

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

Regular Board of Education Meeting Minutes

February 27, 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, February 27, 2024 at 7:05 p.m.

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

I. PLEDGE OF ALLEGIANCE TO THE FLAG

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

Called to Order

The Board President called the meeting to order at 7:05 p.m. at which time the following statement was read:

Roll Call

II. CALL TO ORDER

“The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School District’s Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; and 880 Route 45, Woodstown.”

Minutes and Executive Minutes

Addenda

III. ROLL CALL

Mr. James Davis	P	_____	Mr. Earl Ransome	P	_____
Mr. Linwood Donelson III	P	_____	Ms. Patty Bomba	P	_____
Mr. Daryl Halter	A	_____	Executive Superintendent	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, Ball Family, Keily DeLaRosa, Rivera Family, Foster-Wentzell Family, Cordy Taylor, Commissioner Liaison, Mickey Ostrum, Commissioner Liaison.

IV. MINUTES

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

Action: Approved X Disapproved Held for Study

 Motion by: Davis

 Second by: Ransome

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

In Favor: 4 Abstain: 0 Opposed: 0

V. ADDENDA

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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)

ROLL CALL

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

Exec. Superintendent _____

Abstain: _____ Opposed: _____

In Favor: 4 **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.

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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.

6. Request and Recommendation for Board of Education Approval of the Contract with Adelpia 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 Adelpia. 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.

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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.

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

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

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:

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Classroom Management ERNJ Countywide In-Service March 8, 2024	SCVTS Staff	\$1,300	\$1,300 ESEA Title IIA
Mental Health Dr. Aydin 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.
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.

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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.

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. Tmesheets 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

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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	

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.

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

SCSSSD Board
Secretary Report

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.

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Business Administrator/Board Secretary

Date

Cash Reconciliation

B. Cash Reconciliation Report

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.

Board Secretary
Certification

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 of Education
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.

Transfer of Funds

Warrants

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](#).

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- 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
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

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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-Pilesgrove 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.

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,

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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 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	

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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	<u>\$4,017,881</u>
Early Intervention	<u>\$1,606,043</u>
Child Study Team	<u>\$1,023,475</u>
Food Service	<u>\$269,950</u>
Related Services	<u>\$2,305,489</u>

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 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.

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It is requested by the Superintendent that the Board of Education approve the employment of Julie Bilinski as a Teacher of Early Intervention at the rate of \$52 per session beginning February 1, 2024.

2. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Mary Ecret as a Teacher for EIP

It is requested by the Superintendent that the Board of Education approve the employment of Mary Ecret as a Teacher of Early Intervention at the rate of \$52 per session beginning February 1, 2024.

3. Request and Recommendation by the Superintendent that the Board of Education Approval Appointing Kirsten Maltman as the Teacher In Charge at the Cumberland Campus

It is requested by the Superintendent that the Board of Education approve the appointment of Kirsten Maltman to the prorated stipend position of Teacher in Charge at the Cumberland Campus.

4. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Dana Cummings as a Paraprofessional 1:1 at RDS.

It is requested by the Superintendent that the Board of Education approve the employment of Dana Cummings as a Paraprofessional 1:1 for RDS effective 02/20/24 at \$20,078 (Step 4) prorated.

5. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Kaitlin Mules as an Occupational Therapist for EIP.

It is requested by the Superintendent that the Board of Education approve the employment of Kaitlin Mules as an Occupational Therapist for EIP, effective 02/27/24 at \$77/hour.

5. 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.

6. 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

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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).

7. 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.

8. Request and Recommendation by the Superintendent that the Board of Education Approval Jady Shetter as a Mentor

It is requested by the Superintendent that the Board of Education approve Jady Shetter as a teacher mentor to Charnyse Rodriguez for the CE program.

10. Request and Recommendation by the Superintendent that the Board of Education Approval the Employment of Jessica Dunner as a Substitute Registered Nurse

It is requested by the Superintendent that the Board of Education approve the employment of Jessica Dunner as a Substitute Registered Nurse for the District, at a rate of \$240/day, effective 03/04/2024.

TRANSFERS:

11. 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)	09/01/20	\$65,409 (pro-rated)
Sarah Jackson	Confidential Business Office Assistant	Administrative Assistant to the Superintendent	02/01/20	\$57,000 (pro-rated)
Tina Brammell	IA (Step 10)	IA (Step 10 + \$1,755) Step differential.	02/01/20	\$26,188 (prorated)

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

Staff Reports:

Alicia Smith:

- Student of the month. Highlight for many parents and families.
- County-wide in-service program went out today. There are several internal workshops only.

James Helder:

- 10 referrals (8 in the system and 2 denied)
- Grant opportunity for 18-21 program.
- Sports – winter is wrapping up and bowling qualified for playoffs.

Jason Helder:

- February is National CTE month
- Foundation Dinner March 7
- There will be a video for the dinner

James Davis:

- Where are the other administrators? These 3 are all that ever come.

Cordy Taylor:

- Good presentation tonight.

Mickey Ostrum:

- Glad to be back

XIII. RECESS INTO EXECUTIVE SESSION 8:09 pm

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

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

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

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: _____
SCVTS student disciplinary issues
2. Matters in which the release of information would impair the right to receive government funds, and specifically:

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

4. Matters concerning negotiations, and specifically:
_____ SCVTS Coverage _____
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

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

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

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

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

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

ROLL CALL 8:28 PM

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

ROLL CALL

In Favor 4 Abstain: 0 Opposed: 0

