

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, January 28, 2025 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.

Commented [1]: Mr. Donelson opened the meeting at 7:00 pm

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

Commented [2]: ROLL CALL

IV. MINUTES

It is recommended that the Board of Education approve the [Minutes](#) of the December 18, 2024 Board of Education Meeting.

Commented [3]: MINUTES

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

V. ADDENDA

- A. Acceptance of Agenda Addenda Items SCVTS - None
- B. Acceptance of Agenda Addenda Items SCSSSD - None

Commented [4]: ADDENDA

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.

Commented [5]: Public in attendance: John R. Swain - Superintendent, Dr. Jennifer Bates - Asst. Superintendent, Frank Maurer - Asst Superintendent, James Helder - Principal, Jason Helder - Principal, Marjorie Wentzell - Director, Kimberly Connell-Miller and spouse - CTHS Staff, Keely DiTizio and family - CTHS Staff, Briana Henderson and family- CTHS student, James Loatman - RDS student, Jaden Sokan - Cumberland student, Brian Quinn - NJEA SCVTS President.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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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 minutes. 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.

VII. BOARD OF EDUCATION BUSINESS

- A. **Old Business-Long Range Plan Update**
- B. **New Business**
- C. **Correspondence-**
- D. **Presentations-**
 1. **Students of the Month for January**
 - a. RDS - Salem - [James Loatman](#)
 - b. Daretown - [Sameer Denby](#)
 - c. Career and Technical High School - [Briana Henderson](#)
 - d. Cumberland- [Jaden Sokan](#) & [Anthony Allison](#)
 2. **Administrator Reports**
 3. **SCVTS Teacher of the Year - Keely DiTizio**
 4. **SCVTS Educational Service Provider of the Year - Kimberly Connell-Miller**

Commented [6]: Old Business-Long Range Plan Update

Commented [7]: Students of the Month for January

**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 [October 2024](#) and [November 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.

Commented [8]: Board Secretary Report



Business Administrator/Board Secretary

January 23, 2024
Date

B. Reconciliation of Cash for School Funds Report

Commented [9]: Reconciliation of Cash for School Funds Report

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

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 does not certify at this time that there are no changes in anticipated revenue amounts or revenue sources due to unavailable financial reports as noted above.

Commented [10]: 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 [11]: Board of Education Certification

E. Transfer of Funds

No transfers

Commented [12]: Transfer of Funds

F. Warrants

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

- Payroll List from December 13, 2024 for [\\$203,028.25](#)
- Payroll List from December 20, 2024 for [\\$216,602.16](#)
- Board Payment Approval List for the period of December 2024 for [\\$514,026.16](#)

Commented [13]: Warrants

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

G. Board Secretary/Business Administrator New Business:

Commented [14]: Board Secretary/Business Administrator New Business

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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1. Request and Recommendation for Board of Education Approval of the CAFR and Synopsis of Audit for the Fiscal Year Ended June 30, 2024 and the Corrective Action Plan.

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, 2024 and the [Corrective Action Plan](#). 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.

Finding 2024-1: Recommendation - The Learning Center Enterprise Fund did not generate sufficient revenue to support expenditures for the 2023-24 School Year.

Commented [15]: Approval of the CAFR and Synopsis of Audit

Commented [16]: Corrective Action Plan

2. Request and Recommendation for Board of Education Approval of an Agreement for the Provision of Instruction with Brookfield for Instructional Services for SCVTS Student 103633.

It is recommended by the Business Administrator that the Board of Education approve an [Agreement for the Provision of Instruction](#) between SCVTS and Brookfield Educational Services program for the 2024-2025 school year, as needed. At this time, student #103633 is receiving educational services from Brookfield.

Commented [17]: Brookfield for Instructional Services

3. Request and Recommendation for Board of Education Approval to Void Checks #41777, #41824, #41884, and # 41926.

It is recommended by the Business Administrator that the Board of Education approve voiding the checks listed below. These checks will not be reissued.

- #41777 - Rowan University Office of Career Advancement; \$325; January 29, 2024
- #41824 - United Parcel Service; \$131.60; February 9, 2024
- #41884 - IBS New York 2024/Questex, LLC; \$836; February 27, 2024
- #41926 - Peterson Service Co, Inc.; \$110; March 7, 2024

Commented [18]: Void Checks

4. Request and Recommendation for Board of Education Approval to Void Check.

It is recommended by the Business Administrator that the Board of Education approve voiding check #42204 for Nicole Sickler dated May 15, 2024 in the amount of \$208.45. The check was lost and a new check was issued in the same amount.

Commented [19]: Void Check.

5. Request and Recommendation for the Board of Education to Approve the Certified Student Tuition Rates for the 2023-2024 school year.

It is recommended by the Business Administrator that the Board of Education approve the Certified Student Tuition Rate for the 2023-2024 school year. [Attachment.](#)

Commented [20]: Certified Student Tuition Rates for the 2023-2024

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6. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Student Tuition Rates for the Fiscal Year 2025-26.

Commented [21]: Student Tuition Rates for the Fiscal Year 2025-26.

	<u>2024-25</u>	<u>2025-26</u>	<u>Difference</u>	<u>% Increase</u>
Full-Time	\$4,050	\$4,050	\$0	0%
Shared-Time	\$2,025	\$2,025	\$0	0%
Out of County	<u>2024-25</u>	<u>2025-26</u>	<u>Difference</u>	
Full-Time	\$6,277	\$6,277	\$0	0%
Shared Time	\$3,138	\$3,138	\$0	0%

7. Request and Recommendation by the Business Administrator for Board of Education Approval of Allied Elevator, of Pennsauken, New Jersey, to Perform the Annual Testing and Maintenance on the Elevator Located in the Gymnasium.

Commented [22]: Allied Elevator

It is recommended by the Business Administrator that the Board of Education approve [Allied Elevator](#), of Pennsauken, New Jersey, to perform the annual testing and maintenance on the elevator located in the gymnasium. This is year three of a three year contract. The annual rate is \$600.

8. Request and Recommendation by the School Business Administrator for Board of Education Approval of a Confidential Record of Destruction Agreement with The Tab Group, Tab Shredding, Inc. of West Berlin, NJ, to Shred Confidential Records for Salem County Special Services and Vocational Technical School Districts.

Commented [23]: The Tab Group

It is recommended by the School Business Administrator that the Board of Education approve a Confidential Record of Destruction Agreement with The Tab Group, Tab Shredding, Inc. of West Berlin, NJ, to shred confidential records for Salem County Special Services and Vocational Technical School District. Shredding will take place between January 2, 2025 to January 31, 2026 at the cost of \$1425.00.

9. Request and Recommendation for Board of Education Approval to Accept the Proposal of Educational Business Services, PC, of Haddon Heights, NJ, to Complete the June 30, 2025 Fixed Asset Update for the Salem County Vocational Technical in the Amount of \$950.00

Commented [24]: Educational Business Services, PC

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It is requested by the Business Administrator that the Board of Education accept the proposal of Educational Business Services, PC, of Haddon Heights, NJ, to complete the June 30, 2025 [Fixed Asset](#) update for the Salem County Vocational Technical in the amount of \$950.00.

10. Request and Recommendation for Board of Education Approval of a Donation from M. Davis & Sons, Inc. for the Welding Program.

It is requested by the Business Administrator that the Board of Education approve the donation of flat bar and steel pipe from M. Davis & Sons, Inc. with an approximate value of \$728.

Commented [25]: Donation from M. Davis & Sons, Inc.

11. Request and Recommendation for Board of Education Approval of a Donation from OxyChem.

It is requested by the Business Administrator that the Board of Education approve the donation in the amount of \$2,000 from OxyChem. The money will be used to purchase supplies for the Construction students to build a shed for the Electrical Program to store supplies.

Commented [26]: Donation from OxyChem

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

IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT

A. New Business:

Personnel:

Commented [27]: New Business: Personnel:

New Hire:

Employment:

Commented [28]: New Hire: Employment

1. Request and Recommendation for Board of Education Approval of the Statement of Assurance Regarding the use of Paraprofessional Staff for the 2024-2025 School Year.

Commented [29]: Statement of Assurance Regarding the use of Paraprofessional Staff

It is requested by the Superintendent that the Board of Education approve the [Statement of Assurance](#) regarding the use of paraprofessional staff for the 2024-2025 school year. This must be submitted biannually to the County Office of Education by September 30, 2024 and January 31, 2025.

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2. Request and Recommendation for Board of Education Approval of Kya Porter as a Substitute Food Service Aide

It is requested by the Superintendent that the Board of Education approve Kya Porter as a Food Service Aide for the Food Service Department beginning January 7, 2025 at the rate of \$125 per day.

Commented [30]: Kya Porter

3. Request and Recommendation for Board of Education Approval of Eric Krise as a Substitute Electrical Instructor.

It is requested by the Superintendent that the Board of Education approve Eric Krise as a Substitute Electrical Instructor for the Electrical Program when needed at a rate of \$125.00 per day. Onboarding paperwork must be completed prior to employment. Timesheets are required.

Commented [31]: Eric Krise

4. Request and Recommendation for Board of Education Approval of Wandra Wells to Teach Evening Certified Nurse Aide (CNA) Class for the 2024-2025 School year.

It is requested by the Superintendent that the Board of Education approve Wandra Wells to teach the evening High School/Expand Program Certified Nurse Aide (CNA) class from January 30, 2025 to June 13, 2025. Ms. Wells will be paid a stipend in the amount of \$6,000 from Perkins Secondary Federal Grant Funds. Subject to approval of students being placed in externships at long-term care facilities. If this is not possible due to Covid-19 restrictions, the class will be canceled.

Commented [32]: Wandra Wells

5. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the following Spring coach positions for the 2024-2025 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 2024-2025 school year.

Commented [33]: Spring coach positions for the 2024-2025 school year.

First name	Last name	Position
Bryan	Riley	Boys Volleyball Head Coach (V) \$5280
Bridgit	Cerone	Boys Volleyball Asst. Coach (JV) \$3520
Rodney	Miller	Golf Head Coach (V) \$5280
Bruce	Connell	Golf Asst. Coach (JV) \$3520

6. Request and Recommendation of the Superintendent for Board of Education Approval of the Employment of the following Fall coach position for the 2025-2026 school year.

It is requested by the Superintendent that the Board of Education approve the employment of the following Fall coach position at the negotiated rates listed for the 2025-2026 school year.

Commented [34]: Spring coach positions for the 2024-2025 school year.

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First name	Last name	Position
Maureen	Lewis	Field Hockey Head Coach (V) \$5280

7. Request and Recommendation for Board of Education Approval of Jason Helder as the Program Coordinator for the BRIDGE Program from January 1, 2025 through December 31, 2025.

It is requested by the Superintendent that the Board of Education approve the appointment of Jason Helder as the Coordinator of the BRIDGE Program. The position has a stipend of \$8,000.00. The stipend will be paid \$4,000 in February 2025 and \$4,000 in August 2025. All funds are provided through the Shared Service Agreement and JDAI funding. There is no cost to the district. The responsibilities of the Coordinator include but are not limited to scheduling, oversight of program, liaison to the Office of Probation, quarterly reporting and monitoring oversight. The Coordinator also represents the program on the Salem County JDAI subcommittee and other required meetings.

Commented [35]: Jason Helder as the Program Coordinator for the BRIDGE Program

8. Request and Recommendation for Board of Education Approval of Jason Helder as the Program Coordinator for the PET Program from January 1, 2025 through December 31, 2025.

It is requested by the Superintendent that the Board of Education approve the appointment of Jason Helder as the Coordinator of the PET Program. The position has a stipend of \$8,000.00. The stipend will be paid \$4,000 in March 2025 and \$4,000 in August 2025. All funds are provided through the Shared Service Agreement and JDAI funding. There is no cost to the district. The responsibilities of the Coordinator include but are not limited to scheduling of enrichment trips, oversight of program, incentive coordination, communication with presenters, liaison to the Office of Probation, quarterly reporting and monitoring oversight. The Coordinator also represents the program on the Salem County JDAI subcommittee and other required meetings.

Commented [36]: Jason Helder as the Program Coordinator for the PET Program

9. Request and Recommendation for Board of Education Approval for the Employment of BRIDGE and PET Program Staff. It is requested by the Superintendent that the Board of Education approve the employment of BRIDGE and PET Program Staff listed below from January 1, 2025 through June 30, 2025.

Commented [37]: Approval for the Employment of BRIDGE and PET Program Staff

Name	Position	Pay Rate
All SCVTS & SCSSSD Administrators	Substitute School Administrator	\$50.00 per hour
Tracy Foster	School Counselor	\$45.00 per hour
Matthew DiTizio	Introduction to Trades Instructor	\$42.00 per hour

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Bruce Connell	Culinary and Pastry Arts Instructor	\$42.00 per hour
John Helse	Electrical Instructor	\$42.00 per hour
Derek Martin	Construction Instructor	\$42.00 per hour
Mike Nickerson	Automotive Instructor	\$42.00 per hour
Joel Norton	Welding Instructor	\$42.00 per hour
CTHS Teaching Staff	Substitute or as needed	\$42.00 per hour

FMLA

10. Request and Recommendation for Board of Education Approval of the FMLA for Employee 7579

It is recommended by the Superintendent that the Board of Education approve FMLA for employee 7579 from December 9, 2024 until, on or about, March 9, 2025.

Commented [38]: FMLA for Employee 7579

Commented [39]: FMLA for Employee 7579

Vote	Roll Call	10	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis	2	Y			
Donelson		Y			
Halter	1	Y			
Ransome		Y			
Smith					
White Corsey					
Total		5			

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.

Commented [40]: PROFESSIONAL DEVELOPMENT

Commented [41]: Professional Development Workshops

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Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
NJASA Techspo 25 Harrah's Resort Atlantic City, NJ January 28, 2025 to January 31, 2025 *full convention **one day pass	Corrado Ruscica* John Swain**	\$590* registration \$365** registration \$312* hotel \$57.99* mileage \$20* parking	\$1,344.99 ESEA Title IIA
The Science of Reading for Secondary Teachers SRI/ETTC - Virtual	Amber Furey	\$106 registration	\$106 ESEA Title IIA \$125 substitute
Directors of Athletics Association of NJ - Annual Conference <i>Hard Rock, Atlantic City</i> March 12-15, 2024	James Helder	\$475 Reg. \$330 Room \$238 meals \$57.52 mileage \$10 tolls \$20 parking	\$1,043 Total Athletics Dept.
COABE 2025 National Hybrid Conference Dallas, Texas March 30 - April 2, 2025 *COABE member **registration only	Angel Brown* Melissa Bundy** Veronica Dixon** Hugh Dixon** Sonya Saul*	\$650* registration \$725 registration \$1,100 hotel \$400 airfare \$280 M & IE	\$2505 pp WIOA Title IIA

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

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PROGRAMS:

1. Request and Recommendation for Board of Education to Approve the Revised 2024-2025 School Calendar.

It is recommended by the Superintendent that the Board of Education approve the revised [2024-2025 school calendar](#). On January 6, 2025, the district was closed due to snow. The make-up snow day has been added to the end of the school year.

Commented [42]: PROGRAMS

Commented [43]: Mr. Davis - what was the change? Mr. Swain - June 18th was added.

2. Request and Recommendation for Board of Education Approval of Modifications to the 2024-2025 Perkins Secondary and Post Secondary Spending Plans.

It is requested by the Superintendent that the Board of Education approve modifications to the 2024-2025 Perkins Secondary and Post Secondary Plans. The Perkins Secondary Plan is being modified due to additional funds awarded and approved at the September 24, 2024 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.

Commented [44]: 2024-2025 Perkins Secondary and Post Secondary Spending Plans

3. Request and Recommendation for Board of Education Approval of the QSAC District Improvement Plan for Salem County Vocational Technical School District.

It is recommended by the Superintendent that the Board of Education approve the [QSAC District Improvement Plan](#) for Salem County Vocational Technical School District.

Commented [45]: QSAC District Improvement Plan

4. Request and Recommendation for Board of Education Approval of an High School Plus Articulation Agreement with Camden County College.

It is recommended by the Superintendent that the Board of Education approve a [High School Plus Program](#) agreement between Camden County College and SCVTS for the Child Care and Early Childhood Education program. This agreement allows eligible high school students to take degree credit courses at a reduced tuition rate. The agreement renews annually each academic year, unless terminated by either party in writing.

Commented [46]: High School Plus Articulation Agreement with Camden County College

5. Request and Recommendation for Board of Education Approval of the 2024-2025 Uniform State Memorandum of Agreement Between the Board of Education and Law Enforcement Officials.

It is recommended by the Superintendent that the Board of Education approve the [2024-2025 Uniform State Memorandum of Agreement](#) between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 14. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board's commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment.

6. Request and Recommendation for Board of Education Approval of FFA Week Activities.

Commented [47]: FFA Week Activities

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It is recommended by the Superintendent that the Board of Education approve the [attached list](#) of FFA Week activities for the week of February 16, 2025 - February 22, 2025.

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

Commented [48]: fundraising activities

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	FFA	Chick-Fil-A for the Super Bowl Students will be pre-selling products from Chick-Fil-A to school staff and community members. Items will be sold at a \$10 upcharge. The money earned will help to offset the cost of events for the agriculture students. No cost to the district.	January 29, 2025 - February 7, 2024 are the dates for staff and community members to order. February 7, 2025 is the date to pick up orders at SCVTS after 2:30pm.

- 8. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2024-2025 school year.**

Commented [49]: Student Community Service Projects for the 2024-2025 school year

Community Service Project	Date	District Cost
NTHS to host a Kids Night. The event will be open to 1st - 5th grade children of community members. Snacks, games, crafts, and a movie will be provided.	March 7, 2025 4:30 PM - 6:30 PM	N/A

- 9. Request and Recommendation for Board of Education Approval of the Following Field Trip Requests for the 2024-2025 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, 21st Century and Sports Programs. Experiences for approval are listed in the chart [attached](#).

Commented [50]: Field Trip Requests for the 2024-2025 school year

- 10. 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.

Commented [51]: Use of the Facilities

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Vote	Roll Call	10	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis		Y			
Donelson		Y			
Haller	1	Y			
Ransome	2	Y			
Smith					
White Corsey					
Total		5			

POLICY

1. Request and Recommendation for the Board of Education Approval to abolish the below policies per Strauss Esmay Associates Audit.

It is recommended by the Superintendent that the Board of Education approve to abolish the following policies per the Strauss Esmay Audit.

P 0164.6 REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY

P 4211 ATTENDANCE

R 4211 SUPPORT STAFF ATTENDANCE

Commented [52]: POLICY

Commented [53]: abolish the below policies

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

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B. Old Business: - None

Commented [54]: Old Business

INFORMATIONAL ITEMS

Commented [55]: INFORMATIONAL ITEMS

[CTHS Principal's Report and Program Enrollment](#)
[CTHS Discipline Report](#)

1. Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCVTS (May Be Appropriate for Closed Session) (Handout)

Commented [56]: Monthly HIB Report SCVTS

It is recommended that the Board of Education accept and approve the HIB report as presented.

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

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

Commented [57]: BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT- SPECIAL SERVICES SCHOOL DISTRICT

A. Board Secretary Report

Commented [58]: Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of [December 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

January 28, 2025
Date

B. Reconciliation of Cash for School Funds Report

Commented [59]: Reconciliation of Cash for School Funds Report

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of [November 2024 Revised Agency](#) and [December 2024](#). The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the months of November 2024 Revised Agency and December 2024.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 does not certify at this time that there are no changes in anticipated revenue amounts or revenue sources due to unavailable financial reports.

Commented [60]: 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 [61]: Board of Education Certification

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds from [December 2024](#) and [January 2024](#).

Commented [62]: Transfer of Funds

F. Warrants

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

Commented [63]: Warrants

- Payroll List for December 13, 2024 for [\\$291,201.18](#)
- Payroll List for December 20, 2024 for [\\$298,882.52](#)
- Board Payment Approval List for the period of December 2024 for [\\$402,772.25](#)

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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G. Board Secretary/Business Administrator New Business:

Commented [64]: Board Secretary/Business Administrator New Business

- 1. Request and Recommendation for Board of Education to Accept and Approve the CAFR for the fiscal year ended June 30, 2024 and the Synopsis of Audit for the fiscal year ended June 30, 2024 and the Corrective Action Plan submitted by the Business Administrator for the Salem County Special Services School District.**

Commented [65]: Approve the CAFR

Commented [66]: Corrective Action Plan

It is recommended that the Board of Education accept and approve the [CAFR](#) for the fiscal year ended June 30, 2024 and the [Synopsis of Audit](#) for the fiscal year ended June 30, 2024 and the [Corrective Action Plan](#) submitted by the Business Administrator for the Salem County Special Services School District. Hard copies are available to Board members.

As required by NJSA 18:23-5, the following recommendations of the auditor related to the Salem County Special Services School District were read and discussed.

Finding 2024-1: Recommendation - The Child Study Team Enterprise Fund did not generate sufficient revenue to support expenditures for the 2023-24 School Year.

- 2. Request and Recommendation for Board of Education Approval to Accept the Proposal of Educational Business Services, PC, of Haddon Heights, NJ, to Complete the June 30, 2025 Fixed Asset Update for the Salem County Special Services in the Amount of \$750.00**

Commented [67]: Educational Business Services, PC,

It is requested by the Business Administrator that the Board of Education accept the proposal of Educational Business Services, PC, of Haddon Heights, NJ, to complete the June 30, 2025 [Fixed Asset](#) update for the Salem County Special Services in the amount of \$750.00.

- 3. Request and Recommendation for Board of Education Approval of ESY Salaries for 2025.**

Commented [68]: Approval of ESY Salaries for 2025

It is requested by the Business Administrator that the Board of Education 2025 ESY Salaries.

Teacher/Nurse - \$6600

Para - \$4200

Behavior Mod/Job Coach - \$5400

- 4. Request and Recommendation by the Business Administrator for Board of Education Approval of GCSSSD Transportation Contracts**

Commented [69]: Approval of GCSSSD Transportation Contracts

It is recommended by the Business Administrator that the Board of Education approve the attached transportation contracts for GCSSSD, [1](#), [2](#).

- 5. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Service Rates for the Fiscal Year 2025-26.**

Commented [70]: Approve the Service Rates for the Fiscal Year 2025-26

It is recommended by the Business Administrator that the Board of Education accept and approve the [service rates](#) for 2025-26.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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6. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Cancellation of a Check.

It is recommended by the Business Administrator that the Board of Education approve the cancellation of a check.

Commented [71]: Approve the Cancellation of a Check

Chk# 2368 in the amount of \$11.28, dated 12/17/24, to Alecia Walton for Mileage Reimbursement. The check was reprinted Ck#2413 in the amount of \$11.28, dated 1/2/25, to Alicia Walton for Mileage Reimbursement.

7. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Cancellation of a Check.

It is recommended by the Business Administrator that the Board of Education approve the cancellation of a check.

Commented [72]: Approve the Cancellation of a Check

Chk# 1762 in the amount of \$3281.45, to Johnson Controls. The check will be reprinted when the purchase order is signed by Johnson Controls.

8. Request and Recommendation by the School Business Administrator for Board of Education Approval of a Confidential Record of Destruction Agreement with The Tab Group, Tab Shredding, Inc. of West Berlin, NJ, to Shred Confidential Records for Salem County Special Services and Vocational Technical School Districts

It is recommended by the School Business Administrator that the Board of Education approve a Confidential Record of Destruction Agreement with The Tab Group, Tab Shredding, Inc. of West Berlin, NJ, to shred confidential records for Salem County Special Services and Vocational Technical School District. Shredding will take place between January 2, 2025 to January 31, 2025 at the cost of \$1425.00.

Commented [73]: The Tab Group, Tab Shredding, Inc

Vote	Roll Call	8	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis	2	Y			
Donelson		Y			
Halter	1	Y			
Ransome		Y			
Smith					
White Corsey					
Total		5			

SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

Personnel:

Commented [74]: New Business:
Personnel

New Hire:

Commented [75]: New Hire

1. **Request and Recommendation for Board of Education Approval of the Statement of Assurance Regarding the use of Paraprofessional Staff for the 2024-2025 School Year.**

Commented [76]: Approval of the Statement of Assurance Regarding the use of Paraprofessional Staff

It is requested by the Superintendent that the Board of Education approve the [Statement of Assurance](#) regarding the use of paraprofessional staff for the 2024-2025 school year. This must be submitted biannually to the County Office of Education by September 30, 2024 and January 31, 2025. A [list](#) of paraprofessional employees and their titles must be maintained.

Transfer

2. **Request and Recommendation for Board of Education Approval of the Transfer of Christina Calabrese-Stone from BA to MA**

Commented [77]: Transfer

It is requested by the Superintendent that the Board of Education approve the transfer of Christina Calabrese Stone from BA-Step 13 to MA-Step 13, effective January 15, 2025.

Internship

3. **Request and Recommendation for Board of Education Approval of a Student Internship for Jordan Cirincione, Kevin Carpio, Megan Bergenheier and Afzal Iqbal -- Wells School of Music.**

Commented [78]: Internship

It is requested by the Superintendent that the Board of Education approve Jordan Cirincione, Kevin Carpio, Megan Bergenheier and Afzal Iqbal, Wells School of Music students in the Music program, for an On-Site Internship, for 60-80 hours beginning February 3, 2025 until May 12, 2025. Jordan Cirincione and Afzal Iqbal will be interning at the Cumberland Campus. Kevin Carpio and Megan Bergenheier will be interning at the Salem Campus. Students will be supervised by Danielle Johnson, Music Therapist.

Commented [79]: Davis - Where is the school located?
Maurer - West Chester

FMLA/NJFLA/LOA:

4. **Request and Recommendation for Board of Education Approval of the Request for FMLA for Employee 629**

Commented [80]: FMLA/NJFLA/LOA

It is recommended by the Superintendent that the Board of Education approve the request for FMLA for employee 629 from December 18, 2024 to on or about January 29, 2025.

5. **Request and Recommendation for Board of Education Approval of the Request for FMLA for Employee 993**

Commented [81]: Approval of the Request for FMLA for Employee 993

It is recommended by the Superintendent that the Board of Education approve the request for FMLA for employee 993 from January 16, 2025 to on or about March 14, 2025.

6. **Request and Recommendation for Board of Education Approval of the Request for Intermittent FMLA for Employee 1067**

Commented [82]: Approval of the Request for Intermittent FMLA for Employee 1067

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It is recommended by the Superintendent that the Board of Education approve the request for Intermittent FMLA for employee 1067 from January 16, 2025 to on or about March 16, 2025.

7. Request and Recommendation for Board of Education Approval of the Request for FMLA and NJFLA for Employee 1106

It is recommended by the Superintendent that the Board of Education approve the request for FMLA for employee 1106 from March 29, 2025 to on or about May 17, 2025. Additionally, it is recommended by the Superintendent that the Board of Education approve the request for NJFLA for employee 1106 from May 18, 2025 to on or about October 10, 2025.

Commented [83]: FMLA and NJFLA for Employee 1106

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

PROGRAMS:

1. Request and Recommendation for Board of Education to Approve the Revised 2024-2025 School Calendar.

It is recommended by the Superintendent that the Board of Education approve the revised [2024-2025 school calendar - RDS/Daretown](#) and [2024-2025 school calendar - Cumberland](#). On January 6, 2025, the district was closed due to snow. The make-up snow day has been added to the end of the school year.

Commented [84]: Revised 2024-2025 School Calendar

2. Request and Recommendation for Board of Education Approval of the 2024-2025 Uniform State Memorandum of Agreement Between the Board of Education and Law Enforcement Officials.

It is recommended by the Superintendent that the Board of Education approve the [2024-2025 Uniform State Memorandum of Agreement](#) between the Board and law enforcement officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 14. Annually, the Board of Education is required to approve a Uniform State Memorandum of Agreement reiterating the Board’s commitment to work with law enforcement agencies and to provide the necessary resources to support a safe school learning environment.

Commented [85]: Uniform State Memorandum of Agreement Between the Board of Education and Law Enforcement Officials.

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3. Request and Recommendation for Board of Education Approval of the attached sites for Worked Based Learning (WBL) and Community Based Instruction (CBI) Locations.

It is recommended by the Superintendent that the Board of Education approve the attached sites for [Worked Based Learning \(WBL\) and Community Based Instruction \(CBI\) Locations](#).

Commented [86]: Approval of the attached sites for Worked Based Learning (WBL) and Community Based Instruction (CBI) Locations.

4. Request and Recommendation for Board of Education Approval to Apply for New Jersey Positive Behavior Support in Schools Grant for Daretown Campus.

It is recommended by the Superintendent that the Board of Education approve to apply for the New Jersey Positive Behavior Support in Schools (NJ PBSIS) for use at the SCSSSD Daretown Campus. NJ PBSIS is a collaboration between the New Jersey Department of Education Office of Special Education and The Boggs Center, Rutgers Robert Wood Johnson Medical School. The mission of the NJ PBSIS initiative is to build capacity among New Jersey school personnel to implement a multi-tiered system of support for behavior, conduct, and social-emotional wellness that promotes equity for all students. NJ PBSIS professional development is only available to schools and districts that have been selected following a competitive application process. Schools enrolled in the NJ PBSIS Network receive comprehensive professional development (training and coaching). There is no cost to the school or district.

Commented [87]: New Jersey Positive Behavior Support in Schools Grant for Daretown Campus.

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

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

Commented [88]: Curriculum In Action Experiences

6. 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 [89]: Use of the Facilities

7. Request and Recommendation for Board of Education Approval of fundraising activities for the Special Services for the 2024-2025 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.

Commented [90]: Approval of fundraising activities

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	Salem Campus	Krispy Kreme Donuts \$7.75/dozen	January 28, 2025 - February 7, 2025
B.	Cumberland Campus	T-Shirt Sale for Staff	March 1, 2025 - March 28, 2025

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PROFESSIONAL DEVELOPMENT:

8. 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 [91]: PROFESSIONAL DEVELOPMENT

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
N/A			

Vote	Roll Call	8	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis	1	Y			
Donelson		Y			
Halter	2	Y			
Ransome		Y			
Smith					
White Corsey					
Total		5			

POLICY

1. Request and Recommendation for the Board of Education Approval to abolish the below policies per Strauss Esmay Associates Audit.

It is recommended by the Superintendent that the Board of Education approve to abolish the following policies per the Strauss Esmay Audit.

Commented [92]: Approval to abolish the below policies

- P 0164.6** REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY
- P 4211** ATTENDANCE
- R 4211** SUPPORT STAFF ATTENDANCE

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

B. Old Business: - None

Commented [93]: Old Business

INFORMATIONAL ITEMS

Commented [94]: INFORMATIONAL ITEMS

1. Request and Recommendation for Board of Education to Accept the Student Placement, Student Enrollment Comparison Report and Student Financial Report for the Month of December.

It is recommended that the Board of Education accept the Student Placement Report , Student Enrollment Comparison Report and the Student Financial Report for the month of December. 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.

Commented [95]: Monthly HIB Report SCSSSD

3. Principal's/Administrator's Reports

[Cumberland](#)
[Daretown](#)
[Salem Campus](#)

Commented [96]: Principal's/Administrator's Reports

Vote	Vote	3	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		Y			
Davis	2	Y			

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Donelson		Y			
Halter	1	Y			
Ransome		Y			
Smith					
White Corsey					
Total		5			

XII. AUDIENCE PARTICIPATION II / COMMISSIONER 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. 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.

Commented [97]: AUDIENCE PARTICIPATION II / COMMISSIONER LIAISON RECOGNITION

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:

2. Matters in which the release of information would impair the right to receive government funds, and specifically:

Commented [98]: RECESS INTO EXECUTIVE SESSION

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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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:

 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: _____ Change in meetings dates
 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:
_Grievance
 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:
_____ AFJROTC _____
 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	Vote	1	Item(s)		
Name	Motion & 2nd	Yes	No	Abstain	No Vote
Bomba		x			
Davis	1	x			
Donelson		x			
Halter	2	x			
Ransome		x			

Commented [99]: Closed Session 7:58 pm

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Smith					
White Corsey					
Total		5			

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Commented [100]: Open session - 8:47 pm

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

XV. ADJOURNMENT

Commented [101]: Meeting adjourned 8:47 pm

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

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL
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Respectfully Submitted,



Jennifer Bates
Assistant Superintendent
Business Administrator/Board Secretary
SCVTS



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

