

**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  
Thursday, March 6, 2025 at 10:00 a.m.

**Minutes**

**I. PLEDGE OF ALLEGIANCE TO THE FLAG 10:00am**

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 - Linwood Donelson**

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

**IV. 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.

**Commented [1]:** Audience present:  
John R Swain, Superintendent,  
Dr. Jennifer Bates, Asst Superintendent,  
Frank Maurer, Asst. Superintendent

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.

**V. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT- VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**A. Board Secretary/Business Administrator New Business:**

**Commented [2]:** Board Secretary/Business Administrator New Business

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

**1. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the 2025-2026 Preliminary Budget for Salem County Vocational Technical School 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 **2025-26 preliminary budget** for Salem County Vocational Technical School subject to revision and approval of the County Office or NJ Department of Education. **Board presentation is attached.**

**Salem County Vocational-Technical School**

	Budget	Local Tax Levy
General Fund	<b>\$16,852,819</b>	<b>\$1,865,280</b>
Special Revenue Fund	<b>\$1,380,970</b>	
Total Base Budget	<b>\$18,233,789</b>	

**2. Request and Recommendation for Board of Education Approval of the Projected Enrollment and Tuition Adjustment Contracts for the 2025-2026 School Year.**

It is requested by the Business Administrator that the Board of Education approve the [projected enrollment and tuition adjustment contracts for the 2025-2026 school year](#). The tuition adjustment contract reflects the certified tuition rate for tuition adjustments for the 2023-2024 school year received by the State of New Jersey, Department of Education on January 23, 2025.

**Commented [3]:** Tuition Adjustment Contracts for the 2025-2026

**3. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the Maximum Travel Budget for Salem County Vocational Technical School**

It is recommended by the Business Administrator that the Board of Education approve the Maximum Travel Budget for Salem County Vocational Technical School 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 2025-2026 school year for regular business travel only for which prior Board approval is not required. This is the same rate applied to fiscal year 2025-2026.

**Commented [4]:** Maximum Travel Budget

- i. The annual maximum shall not exceed \$17,645 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
- ii. 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.
- iii. 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.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

1. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
2. Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.

Vote	Roll Call	3	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis	1	Y			
Donelson		Y			
Halter	2	Y			
Ransome					
Smith					
White Corsey					
<b>Total</b>		4			

**VI. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT  
NEW BUSINESS**

**1. Request and Recommendation for Board of Education Approval to Apply for the Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21st CCLC) Continuation Grant in Partnership with Penns Grove Carneys Point School District in the Amount of \$550,000.**

It is recommended by the Superintendent that the Board of Education grant approval for the district to apply for the 21st Century Community Learning Centers Continuation Grant in partnership with Penns Grove Carneys Point School District offered through the NJDOE in the amount of \$550,000 per year. Year three of the grant is effective September 1, 2025 through August 31, 2026.

**Commented [5]:** Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Continuation Grant in Partnership with Penns Grove Carneys Point School District in the Amount of \$550,000.

**2. Request and Recommendation for Board of Education Approval to Apply for the Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128) Title II, Adult Education and Family Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Five Year Grant.**

It is recommended by the Superintendent that the Board of Education approve to apply for the Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128), Title II, Adult Education and Family Literacy, Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education grant funds in the amount of \$684,528. This is a 5-year competitive grant. This 5-year competitive grant application covers the following period:

**Commented [6]:** Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128) Title II, Adult Education and Family Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Five Year

State Fiscal Years 2026, 2027, 2028, 2029, 2030

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

(July 1, 2025 – June 30, 2026)  
 (July 1, 2026- June 30, 2027)  
 (July 1, 2027- June 30, 2028)  
 (July 1, 2028- June 30, 2029)  
 (July 1, 2029 - June 30, 2030)

**3. 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.

**Commented [7]:** Professional Development Workshops

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Occupational Safety and Health Standards for General Industry Rutgers School of Public Health - Virtual Class 2/25/25 to 2/28/25	John Helsel	\$875 Registration	\$875.00 Perkins Secondary  Substitute:\$500 (4 days)

Vote	Roll Call	3	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis	2	Y			
Donelson		Y			
Halter	1	Y			
Ransome					
Smith					
White Corsey					
<b>Total</b>		4			

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

**A. Board Secretary/Business Administrator New Business:**

**Commented [8]:** Board Secretary/Business Administrator New Business

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – MARCH 06, 2025**

**1. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the 2025-2026 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 2025-2026 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.

**Commented [9]:** 2025-2026 Preliminary Budget for Salem County Special Services School District subject to Revision and Approval of the County Office or NJ Department of Education.

**Salem County Special Services School District**

	<b>Budget</b>	<b>Local Tax Levy</b>
<a href="#">General Fund</a>	\$10,337,869	\$0
Special Revenue Fund	\$1,456,730	
Debt Service Fund	\$0	
Total Base Budget	\$11,794,599	

**2. Request and Recommendation by the Business Administrator for Board of Education for the Approval of the Maximum Travel Budget for Salem County Special Services Schools**

It is recommended by the Business Administrator that the Board of Education approve the Maximum Travel Budget for Salem County Special Services Schools 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 2025-2026 school year for regular business travel only for which prior Board approval is not required. This is the same rate applied to fiscal year 2025-2026.

**Commented [10]:** Approval of the Maximum Travel Budget

- a. The annual maximum shall not exceed \$17,645 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.
  - 1. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
  - 2. Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

Vote	Roll Call	2	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	Y			
Davis		Y			
Donelson		Y			
Halter	1	Y			
Ransome					
Smith					
White Corsey					
<b>Total</b>		4			

**VIII. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT  
NEW BUSINESS**

**PROFESSIONAL DEVELOPMENT:**

Commented [11]: 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.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
NJ PBSIS March 27, 2025 Mercer Conference Center, West Windsor NJ	Rebecca Cruz-Guy Jeanette Jackson	\$0 \$60.16 Mileage	<b>\$60.16</b>

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

Halter	1	Y			
Ransome					
Smith					
White Corsey					
<b>Total</b>		4			

**IX. 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. 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. 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.

**X. RECESS INTO EXECUTIVE SESSION**

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

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

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

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:  
\_\_\_\_\_
2. Matters in which the release of information would impair the right to receive government funds, and specifically:  
\_\_\_\_\_
3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:  
\_\_\_\_\_
4. Matters concerning negotiations, and specifically:  
\_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

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/will not return to open session to conduct business at the conclusion of the executive session.

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

**XI. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

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



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL  
DISTRICT  
AGENDA – MARCH 06, 2025**

Donelson					
Halter					
Ransome					
Smith					
White Corsey					
<b>Total</b>					

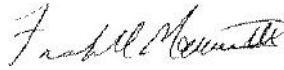
**XII. ADJOURNMENT 11:05 am**

Vote	Vote	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba	2	x			
Davis	1	x			
Donelson		x			
Halter		x			
Ransome					
Smith					
White Corsey					
<b>Total</b>		4			

Respectfully Submitted,



\_\_\_\_\_  
Jennifer Bates  
Assistant Superintendent  
Business Administrator/Board Secretary  
SCVTS



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