

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

Regular Board of Education Meeting Minutes

March 26, 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, March 26, 2024 at 7:08 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.

The Board President called the meeting to order at 7:08 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	A _____	Mr. Earl Ransome	P _____
Mr. Linwood Donelson III	P _____	Ms. Patty Bomba	P _____
Mr. Daryl Halter	P _____	County Superintendent	A _____
Mrs. Julie Smith	A _____	Ms. Balci	A _____

Others Present: Assistant Superintendent /B.A./Board Secretary, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary, Mr. James Helder, RDS Principal, Mr. Brian Quinn, SCVTEA President, Cordy Taylor, Commissioner Liaison, Mickey Ostrum, Commissioner Liaison, Lyanna McFadden, Cumberland Campus Student and Family, Octavio Richmon, Cumberland Campus Student and Family, Kyler Cattlett, Daretown Student and Family, Abigail Fredo, SCVTS Student and Family.

IV. MINUTES

It is recommended that the Board of Education approve the minutes of the February 27, 2024 Board of Education Meeting, February 27, 2024 Executive minutes, and the minutes of the March 6, 2024 Budget Meeting.

Minutes and Executive Minutes

Action: Approved X Disapproved _____ Held for Study _____

Motion by: Halter _____

Second by: Ransome _____

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

Addenda

In Favor: 4 Abstain: 0 Opposed: 0

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

**Addenda Items
SCVTS**

B. Acceptance of Agenda Addenda Items SCSSSD - none

VI. AUDIENCE PARTICIPATION I - none

VII. BOARD OF EDUCATION BUSINESS

A. Old Business

B. New Business

C. Correspondence

1. Jacob Kittinger-SCSSSD success story
2. Joint Legislative Commendation for SCVTS 50th Anniversary

D. Presentations

1. Student of the Month
 - a. Salem Campus - Jaylen Clark
 - b. Cumberland Campus- Lyanna McFadden & Octavio Richmond
 - c. Daretown Campus- Kyler Cattlett
 - d. Career and Technical High School- Abigail Fredo

**Addenda Items
SCSSSD**

**Audience
Participation**


**Board of Education
Business
Presentations**

**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 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.

Correspondence



Business Administrator/Board Secretary

March 26, 2024
Date

Presentations

B. Cash Reconciliation Report

Preliminary Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of January 2024.

**Cash
Reconciliation**

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**

**Board Secretary
Report SCVTS**

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

**Board of Education
Certification**

**Transfer of Funds
Reconciliation**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

Pennsville (Academy of GMT and Creative and Performing Arts)
Penns Grove-Carney's Point (Academy of Engineering)

- 4. Request and Recommendation for Board of Education Approval of SpellJIF Insurance Plan and Student Accident Insurance Plan for 2024-2025 School Year.**
It is recommended by the Business Administrator that the Board of Education approve the SPELLJIF insurance at the annual cost of \$189,243 for 2024-2025 School Year, including surplus return resolution. Additionally, approve a Student Accident Premium of \$2,856.
- 5. Request and Recommendation for the Board of Education to Approve Record Management Services to Provide Annual Maintenance of Records Storage in the Amount of \$2,000 for both districts for 2024-2025.**
It is requested and recommended that the Board of Education approve Record Management Services, of Vineland, NJ, to provide annual maintenance and archiving of record storage in the amount of \$2,000 for both districts. They will organize the boxes in storage, label them, do an inventory database of boxes stored, do destructions once a year, and present a final report and access database containing updated inventory.
- 6. Request and Recommendation for Board of Education Approval of the Donation from Pierce Phelps, Inc.**
It is requested and recommended that the Board of Education approve the donation of 4 pieces of HVAC equipment for the HVAC program from Pierce Phelps, Inc. on March 8, 2024.
- 7. Request and Recommendation by the Business Administrator for the Board of Education to Approve 2024-2025 Revised Projected Enrollment and Tuition Adjustment Contracts**
It is requested by the Business Administrator for the Board of Education to approve the revised 2024-2025 Projected Enrollment and Tuition Adjustment Contracts for the following school districts:
Elsinboro
Oldmans Township
Woodstown-Pilesgrove Regional School District
- 8. Request and Recommendation for Board of Education Approval of a Child Study Team Shared Services Agreement.**
It is recommended by the Business Administrator that the Board of Education approve the Shared Services Agreement with Salem County Special Services School District for Child Study Team Services for the 2024-2025 school year.
- 9. Request and Recommendation for Board of Education Approval of an Anonymous Donation to SCVTS**
It is recommended by the Business Administrator that the Board of Education approve an anonymous donation to SCVTS in the amount of \$125 to be used towards a student lunch balance.

ROLL CALL (Items 1 -9)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

In Favor: 4. Abstain: _____ Opposed: _____

PROGRAMS:

- 1. Request and Recommendation for Board of Education Approval of Modifications to the ARP-ESSER Grant.**
It is requested by the Superintendent that the Board of Education approve modifications to the ARP-ESSER Grant. The grant is being modified due to the expansion of allowable uses and the evolving needs of students.
- 2. Request and Recommendation for Board of Education Approval of a 5K Run Fundraiser to be held at SCVTS Sponsored by the SCVTS Educational Foundation on Saturday, May 4, 2024.**
It is recommended by the Superintendent that the Board of Education grant approval for the use of school grounds to host the annual Ian Bradley memorial 5K Run fundraiser on Saturday, May 4, 2024. We will be using a racing company, Second Capital Running, to provide the timing clock, etc. All participants will sign a release form prior to participation. All funds raised will support the Ian Bradley Memorial Scholarship housed by the SCVTS Educational Foundation. Ian Bradley was a 2015 graduate of the Career and Technical High School from the CADD and Air Force Junior ROTC program. After graduation, Ian served the United States Air Force
- 3. 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.
- 4. Facilities for the Salem County Vocational Technical and Special Services School Districts.**
It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the attached events at Salem County Vocational Technical and Special Services Schools Districts. Experiences for approval are listed in the chart attached.
- 5. 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.**

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
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**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

Mr. Davis	_____	Mr. Ransome	Y _____
Mr. Donelson	Y _____	Mrs. Bomba	Y _____
Mr. Halter	Y _____	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 February 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

March 28, 2023
Date

B. Reconciliation of Cash for School Funds Report

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

Board of Education
Certification

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds through February 29, 2024.

Transfer of Funds

F. Warrants

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

- SCSSSD Payroll for February 15, 2024 in the amount of \$450,767.15

Warrants

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

2. Request and Recommendation for Board of Education Approval to Employ Kiara Zoeckler as a Paraprofessional 1:1 Aide at Cumberland Campus.

It is recommended by the Superintendent that the Board of Education approve Kiara Zoeckler as a Paraprofessional 1:1 Aide at Cumberland Campus at the salary of \$19,678.00, prorated (Step 2) with an effective date of March 18, 2024.

3. Request and Recommendation for Board of Education Approval to Employ Grace Vit as a Substitute Paraprofessional at Salem Campus.

It is recommended by the Superintendent that the Board of Education approve Grace Vit as a Paraprofessional at Salem Campus at the salary of \$97.50 per day with an effective date of March 27, 2024.

TRANSFER:

4. Request and Recommendation of the Superintendent for Board of Education Approval of the Transfer of Employee 630.

It is requested by the Superintendent that the Board of Education approve the transfer of employee 630 from Teacher BA-1 to Instructional Assistant Step-10 effective March 15, 2024.

FMLA/NJFLA/LOA:

5. Request and Recommendation of the Superintendent for Board of Education Approval of a Leave of Absence for Shanna Scott.

It is requested by the Superintendent that the Board of Education approve a leave of absence for Shanna Scott. The leave is requested beginning March 11, 2024 to on or about April 30, 2024.

TERMINATION:

ROLL CALL (Items 1 - 5)

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

In Favor: 3 Abstain: 1 (Donelson #1) _____ Opposed: _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

3. **Request and Recommendation for Board of Education Approval of fundraising activities for the Salem County Special Services School District 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.**

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	Cumberland Campus	Hound Wagging Dog Treats Basket Raffle and Dog Treat Bags for Field Day	March 18-22, 2024

ROLL CALL (Items 1 - 3)

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

In Favor: **4.** Abstain: Opposed:

POLICY -

1. **Request and Recommendation for Board of Education Approval of the first reading of the policies listed below.**

It is recommended by the Superintendent that the Board of Education approve the first reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):

“Managing for Equity in Education” Policy and Regulation Guides

- [P 1140](#) Educational Equity Policies/Affirmative Action (M) (Revised)
- [P 1523](#) Comprehensive Equity Plan (M) (Revised)
- [P 1530](#) Equal Employment Opportunities (M) (Revised)
- [R 1530](#) Equal Employment Opportunity Complaint Procedure (M) (Revised)
- [P 1550](#) Equal Employment/Anti-Discrimination Practices (M) (Revised)
- [R 2200](#) Curriculum Content (M) (Revised)
- [P 2260](#) Equity in School and Classroom Practices (M) (Revised)
- [R 2260](#) Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- [P 2411](#) Guidance Counseling (M) (Revised)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

- [P 3211](#) Code of Ethics (Revised)
- [R 5440](#) Honoring Student Achievement (Revised)
- [P 5570](#) Sportsmanship (Revised)
- [P 5750](#) Equitable Educational Opportunity (M) (Revised)
- ~~[P 5755](#) Equity in Educational Programs and Services (M)~~
~~(Abolished)~~
- [P 5841](#) Secret Societies (Revised)
- [P 5842](#) Equal Access of Student Organizations (Revised)
- [P & R 7610](#) Vandalism (Revised)
- [P 9323](#) Notification of Juvenile Offender Case Disposition (Revised)

General Policy and Regulation Guide Updates

- [P & R 2423](#) Bilingual Education (M) (Revised)
- [P & R 2431.4](#) Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

ROLL CALL (Items 1)

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

In Favor: 4. 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 February.**
 It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of February.
- 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.
- 3. Principal's/Administrator's Reports**
 Cumberland Campus
 Daretown
 Salem Campus

Vote

Action: Approved X Disapproved _____ Held for Study _____
 Motion by: Bomba _____

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
MINUTES – March 26, 2024**

Second by: Halter
 Mr. Davis _____ Mr. Ransome Y _____
 Mr. Donelson Y _____ Mrs. Bomba Y _____
 Mr. Halter Y _____ Mrs. Smith _____
 Ms. Nicolosi _____

In Favor 4 Abstain: _____ Opposed: _____

XII. AUDIENCE PARTICIPATION II / COMMISSIONER LIAISON RECOGNITION / BOARD COMMENT

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 or general comments on non-agenda 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. When addressing the Board of Education, please respect the following procedure:

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

James Helder – Thank you to staff and Dr. Bates and Mrs Woods for applying for the Grant. Springs sports off to a great start.

Public Comment

Jen Bates – Grant was submitted today.

Earl Ransome – Earl and Cordy attended a meeting before this one and that group is supporting 2 scholarships to students from SCVTS. Applications went out to the entire county and SCVTS was the only school to apply.

XIII. RECESS INTO EXECUTIVE SESSION - NONE

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:

Recess Into Executive Session

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

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:

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

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

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

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

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

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING - None

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – March 26, 2024**

Adjournment 9:03
PM

XV. ADJOURNMENT 7:28 PM

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

In Favor 4 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