate value of \$10,000.

- 3 electrical panels
- 240 feet various unistrut
- 1 - 200 amp meter socket
- 1 - 200 amp disconnect
- 1 -12 inch by 12 foot cable tray
- 100ft ½” conduit
- 7 - lights
- 15 - 120 volt switches
- Various types of boxes and covers
- Various types and different sizes conduit couplings, fittings and supports
- Various types of wire in different sizes
- various types of screws, bolts and hardware
- 50ft ¾” rigid conduit

3. Request and Recommendation for Board of Education Approval of the Donation for the Electrical Technology Program from “D” Electric Motors, Inc.

**Donation D Electric
Motors**

It is recommended by the Business Administrator that the Board of Education approve the donation of five (5) single phase motors and one (1) three phase motor with approximately \$2,000 for the Electrical Program from “D” Electric Motors, Inc.

4. Request and Recommendation for Board of Education Approval of Counseling Services for the 21st CCLC Salem County Achievers Summer Program for the 2023-2024 School Year.

**Counseling
services 21st CCLC**

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 2024 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.

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- 5. Request and Recommendation for Board of Education Approval to Renew a Contract with Gloucester County Special Services School District for Transportation Services for the 21st CCLC Summer Program.**

It is recommended by the Business Administrator that the Board of Education approve the renewal of the transportation services contract with GCSSSD for the Summer of 2024.

**GCSSSD
Transportation
21st CCLC
Summer**

- 6. Request and Recommendation for Board of Education Approval of an Agreement with Pitman Water Ice Station for Senior Picnic.**

It is recommended by the Business Administrator that the Board of Education approve an agreement with Pitman Water Ice Station to provide water ice or ice cream to approximately 100 students on June 11, 2024. The estimated cost is \$440.00 and will be paid from the Class of 2024 Student Activity Account.

**Pitman Water Ice
Station**

- 7. Request and Recommendation for Board of Education Approval of a Work Proposal with Shade Environmental, LLC.**

It is recommended by the Business Administrator that the Board of Education approve the Scope of Work Proposal for Room B-9 with Shade Environmental, LLC in the amount of \$31,900.00.

**Shade
Environmental**

- 8. Request and Recommendation for Board of Education Approval of an Agreement for the Provision of Instruction with Brookfield for Instructional Services for SCVTS Student 102985.**

It is recommended by the Business Administrator that the Board of Education approve an Agreement for the Provision of Instruction between SCVTS and Brookfield Educational Services program for the 2023-2024 school year, as needed. At this time, student #102985 is receiving educational services from Brookfield.

**Brookfield
Instructional
Services**

- 9. Request and Recommendation for Board of Education Approval of a Services Agreement with Language Learning Network for the 2024-2025 School Year.**

It is recommended by the Business Administrator that the Board of Education approve the Services Agreement with Language Learning Network for onsite instructional services for Spanish I and Spanish II for the 2024-2025 school year. The cost of the Services Agreement is \$90,000.

**Services
agreement with
language learning
network**

- 10. 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 \$3,120.00 for the 2024-2025 School Year.

**ProAsys Water
Treatment**

- 11. Request and Recommendation for Board of Education Approval to Accept Agreement with Haring Fire Protection, LLC.**

**Haring Fire
Protection**

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It is recommended by the Business Administrator to approve the Agreement with Haring Fire Protection, LLC for annual and semi-annual inspections for fire extinguishers and suppression systems at the following cost for the 2024-2025 School Year.

Fire Extinguishers/Fire Blankets Inspection: \$602

Fire Extinguisher Service: \$95

Annual/Semi-Annual Kitchen Suppression Inspection: \$878

Annual/Semi-Annual Industrial Suppression Inspection: \$314

12. Request and Recommendation for Board of Education Approval of the Shared Services Agreement for Related Services with Salem County Special Services School District for the 2024-2025 School Year.

**Shared Service agreement
SCSSSD**

It is requested by the Business Administrator that the Board of Education approve the Shared Services Agreement for Speech Language Therapy with the Salem County Special Services School District at a total cost of \$12,260.90 from September 1, 2024 through June 30, 2025.

13. Request and Recommendation for Board of Education Approval of an Itinerant Services Agreement for Onsite Therapeutic Intervention with the Salem County Special Services School District for the 2024-2025 School Year, as needed.

Onsite Therapeutic Intervention

It is requested by the Business Administrator that the Board of Education approve the Itinerant Services Agreement for onsite therapeutic intervention for Salem County Vocational Technical School District students for 2024-2025 school year at the rates listed in the agreement, on an as needed basis.

14. Request and Recommendation for Board of Education Approval of the Annual Docuware Cloud Base Subscription with KDI Office Technology.

KDI Office Technology

It is recommended by the Business Administrator that the Board of Education approve the renewal of the DocuWare Cloud Base Subscription and Support Package from KDI Office Technology at a cost of \$4,776.00 from June 22, 2024 to June 21, 2025.

15. Request and Recommendation for Board of Education Approval of Hybrid Mobile Entertainment LLC for Audio Services for the 2024 SCVTS Graduation.

Hybrid Mobile Entertainment LLC

It is requested by the Business Administrator that the Board of Education approve Hybrid Mobile Entertainment LLC to provide audio services for the 2024 SCVTS Graduation Ceremony on June 13, 2024 at the rate of \$600.

16. Request and Recommendation by the Business Administrator for Board of Education Approval of Submitting a Vending Agreement with Salem County Special Services School District.

Vending agreement

It is recommended that the Board of Education approve electronically submitting a Vending Agreement and signature page with Salem County Special Services School District to provide Food Services to Daretown Campus, and Salem

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Kaylee Robbins-Morris - Student Reading Evaluations
Cindia Gredesky - NJGPA Reinforcement for ELA

21st CCLC Summer Program Staff

4. 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 8, 2024 through August 2, 2024. Timesheets will be required. Staff will be funded via 21st CCLC grant and ESSER Funding sources. Approval is based on student minimum enrollment requirements. Without minimum enrollment, offerings and positions may be canceled.

Salary	Staff
Certified Instructor - \$220 per day	Bruce Connell
Certified Instructor - \$220 per day	Jennifer Roberts
Certified Instructor - \$220 per day	Lauren Aitken
Certified Instructor - \$220 per day	Tyrone Pryer
Certified Instructor - \$220 per day	Alfred Roeske
Certified Instructor - \$220 per day	James Porter
Certified Instructor - \$220 per day	Jennifer Denby
Certified Instructor - \$220 per day	Denise Buff
Certified Instructor - \$220 per day	Taylor Smith
Certified Instructor - \$220 per day	Eleanor Garcia
Certified Instructor - \$220 per day	Ken Rafter
Instructional Aide - \$150 per day	Dominique Rodriguez
Instructional Aide - \$150 per day	Sarah Seeman

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Instructional Aide - \$150 per day	Donna Fimiani
Instructional Aide - \$150 per day	Kathryn Wirth
Substitute Instructor - \$220 per day	Dominique Rodriguez
Substitute Instructor - \$220 per day	Sarah Seeman
Substitute Instructor - \$220 per day	Donna Fimiani
Substitute Instructor - \$220 per day	Kathryn Wirth
Substitute Instructor - \$220 per day	Lindsay Doran
Substitute Instructor - \$220 per day	Shannon Quinn
Substitute Instructor - \$220 per day	Gwen Norton
Substitute Instructor - \$220 per day	Angie Vazquez
Substitute Site Coordinator - \$270 per day	Ken Rafter

5. Request and Recommendation for Board of Education to Approve the Employment of Katherine Belutty During Summer Months.

Katherine Belutty

It is recommended by the Superintendent that the Board of Education approve Mrs. Katherine Belutty, school counselor at the Career and Technical High School, to be paid on her per diem basis for work days during the months of July and August 2024, not to exceed 12 days as assigned and approved by the Career and Technical High School Principal. Time sheets will be submitted through Genesis for payment.

6. Request and Recommendation for Board of Education to Approve the Employment of Tracy Foster During Summer Months.

Tracy Foster

It is recommended by the Superintendent that the Board of Education approve Ms. Tracy Foster, school counselor at the Career and Technical High School, to be paid on her per diem basis for work days during the months of July and August 2024, not to exceed 12 days as assigned and approved by the Career and Technical High School Principal. Time sheets will be submitted through Genesis for payment.

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schedule is subject to change, pending future school closures and current situations that involve the safety of our students. Additionally, classes may cancel due to low enrollment. The class schedule and tuition rates are attached.

- 2. Request and Recommendation for Board of Education Approval of a Field Trip to Salem Community College Glass Education Center for the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2028 program.**

SCC Glass ed. Center field trip

It is recommended by the Business Administrator that the Board of Education approve a field trip to the Salem Community College Glass Education Center for the Salem County Vocational Schools 21st CCLC Salem County Achievers 2028 program students from the Paul W. Carleton School on May 15 and May 16, 2024. SCC Glass Education Center will provide a tour of the facility and students will participate in a fusing project. The cost is \$30 per student for up to 50 students at a total cost of \$1500. Bussing will be provided at an additional cost of \$240. The cost will be paid from the 21st CCLC grant fund.

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

Curriculum in action

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.

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

Fundraisers

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	FFA	Tractor Supply Fundraiser. FFA will have a table set up to promote the program, asking for donations. They will also have key chains, t-shirts, and baked goods available for purchase. District Cost: Advisor \$15/hr up to \$75 per day	June 29, 2024 and August 17, 2024
B.	FFA	Salem County Fair Booth at the Salem County Fairgrounds. FFA will have a booth with a bounce house, high striker and dunk tank.	Aug 5, 2024 - Aug 9, 2024

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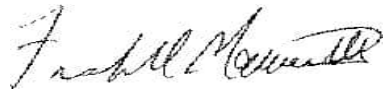
Action: Approved X Disapproved Held for Study
 Motion by: Halter
 Second by: Bomba
 Mr. Davis X Mr. Ransome X
 Mr. Donelson X Mrs. Bomba X
 Mr. Halter X Ms. Nicolosi
 Mrs. Smith X

In Favor 5 Abstain: 0 Opposed: 0

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

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

Board Secretary Report



 Business Administrator/Board Secretary

May 09, 2023

Date

Reconciliation of Cash

B. Cash Reconciliation Report

Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 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.

Board Secretary Certification

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.

Board of Education Certification

E. Transfer of Funds

Transfer of Funds

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It is recommended that the Board of Education approve the transfers for the month of April 2024 as attached.

F. Warrants

Warrants

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

- SCSSSD Payroll Period ending April 15, 2024 in the amount of \$410,909.11.
- SCSSSD for Payroll Period ending April 30, 2024 in the amount of \$423,336.83.
- SCSSSD Bill List for April 2024 in the amount of \$393,636.80.

Roll Call Items (A-F)

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

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

**Board Secretary
New Business**

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator for Board of Education Approval of attached GCSSSD Transportation Contracts.

It is recommended by the Business Administrator that the Board of Education approve the attached GCSSSD Transportation Contracts.

**GCSSSD
Transportation
contracts**

2. Request and Recommendation by the Business Administrator for Board of Education Approval of Submitting a Vending Agreement with Salem County Vocational Technical School District.

It is recommended that the Board of Education approve electronically submitting a Vending Agreement and signature page with Salem County Vocational Technical School District to provide Food Services to Daretown Campus, and Salem Campus for the 2024-2025 school year. Once approved by the Department of Agriculture the final document will be submitted for final approval.

Vending agreement

ROLL CALL (Items 1 - 2)

Action: Approved X Disapproved Held for Study
 Motion by: Davis
 Second by: Boomba
 Mr. Davis X Mr. Ransome X
 Mr. Donelson X Mrs. Bomba X

ROLL CALL VOTE

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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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/
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:
___ HIB _____
4. _____
Matters concerning negotiations, and specifically:
Unaffiliated Staff, Asst. Superintendents
5. _____
Matters involving the purchase of real property and/or the investment of public funds, and specifically:

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

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

8. _____
Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: ___ **Certificated Staff, Unaffiliated Staff, Asst. Superintendents**
9. _____
Matters involving quasi-judicial deliberations, and specifically:

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

FURTHER RESOLVED that the Board of Education **will** return to open session to conduct business at the conclusion of the executive session. **7:46 pm**

ROLL CALL

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

In Favor 5 Abstain: 0 Opposed: 0

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING – 8:43 pm

Resumption of Public Meeting 7:55 pm

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

In Favor 5 Abstain: 0 Opposed: 0

Request and Recommendation for Board of Education Approval of a Resolution to Withhold an Increment for Employee Number 6026.

SCVTS Personnel

It is requested by the Superintendent that the Board of Education approve a resolution to withhold an increment for employee number 6026.

Where as, it ahs been determined that employee #6026 has performed in an unsatisfactory manner, and that same provides a sufficient basis to withhold his/her increments pursuant to N.J.S.A. 18A:29-14.

It is hereby resolved, that upon the recommendation of the Superintendent, that employee #6026’s employment and adjustment increments for 2024-2025 school year shall be withheld; and

SCSSD Personnel

It is further resolved that the Superintendent will provide employee #6026 with written notice of this action within ten (10) days pursuant to N.H.S.A. 18A:29-14.

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

In Favor 5 Abstain: 0 Opposed: 0

XV. ADJOURNMENT 8:46 PM

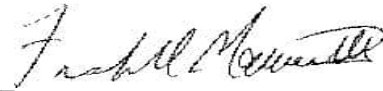
Action: Approved X Disapproved Held for Study
Motion by: Davis
Second by: Halter
Mr. Davis X Mr. Ransome X
Mr. Donelson X Ms. Bomba X
Mr. Halter X Ms. Nicolosi
Mrs. Smith

In Favor 5 Abstain: 0 Opposed: 0

Respectfully Submitted,



Jennifer Bates
Assistant Superintendent
Business Administrator/Board Secretary
SCVTS



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