

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, November 19, 2024 at 7:00 p.m.

MINUTES

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	X	Mr. Earl Ransome	X
Mr. Linwood Donelson III	X	Mrs. Patricia Bomba	A
Mr. Daryl Halter	X	Mrs. Leslie White-Corsey	A
Mrs. Julie Smith	X	Miss Joshlyn Marshall (student)	X

Commented [1]: ROLL CALL

IV. MINUTES

It is recommended that the Board of Education approve the [Minutes](#) and [Executive Minutes](#) of the October 15, 2024 Board of Education Meeting.

Commented [2]: MINUTES

Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson				X	
Halter	1	X			
Ransome	2	X			
Smith				X	
White Corsey					
Total		3		2	

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS - Personnel # 7

Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Davis		X			
Donelson		X			
Halter	2	X			
Ransome	1	X			
Smith		X			
White Corsey					
Total		5			

B. Acceptance of Agenda Addenda Items SCSSSD - None

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.

Present: John Swain (Superintendent), Jennifer Bates (Assistant Superintendent), Frank Maurer (Assistant Superintendent), James Helder (Principal), Brian Quinn (SCVTS Union President), Sandra Beals (NJEA Representative), Alicia Smith (Curriculum Director), Bridgit Cerone (Unified Sports), Michelle Brown (Unified Sports), Maureen Lewis (Unified Sports), Harold Pierce and Family (Student of the Month), Donatello Renner and Family (Student of the Month), Alexa Peterson and Family (Student of the Month).

VII. BOARD OF EDUCATION BUSINESS

A. Old Business- None

B. New Business- None

C. Correspondence

1. [Strauss Esmay Associates, LLP Audit](#)

D. Presentations

1. Unified Sports
2. [Student of the Month](#)
Cumberland - [Harold Pierce](#) and [Natalia Flores](#)

Commented [3]: Correspondence

Commented [4]: Presentations

Commented [5]: Student of the Month

Commented [6]: Mr. Davis commented that he still would like to see 100% participation. He asked if it was not written in the union contract for attendance.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Daretown - None
RDS-Salem - [Donatello Renner](#)
Career and Technical High School - [Alexa Peterson](#)

**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 [August 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

November 19, 2024
Date

Commented [7]: Board Secretary Report

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of [July 2024 \(revised\)](#) and [August 2024](#). The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the months of July 2024 (revised) and August 2024.

Commented [8]: Reconciliation of Cash

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.

Commented [9]: 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.

Commented [10]: Board of Education Certification

E. Transfer of Funds

There are no transfers to report.

Commented [11]: Transfer of Funds

F. Warrants

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

- SCVTS Payroll Period Ending October 15, 2024 in the amount of [\\$327,099.73](#)
- SCVTS Payroll Period Ending October 30, 2024 in the amount of [\\$310,292.64](#)
- Payments for the month of October 2024 in the amount of [\\$1,687,048.57](#)

Commented [12]: Warrants

Vote	Roll Call	6	Item(s)

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis	2	X			
Donelson		X			
Halter	1	X			
Ransome		X			
Smith		X			
White Corsey					
Total		5			

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator to Approve the the Minimum Wage Increase Effective January 1, 2025

It is recommended by the Business Administrator to approve the minimum wage increase effective January 1, 2025 to \$15.49/hour.

Commented [13]: Board Secretary/Business Administrator New Business

Commented [14]: Minimum Wage Increase Effective January 1, 2025

2. Request and Recommendation by the Business Administrator to Approve the School Bus Emergency Evacuation Drill Reports

It is recommended by the Business Administrator to accept the completed School Bus Emergency Evacuation Drill [Reports](#). In accordance with N.J.A.C. 6A:27-11.2 school bus emergency evacuation drills must be performed twice within a school year for the Career and Technical High School.

Commented [15]: School Bus Emergency Evacuation Drill Reports

3. Request and Recommendation by the School Business Administrator that the Board of Education Approve Legacy Benefits Group LLC to Offer Voluntary Insurance to Staff

It is recommend that the Board of Education to designate New York Life, through Legacy Benefits, LLC, as a voluntary provider for Salem County Special Services and Vocational Technical Board of Education. All retirement plans will be offered to employees at no cost to the school district through payroll deduction. This plan will offer retiring staff an option for retirement insurance for beneficiaries.

Commented [16]: Legacy Benefits Group LLC

4. Request and Recommendation for Board of Education Approval of the SPELLJIF Membership and Resolution and Indemnity & Trust Agreement

It is recommend that the Board of Education approve the [Resolution](#) and [Indemnity & Trust Agreement](#) to renew membership in the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) for the three year membership term commencing on July 1, 2025.

Commented [17]: SPELLJIF Membership and Resolution and Indemnity & Trust Agreement

5. Request and Recommendation for Board of Education Approval to Create a Student Activity Fund for the Class of 2028.

It is recommended by the Superintendent that the Board of Education approve to create a fund for the Class of 2028. The intended use of this fund is to allow the Class of 2028 to raise funds by fundraising to aid with class trips, promenade,

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

prom, senior picnic, and other activities. Funds will be raised using several fundraising methods conducted throughout the year.

6. Request and Recommendation for Board of Education Approval of a Trailer Lease Agreement with US Foods

It is recommended by the Business Administrator that the Board of Education approve the [Special Event Trailer Lease Agreement](#) between US Foods and SCVTS. The Culinary Club at SCVTS is requesting the use of a 28 foot refrigerated Trailer from November 21, 2024 through November 27, 2024 in the amount of \$140 daily/\$800 weekly. Additional diesel fuel charges will be incurred in order to operate the vehicle while stationed on campus. The use of the trailer is needed due to the Culinary Club’s Thanksgiving Fundraiser. Culinary Club funds will be used to pay for the refrigerated trailer and diesel fuel.

Commented [18]: Trailer Lease Agreement with US Foods

Commented [19]: Comment: Mr. Davis asked if the district considered purchasing a unit. Mr. Swain stated that the unit is only needed for this event. Dr. bates commented that the unit was not billed by the company last year.

7. Request and Recommendation for Board of Education Approval of the Donation of Electrical Program Supplies

It is recommended by the Business Administrator that the Board of Education approve the donation of Electrical Program supplies from Kelko Electric valued at \$500.00. The supplies are listed below:

- 2 - 2 200 amp disconnects
- 2 - electric panel boxes
- Hubble control solutions controller/a switch for lighting
- 4 - 120 volt - 24 volt transformers
- 1 set of magnetic door contacts
- 5 motion sensors
- 1 - 240 watt low voltage transformer
- 500 ft of fire alarm cable
- 1 siren
- Low voltage Co alarm detector
- 5 horn strobe detectors
- 5 pull stations

Commented [20]: Donation of Electrical Program Supplies

8. Request and Recommendation for the Board of Education Approval of an Annual Contract with Fitness Machine Technicians

It is recommended by the Superintendent that the Board of Education approve the acceptance of the [contract](#) from Fitness Machine Technicians for preventative maintenance on the fitness equipment at the Career and Technical High School for a rate of \$1289 beginning December 1, 2024.

Commented [21]: Fitness Machine Technicians

Vote	Roll Call	8			
		Item(s)			
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Ransome		X			
Smith	2	X			
White Corsey					
Total		5			

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

Commented [22]: New Business:

PERSONNEL:

Commented [23]: PERSONNEL

1. Request and Recommendation for Board of Education Approval of the Continuation of the COVID-19 Stipend for Kimberly Connell-Miller.

Commented [24]: COVID-19 Stipend for Kimberly Connell-Miller.

It is recommended by the Superintendent that the Board of Education continue the COVID stipend approved on October 26, 2021 for the 2024-2025 School Year as reporting is still required. (Excerpt from the October 26, 2021 approval. It is requested and recommended by the Superintendent for the Board of Education to approve a temporary COVID-19 stipend for individuals identified that work over and above regular hours to deal with COVID related issues and reporting.) Kimberly Connell-Miller will be conducting the reporting and compensated at the Level I stipend of \$2,565.

New Hire:

2. Request and Recommendation for Board of Education Approval of Cheryl Mortimer as an Adult Literacy Grant-based Instructor.

Commented [25]: Cheryl Mortimer as an Adult Literacy Grant-based Instructor

It is requested by the Superintendent that the Board of Education approve Cheryl Mortimer as a part-time Instructor for the WIOA Title II Adult Literacy Grant, at a rate of \$32.00 per hour, effective November 18, 2024.

3. Request and Recommendation for Board of Education Approval of Tara Wiland as a School Bus Driver.

Commented [26]: Tara Wiland as a School Bus Driver.

It is requested by the Superintendent that the Board of Education approve Tara Wiland as a School Bus Driver due to obtaining her CDL, effective October 28, 2024.

4. Request and Recommendation for Board of Education Approval of Caylee Stead as a Substitute Teacher.

Commented [27]: Caylee Stead as a Substitute Teacher.

It is requested by the Superintendent that the Board of Education approve Caylee Stead as a Substitute Teacher for the Career & Technical High School, with a Rate of \$125/day, Effective November 18, 2024.

5. Request and Recommendation for Board of Education Approval for Bryan Riley to Receive the Assistant Coach Stipend at the Contracted Amount of \$3,520.00.

Commented [28]: Bryan Riley to Receive the Assistant Coach Stipend at the Contracted Amount of \$3,520.00.

It is requested by the Superintendent that the Board of Education approve Bryan Riley to receive the assistant coach stipend for girls volleyball at the contracted amount of \$3,520. Mr Riley covered the responsibilities and time commitment for the girls volleyball team in the absence of an assistant coach.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

6. Request and Recommendation for Board of Education Approval of the 21st Century Community Learning Center (21st CCLC) funding for the following staff for the 2024-2025 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	Salary
Dawn Weigle - Instructor	21st CCLC	\$38 per hour

Commented [29]: Bryan Riley to Receive the Assistant Coach Stipend at the Contracted Amount of \$3,520.00.

7. Request and Recommendation for Board of Education Approval Joshua Keating as a Substitute Instructor

It is recommended by the Superintendent that the Board of Education approve Joshua Keating as a substitute instructor for the culinary program.

Commented [30]: Joshua Keating as a substitute teacher

FMLA/NJFLA/LOA:

Commented [31]: FMLA/NJFLA/LOA

8. Request and Recommendation for Board of Education Approval of Leave of Absence for Linda Hannah.

It is recommended by the Superintendent that the Board of Education approve the FMLA Leave of Linda Hannah, Assistant Maintenance Mechanic, from on or about November 25, 2024 through on or about January 6, 2025.

Commented [32]: Leave of Absence for Linda Hannah

Resignation:

9. Request and Recommendation for Board of Education Approval to Adopt and Approve the Separation Agreement and General Release with Employee # 6026, Effective December 31, 2024.

It is recommended by the Superintendent that the Board of Education adopt and approve the [Separation Agreement and General Release](#) with Employee #6026, whose employment will end by way of resignation effective at the end of the day on December 31, 2024.

Commented [33]: Resignation

Vote	Roll Call	9				Item(s)
Name	Motion & 2nd	Yes	No	Abstain	No Vote	
Bomba						
Davis	1	X				
Donelson		X				
Halter		X				
Ransome		X				
Smith	2	X				
White Corsey						

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Total		5			
-------	--	---	--	--	--

PROFESSIONAL DEVELOPMENT:

Commented [34]: 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
Pediatric Orthopedic Symposium November 21, 2024	Kim Connell-Miller	\$30 registration	\$30
Differentiated Instruction - Hybrid Course December 4, 2024	Lisa Hartsough	\$178 registration	\$178 ESEA Title IIA Sub coverage \$125
Best Strategies for Success During School Medical Emergencies	Kim Connell-Miller	\$295 registration	\$295
NJSACC Professional Development Team Building and Interpersonal Skills in the Workplace Penns Grove High School December 16, 2024 3:15 p.m. to 6:30 p.m.	21st CCLC Staff	\$900 registration	\$900 21st CCLC
National Conference on Science Education Philadelphia, PA March 27-28, 2025	Nicole Cerqueira	\$525 registration \$42.06 mileage \$70 parking \$138 meals \$20 tolls	\$795 ESEA Title IIA and Science Budget Sub Coverage \$250

Vote	Roll Call	1	Item(s)
------	-----------	---	---------

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome	2	X			
Smith		X			
White Corsey					
Total		5			

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of GED Testing Dates.

It is recommended by the Superintendent that the Board of Education approve GED testing dates for November 2024 through June 2025. Annually, the Bureau of Adult Education and Family Literacy requests the Salem County Vocational Technical School's Board of Education to serve as the approved test center for Salem County. All Testing is scheduled to take place at Salem Community College in Till Hall, Room 106. A list of those dates follow:

<u>Date</u>	<u>Time</u>
November 1,4,5,12,14,18,19,21,22,25,26	5:30pm
December 2,3,6,9,10,13,16,17,19	5:30pm
January 3,6,10,13,17,24,27,31	5:30pm
February 3,7,10,21,24,28	5:30pm
March 3,7,10,14,17,21,24,28,31	5:30pm
April 4,7,11,25,28	5:30pm
May 2,5,9,12,16,19,23,30	5:30pm
June 2,6,9,13,16,17,18,19	5:30pm

2. 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.

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

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools.

4. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2024-2025 school year. In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof

Commented [35]: PROGRAMS

Commented [36]: Use of the Facilities

Commented [37]: Curriculum In Action

Commented [38]: fundraising activities

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

of receipts and disbursements to the Business Administrator after the activity is completed.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY	COST
A.	FFA	Breakfast with Santa at Elmer Grange Hall 535 Daretown Rd. Elmer, NJ Members of the community can purchase tickets for a breakfast prepared by the FFA members. A professional Santa will meet with the children and there will be Christmas crafts. Tickets are \$10 for kids and \$15 for adults.	December 21, 2024 6:30 AM - 1:00 PM	

Vote	Roll Call	4	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome		X			
Smith	2	X			
White Corsey					
Total		5			

B. Old Business: None

Commented [39]: Old Business

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

POLICY : None

Commented [40]: POLICY

INFORMATIONAL ITEMS

Commented [41]: INFORMATIONAL ITEMS

- [CTHS Principal’s Report and Program Enrollment](#)
- [CTHS Discipline Report](#)
- [Thanksgiving Food Drive Service Project Flyer](#)
- [Holiday Gift Drive Service Project Flyer](#)
- [National Fitness Campaign - Briefing Presentation](#)

1. Information regarding CTHS students (ID# 104235 and 103967) who have requested to independently manage their diabetes in school on a daily basis. (Information available upon request).

Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis	1	X			
Donelson		X			
Halter	2	X			
Ransome		X			
Smith		X			
White Corsey					
Total		5			

2. **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.

Commented [42]: Item moved to closed session and voted upon after closed session discussion.

Vote	General	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome	2	X			
Smith		X			

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

White Corsey					
Total		5			

**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 [October 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

November 19, 2024
Date

Commented [43]: Board Secretary Report

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of [September 2024\(revised\)](#) and [October 2024](#). The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the months of September 2024(revised) and October 2024.

Commented [44]: Reconciliation of Cash

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.

Commented [45]: 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.

Commented [46]: Board of Education Certification

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds report.

Commented [47]: Transfer of Funds

F. Warrants

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

- SCSSSD Payroll Period Ending October 15, 2024 in the amount of [\\$456,953.27](#).
- SCSSSD Payroll Period Ending October 30, 2024 in the amount of [\\$458,312.19](#).
- Payments for the period of month of October 2024 in the amount of [\\$1,819,635.37](#).

Commented [48]: Warrants

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Vote	Roll Call	6				Item(s)
Name	Motion & 2nd	Yes	No	Abstain	No Vote	
Bomba						
Davis		X				
Donelson		X				
Halter	1	X				
Ransome	2	X				
Smith		X				
White Corsey						
Total		5				

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the School Business Administrator that the Board of Education Approve GCSSD Transportation Contracts
It is recommended by the school business administrator that the Board of Education approve the attached GCSSD Transportation contracts [Part 1](#), [Part 2](#).

Commented [49]: Board Secretary/Business Administrator New Business

Commented [50]: GCSSD Transportation Contracts

2. Request and Recommendation by the Business Administrator to Approve the Master Training Agreement with Thomas Jefferson University
It is recommended by the Business Administrator to approve the master training [agreement](#) with Thomas Jefferson University for clinical experiences.

Commented [51]: Master Training Agreement with Thomas Jefferson University

3. Request and Recommendation by the Business Administrator to Approve the Minimum Wage Increase Effective January 1, 2025
It is recommended by the Business Administrator to approve the minimum wage increase effective January 1, 2025 to \$15.49/hour.

Commented [52]: Minimum Wage Increase Effective January 1, 2025

4. Request and Recommendation by the School Business Administrator that the Board of Education Approve the Voiding of Check 2229
It is recommended by the School Business Administrator that the Board of Education approve the voiding of Ck #2229, Issue Date 10/18/24 for \$30.01. Void Date: 10/21/24

Commented [53]: Voiding of Check 2229

Reason: Reimbursement for Fuel purchase incorrectly issued to Bus Driver D. Ewart; should have been to card holder, F. Maurer.

5. Request and Recommendation by the School Business Administrator that the Board of Education Approve the Voiding of Check 2246
It is recommended by the School Business Administrator that the Board of Education approve the voiding of Ck #2246, Issue Date 10/18/24 for \$1001.27. Void Date: 10/24/24

Commented [54]: Voiding of Check 2246

Reason: Vendor XTEL sent October Invoice twice; my error to process the second one received as November.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Status: Did not get mailed - error realized while processing payments for authorization to mail. NO Reissue. Account paid up to date.

6. Request and Recommendation by the School Business Administrator that the Board of Education Approve Legacy Benefits Group LLC to Offer Voluntary Insurance to Staff

It is recommended that the Board of Education designate New York Life, through Legacy Benefits, LLC, as a voluntary provider for Salem County Special Services and Vocational Technical Board of Education. All retirement plans will be offered to employees at no cost to the school district through payroll deduction. This plan will offer retiring staff an option for retirement insurance for beneficiaries.

Commented [55]: Legacy Benefits Group LLC

7. Request and Recommendation for Board of Education Approval of the Use of Square to Collect Food Service Payments

It is recommended that the Board of Education approve the use of the Square App to collect payments for food service from staff and student families.

Commented [56]: Use of Square to Collect Food Service Payments

8. Request and Recommendation for Board of Education Approval of the Return Unexpended Grant Fund

It is recommended that the Board of Education approve the return of \$10,756 in grant funds from the Non Title I ARP Grant that were unexpended in 2022. This was a previous grant finding that the funds were not charged to the correct account and could not be utilized. At the close of the grant reporting session last month the funds were released to the district and need to be returned.

Commented [57]: Return Unexpended Grant Fund

9. Request and Recommendation for Board of Education Approval of the Itinerant Services Agreement for Early Intervention Services

It is recommended that the Board of Education approve the Itinerant Services agreement for Early Intervention Services with [Harrison Township](#) beginning December 1, 2024.

Commented [58]: Itinerant Services Agreement for Early Intervention Services

10. Request and Recommendation for Board of Education Approval of the SPELLJIF Membership and Resolution and Indemnity & Trust Agreement

It is recommended that the Board of Education approve the [Resolution](#) and [Indemnity & Trust Agreement](#) to renew membership in the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) for the three year membership term commencing on July 1, 2025.

Commented [59]: SPELLJIF Membership and Resolution and Indemnity & Trust Agreement

11. Request and Recommendation by the School Business Administrator for Board of Education Approval of a \$50 Gift Card Donation from ACME

It is recommended by the School Business Administrator that the Board of Education approve of a donation of a \$50 giftcard from ACME Markets to the Regional Day School at Mannington.

Commented [60]: \$50 Gift Card Donation from ACME

Vote	Roll Call	11	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Davis		X			
Donelson		X			
Halter	1	X			
Ransome	2	X			
Smith		X			
White Corsey					
Total		5			

XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

New Business:

Commented [61]: New Business:

PERSONNEL:

Commented [62]: PERSONNEL

New Hire:

Commented [63]: New Hire

1. Request and Recommendation for Board of Education Approval of the Continuation of the COVID-19 Stipend for Jane Smith, Justin Moore, and Nadina Brown.

Commented [64]: COVID-19 Stipend for Jane Smith, Justin Moore, and Nadina Brown.

It is recommended by the Superintendent that the Board of Education continue the COVID stipend approved on October 26, 2021 for the 2024-2025 School Year as reporting is still required. (Excerpt from the October 26, 2021 approval. It is requested and recommended by the Superintendent for the Board of Education to approve a temporary COVID-19 stipend for individuals identified that work over and above regular hours to deal with COVID related issues and reporting.) Jane Smith, Justin Moore, and Nadina Brown will be conducting the reporting and compensated at the Level I stipend of \$2,500.

2. Request and Recommendation for Board of Education Approval of Tara Wiland as a School Bus Driver.

Commented [65]: Tara Wiland as a School Bus Driver.

It is requested by the Superintendent that the Board of Education approve Tara Wiland as a School Bus Driver due to obtaining her CDL, effective 10/28/24.

3. Request and Recommendation for Board of Education Approval of Cheyenne Johnson Gould as a Paraprofessional 1:1.

Commented [66]: Cheyenne Johnson Gould as a Paraprofessional 1:1

It is requested by the Superintendent that the Board of Education approve the hiring of Cheyenne Johnson Gould as a Paraprofessional 1:1 for the Cumberland Campus, at a Rate of \$22,878.00 (Step 2), Effective November 18, 2024.

4. Request and Recommendation for Board of Education Approval of Milayasia Downing as a Paraprofessional 1:1.

Commented [67]: Milayasia Downing as a Paraprofessional 1:1

It is requested by the Superintendent that the Board of Education approve Milayasia Downing as a Paraprofessional 1:1 for the Cumberland Campus, at a Rate of \$22,650.00 (Step 1), Effective November 18, 2024.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

5. Request and Recommendation for Board of Education Accept the Approval Letter from the County Office for the Revised Contract for Frank Maurer

It is requested by the Superintendent that the Board of Education accept the approval letter from the County Office for the revised contract, previously approved 9/24/24, for Frank Maurer. Action will give final approval of the revised contract.

Commented [68]: Revised Contract for Frank Maurer

6. Request and Recommendation for Board of Education Approve Mary Meduri (Widener University OT graduate student) to Complete Level I Fieldwork Experience

It is requested by the Superintendent that the Board of Education Mary Meduri (Widener University OT graduate student) will be completing her Level I Fieldwork Experience (20 on-site hours) between January 30th and April 24th, 2025 under the direction of Micaela Fiebig.

Commented [69]: Mary Meduri (Widener University OT graduate student) to Complete Level I Fieldwork Experience

7. Request and Recommendation for Board of Education Approve Carly Thompson (Widener University Speech graduate student) to Complete Clinical Externship III

It is requested by the Superintendent that the Board of Education Carly Thompson (Widener University Speech graduate student) will be completing her Clinical Externship III (12 weeks, 150 client contact hours) starting February 17th until May 9, 2025 under the direction of Shannon Perkins.

Commented [70]: Carly Thompson (Widener University Speech graduate student) to Complete Clinical Externship III

8. Request and Recommendation of the Superintendent for Board of Education Approval of a Payment to Sarah Jackson and Hilary Salyards for Work Above and Beyond Their Regular Duties.

It is recommended by the Superintendent that the Board of Education approve compensation to Sarah Jackson and Hilary Salyards for performing work above and beyond their regular duties. It is requested that a prorated Level 2 stipend be utilized for 4.5 months of covering payroll in the absence of payroll staff. The prorated amount requested is \$1,312.47 per person.

Commented [71]: Payment to Sarah Jackson and Hilary Salyards for Work Above and Beyond Their Regular Duties.

Transfer:

9. Request and Recommendation for Board of Education Approval of Change in Stipend for Bridgit Cerone

It is requested by the Superintendent that the Board of Education approve the change in stipend for Bridgit Cerone from a shared Level 1 stipend (\$1,250) to a full Level 1 stipend (\$2,500) for increased responsibilities of managing the Unified Champion Sports Program.

Commented [72]: Stipend for Bridgit Cerone

FMLA/NJFLA/LOA:

Commented [73]: FMLA/NJFLA/LOA

10. Request and Recommendation for Board of Education Approval of Leave of Absence for Rebecca Martin.

It is requested by the Superintendent that the Board of Education approve the Leave of Absence of Rebecca Martin, Paraprofessional at Cumberland Campus, from on or about November 1, 2024 through on or about November 25, 2024.

Commented [74]: Leave of Absence for Rebecca Martin

11. Request and Recommendation for Board of Education Approval of Leave of Absence for Amanda Fleisher.

It is requested by the Superintendent that the Board of Education

Commented [75]: Absence for Amanda Fleisher.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

approve the Leave of Absence of Amanda Fleisher, Speech Language Pathologist for Related Services, from on or about March 24, 2025 through on or about May 19, 2025.

Resignation:

Commented [76]: Resignation

12. Request and Recommendation for Board of Education Approval of Resignation of Debra Capaldi.

It is requested by the Board of Education that the Board of Education approve the resignation of Debra Capaldi, Paraprofessional at Cumberland Campus, effective November 12, 2024.

Commented [77]: Resignation of Debra Capaldi

13. Request and Recommendation for Board of Education Approval of Resignation of Evelyn Borden.

It is requested by the Superintendent that the Board of Education approve the resignation of Evelyn Borden, Paraprofessional at Daretown, effective November 14, 2024.

Commented [78]: Resignation of Evelyn Borden

Vote	Roll Call	13	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis	1	X			
Donelson		X			
Halter		X			
Ransome		X			
Smith	2	X			
White Corsey					
Total		5			

PROGRAMS:

1. Request and Recommendation for Board of Education Approval of the Use of the Facilities for the Salem County Special Services.

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the [attached](#) events at Salem County Special Services.

Commented [79]: Use of the Facilities

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

It is recommended by the Superintendent that the Board of Education approve the curriculum in action [field trips](#) for the Salem County Special Services.

Commented [80]: Curriculum In Action

Vote	Roll Call	2	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome	2	X			
Smith		X			
White Corsey					
Total		5			

PROFESSIONAL DEVELOPMENT:

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

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Special Services School District personnel.

Commented [81]: PROFESSIONAL DEVELOPMENT

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Strategies to DeEscalate Conflict and Respond Effectively to Disruptive Students Behavior November 21, 2024 9:00-12:00 Stockton University	Carrie Bermudez	\$106 Course \$54.52 Mileage \$75 Substitute	\$235.52

Vote	Roll Call	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	2	X			
Ransome	1	X			
Smith		X			
White Corsey					
Total		5			

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

POLICY: NONE

Commented [82]: POLICY

INFORMATIONAL ITEMS

- 1. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of October 2023.**
It is recommended that the Board of Education to accept the [Student Placement Report](#) and [Student Financial Report](#) for the month of October 2023 This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.

- 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

Commented [83]: Accept the Student Placement and Student Financial Report for the Month of October 2023.

Commented [84]: Monthly HIB Report SCSSSD (

Vote	Roll Call	3	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome	2	X			
Smith		X			
White Corsey					
Total		5			

XII. AUDIENCE PARTICIPATION II / FREEHOLDER 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. This 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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

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.

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:

SCVTS HIB
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:

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

- 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 return to open session to conduct business at the conclusion of the executive session.

Vote	Roll Call	1	Item(s) 7:47 pm		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome	2	X			
Smith		X			
White Corsey					
Total		5			

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Vote	Roll Call	1	Item(s) 8:16 pm		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis	1	X			
Donelson		X			
Halter	2	X			
Ransome		X			
Smith		X			

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
DISTRICT
MINUTES – NOVEMBER 19, 2024**

White Corsey					
Total		5			

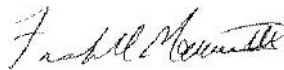
XV. ADJOURNMENT 8:19 pm

Vote	Roll Call	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba					
Davis		X			
Donelson		X			
Halter	1	X			
Ransome		X			
Smith	2	X			
White Corsey					
Total		5			

Respectfully Submitted,



Jennifer Bates
Assistant Superintendent
Business Administrator/Board Secretary
SCVTS



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