







**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – SEPTEMBER 27, 2022**

**D. Board of Education Certification**

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

**E. Transfer of Funds**

It is recommended that the Board of Education Approve the transfers for the month of July and August through August 31, 2022.

**F. Warrants**

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

- SCVTS Payroll Period Ending August 15, 2022 in the amount of \$145,539.54
- SCVTS Payroll Period Ending August 30, 2022 in the amount of \$103,722.21
- Payments for the period of August through September in the amount of \$916,078.53 and \$552,612.73 respectively.

**ROLL CALL:**

Action:           Approved\_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study\_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis	_____	Mrs. Bomba	_____
Mr. Donelson	_____	Mr. Ransome	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

**1. Request and Recommendation for Board of Education Approval of PSISJS, of Stratford, NJ, to Provide the Off-Site Maintenance and Storage of PowerSchool for the 2022-2023 School Year in the Amount of \$8,500.**

It is recommended by the Superintendent that the Board of Education approve PSISJS, of Stratford, NJ, to provide the off-site maintenance and storage of PowerSchool from July 1, 2022 to June 30, 2023 for the amount of \$8,500.

**2. Request and Recommendation for Board Approval to Transfer a Lunch Balance from a Graduated Senior to a Current Student.**

It is recommended by the Business Administrator for Board of Education approval to transfer a lunch account balance from a senior that graduated in June 2022 in the total amount of \$28.25 to a student currently enrolled at the Career

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and Technical High School. The students are siblings and the request was made by their parents. The written request is attached.

**3. Request and Recommendation for Board of Education Approval to Transfer a Lunch Balance from a Graduated Senior to a Current Student.**

It is recommended by the Business Administrator for Board of Education approval to transfer a lunch account balance from a senior that graduated in June 2022 in the total amount of \$74.25 to a student currently enrolled at the Career and Technical High School. The students are siblings and the request was made by their parents. The written request is attached.

**4. Request and Recommendation by the School Business Administrator for Board of Education Approval of Refunds to Adult Program Students.**

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the total amount of \$ to Adult Program Students. The students and their amounts are listed below.

<b>Student</b>	<b>Amount</b>	<b>Reason for Refund</b>
AN	\$450	Overpaid tuition for CNA program

**5. Request and Recommendation for Board of Education Approval to Enter into a Joint Purchasing Agreements as Part of a Shared Service Initiative with Penns Grove-Carneys Point Board of Education for the 2022-2023 School Year.**

It is recommended that the Board of Education approve the following joint purchasing agreements as part of a shared service initiative. The agreements shall be in effect for fiscal year 2022-23, which runs from July 1, 2022 through June 30, 2023.

ITEMS TO PURCHASE

Baked Goods  
Milk, Juice, Dairy

SHARED SERVICES SUPPLIER

Board of Education – PG/CP  
Board of Education – PG/CP

**6. Request and Recommendation for Board of Education Approval of an Agreement with LS Tours for the 2023 Senior Class Trip to Orlando Florida.**

It is recommended by the Business Administrator for the Board of Education to approve the Agreement between LS Tours and SCVTS for the 2023 Senior Class Trip to Orlando, Florida. The trip will take place from May 20 , 2023 through May 24, 2023 at the estimated cost of \$1,842 per student. All approvals are subject to CDC guidelines.

**7. Request and Recommendation for Board of Education Approval of the Probation Enrichment and Transportation (PET) Program Proposed Budget for the August 1, 2022-December 31, 2022 Program Year.**

Salem County Vocational Technical School  
Probation Enrichment and Transportation (PET) Program  
Proposed Budget 2022-2023

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100-100	\$20,512
100-600	\$10,000
200-100	\$7,000
200-300	\$3,000
200-890	\$5,000
TOTAL	\$45,512

**8. Request and Recommendation by the School Administrator for Board of Education Approval of a 2022-2023 District Purchasing Manual**

It is recommended by the School Administrator for the Board of Education to approve a District Purchasing Manual.

**9. Request and Recommendation for Board of Education Acceptance of the Fixed Asset Report and Payment for Services.**

It is recommended that the Board of Education accept the attached Fixed Asset Report from Educational Business Services, PC and to approve payment for the services in the amount of \$950.

**10. Request and Recommendation for Board Approval of the School Integrated Pest Management Plan.**

It is recommended by the Business Administrator for Board of Education approval to accept the School Integrated Pest Management Plan for the Salem County Vocational Technical School District for the 2022-2023 School Year.

**11. Request and Recommendation for Board of Education Approval of Updated Interlocal Service Agreement with Pittsgrove Township Public School District for Custodial Services.**

It is recommended by the Business Administrator that the Board of Education approve the updated Interlocal Service Agreement with Pittsgrove Public School District for Custodial Services through AMB. The cost of the contract was increased from \$323,863.58 to \$336,858.99 due to the mandatory increase in the minimum wage.

**12. Request and Recommendation for Board of Education Approve to Bid Results of Disposed Items from 8-23-22 Meeting**

It is recommended by the School Business Administrator that the Board of Education approve the bid results of disposed items.

**13. Request and Recommendation for Board of Education Approve to Disposed of Items**

It is recommended by the School Business Administrator that the Board of Education approve to dispose of items.

**14. Request and Recommendation for Board of Education Approval of the 2022-23 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.**

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It is recommended by the School Administrator for the Board of Education to approve the 2022-23 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2022-2023 Budget Development Calendar  
SCSSSD**

10/19/2022	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
11/16/2022	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
12/5/2022	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
12/20/2022	DISCUSS GUIDELINES WITH BOARD
1/24/2023	BOARD APPROVAL OF TUITION RATES
2/14/2023	SECOND DRAFT
2/28/2023	BOARD APPROVAL OF BUDGET

**ROLL CALL:**

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis	_____	Mrs. Bomba	_____
Mr. Donelson	_____	Mr. Ransome	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**IX. SUPERINTENDENT’S REPORT - VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**A. New Business:**

**PERSONNEL:**

- Request and Recommendation for Board of Education Approval of the Statement of Assurance Regarding the use of Paraprofessional Staff for the 2022-2023 School Year.**

It is requested by the Superintendent that the Board of Education approve the Statement of Assurance regarding the use of paraprofessional staff for the 2022-2023 school year. This must be submitted biannually to the County Office of Education by September 30, 2022 and January 31, 2023.

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**2. Request and Recommendation for Board of Education Approval of the Change in Salary Guide for Robert Polk**

It is requested by the Superintendent that the Board of Education approve the change in salary guide for Robert Polk, Special Education Teacher at CTHS from the salary of BA, Step 10 \$62,349 to BA +20 Step 10 at the salary of \$62,949 effective September 1, 2022.

**New Hire:**

**3. Request and Recommendation for Board of Education Approval for the Employment of Gabriel Fisher.**

It is requested by the Superintendent that the Board of Education approve the employment of Gabriel Fisher as a Substitute Teacher at the CTHS at the salary of \$125/day effective September 16, 2022.

**4. Request and Recommendation for Board of Education Approval for the Employment of Joseph Shoemaker.**

It is requested by the Superintendent that the Board of Education approve the employment of Joseph Shoemaker as a Substitute Teacher at the CTHS at the salary of \$125/day effective September 16, 2022.

**5. Request and Recommendation for Board of Education Approval for the Employment of Tammy Valentine.**

It is requested by the Superintendent that the Board of Education approve the employment of Tammy Valentine as a Confidential Business Office Secretary at the salary of \$44,400 (prorated) effective October 17, 2022.

**6. Request and Recommendation for Board of Education Approval of Employment of Michele Martinez.**

It is requested by the Superintendent that the Board of Education approve the employment of Michele Martinez as an Interim Project Director for the 21st CCLC program at the salary of \$54,000 effective October 1, 2022 through June 30, 2023.

**7. Request and Recommendation for Board of Education Approval of the 21st Century Community Learning Center (21st CCLC) funding for the following staff for the 2022-2023 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 percentages are listed below.

<b>Staff</b>	<b>Funding Source</b>	<b>Hourly Salary</b>
Andrae Ames	21st CCLC Grant	\$38.00 Instructor
Melissa Bundy	21st CCLC Grant	\$38.00 Sub Instructor
Nicole Cocco	21st CCLC Grant	\$38.00 Instructor
Lindsey Doran	21st CCLC Grant	\$38.00 Instructor



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Amira Dunn	21st CCLC Grant	\$18.00 Instructional Aid
Dionna Hargrove	21st CCLC Grant	\$38.00 Instructor
Julianna Foote	21st CCLC Grant	\$38.00 Instructor
Vince Kennedy	21st CCLC Grant	\$43.00 Site Coordinator
Timothy Elwell	21st CCLC Grant	\$38.00 Instructor

**FMLA/NJFLA/LOA:**

**8. FMLA of Jami Munyan.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Jami Munyan PE/Health Teacher at the CTHS, beginning on or about October 3, 2022 until on or about October 24, 2022.

**Resignation:**

**9. Request and Recommendation for Board of Education Approval to Accept the Resignation of Clifford Burns.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Clifford Burns, Technician of Information Technology at the Career and Technical High School effective September 30, 2022.

**10. Request and Recommendation for Board of Education Approval of the Payment to Dr. Scott Marakovits for Unused Vacation Days upon Resignation on September 30, 2022.**

It is recommended by the Superintendent that the Board of Education approve the payment of unused vacation days to Scott Marakovits in accordance with the negotiated contract with five (5) vacation days being paid out at \$366.87/day at a maximum of \$1,834.35.

**11. Request and Recommendation of the Superintendent for Board of Education Approval for a Student Enrolled in Delaware Valley University to Intern at SCVTS.**

It is requested by the Superintendent that the Board of Education approve Nicole Sickler, who is enrolled at Delaware Valley University, to complete Clinical Practicum Hours during the Spring 2023. Ms. Sickler will be interning at the Career and Technical High School, supervised by staff in the Agriculture Department at the Career and Technical High School and the Career and Technical High School Principal.

**ADDENDUM**

**12. Request and Recommendation of the Superintendent for Board of Education Approval of xxxxxxxx as Chief Academic Officer.**

It is requested by the Superintendent that the Board of Education approve the employment of xxxxxxxx as the Chief Academic Officer beginning on or about January 1, 2023, at a salary of xxxxxxxx, prorated.



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Galloway, NJ 08205  October 4, 2022			Substitute - \$125
Decolonizing Humanities Curriculum Workshop for Educators Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  October 5, 2022	Kacey Strock	\$82.00 – Registration \$22.32 – Mileage	\$104.32 – ESEA Title IIA  Substitute - \$125
Decolonizing Humanities Curriculum Workshop for Educators Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  October 5, 2022	Liza Duaine	\$82.00 – Registration \$32.20 mileage	\$82.00 - ESEA Title IIA  Substitute - \$125
Decolonizing Humanities Curriculum Workshop for Educators Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  October 5, 2022	Kate Polillo	\$82.00 – Registration \$32.20 mileage	\$82.00 - ESEA Title IIA  Substitute - \$125
Classroom Management Stockton University 10 West Jimmie Leeds Galloway, NJ 08205  October 12, 2022	Matt Dickens	\$106.00 – Registration \$24.80 - Mileage	\$130.80 – ESEA Title IIA
Making the Mentoring Process Meaningful Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  October 18, 2022	Rachel Lester – Battiata	\$106.00 – Registration \$11.16 - Mileage \$28.00 - Meals	\$145.16 – ESEA Title IIA  Substitute - \$125

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<p>Making the Mentoring Process Meaningful Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205</p> <p>October 18, 2022</p>	<p>Matt DiTizio</p>	<p>\$106.00 – Registration \$32.20</p>	<p>\$106.00 – ESEA Title IIA</p> <p>Substitute - \$125</p>
<p>GSETA Virtual Conference October 18, 2022 October 19, 2022</p>	<p>Maria Alleva Brittany Blue Danielle Bryant Annette Vargas</p>	<p>\$275.00 Registration</p>	<p>\$1,100 ABS/ABE WIOLA Title II</p>
<p>2022 AMTNJ Teaching Matters Conference The Crowne Plaza Princeton – Conference Center 900 Scudders Mill Road Plainsboro Township, NJ 08536</p> <p>October 20, 2022</p>	<p>Eric Lockwood</p>	<p>\$209.00 – Registration \$17.05 – Mileage</p>	<p>\$241.05 – ESEA Title IIA</p> <p>Substitute - \$125</p>
<p>2022 AMTNJ Teaching Matters Conference The Crowne Plaza Princeton – Conference Center 900 Scudders Mill Road Plainsboro Township, NJ 08536</p> <p>October 20, 2022</p>	<p>Eric Walter</p>	<p>\$209.00 – Registration \$35.77 – Mileage</p>	<p>\$254.77 – ESEA Title IIA</p> <p>Substitute - \$125</p>
<p>Discovery Weekend - Nonviolent Communications Brooklyn Society for Ethical Culture 53 Prospect Park West Brooklyn, NJ 11215</p> <p>October 28, 2022 thru October 30, 2022</p>	<p>Carly Chaapel</p>	<p>\$360.00 – Registration \$400.00 – Hotel \$30.00 – Meals \$68.82 - Mileage Tolls - \$40.00</p>	<p>\$898.82 – Account #11-140-100-58 0-002-53 #11-000-240-58 0-001-38</p> <p>Substitute - \$125</p>

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Best Plus 2.0 Test Administrator Training September 13-15, 2022	Danielle Bryant	\$325.00 registration	ABS/ABE Adult Literacy WIOLA Title II
Teach Your Students How to Write with Spice Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  November 17, 2022	Cindia Gredesky	\$178.00 – Registration \$15.19 – Mileage Tolls - \$5.70	\$198.89 – ESEA Title IIA  Substitute - \$125
Teach Your Students How to Write with Spice Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  November 17, 2022	Kacey Strock	\$178.00 – Registration \$22.32 – Mileage	\$201.32 – ESEA Title IIA  Substitute - \$125
Intervention and Referral Services (I&RS) Team Training Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  December 7, 2022	Liza Duaima	\$178.00 - Registration \$32.20	\$178 ESEA Title IIA Substitute - \$125
Intervention and Referral Services (I&RS) Team Training Stockton University 10 West Jimmie Leeds Road Galloway, NJ 08205  December 7, 2022	Rob Polk	\$178.00 - Registration \$32.30	\$178 - ESEA Title IIA Substitute - \$125
Intervention and Referral Services (I&RS) Team Training Stockton University 10 West Jimmie Leeds Road	Kate Polillo	\$178.00 - Registration \$32.30	\$178 - ESEA Title IIA Substitute - \$125

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Galloway, NJ 08205			
December 7, 2022			

**ROLL CALL:**

Action:      Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis \_\_\_\_\_ Mrs. Bomba \_\_\_\_\_

Mr. Donelson \_\_\_\_\_ Mr. Ransome \_\_\_\_\_

Mr. Halter \_\_\_\_\_ Ms. Nicolosi \_\_\_\_\_

Mrs. Smith \_\_\_\_\_

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**PROGRAMS:**

**1. Request and Recommendation for Board of Education Approval to Apply for NJ DOE School Security Grant Funds in the amount of \$46,699.**

It is recommended by the Superintendent that the Board approve the application for the FY 2023 School Security Grant Funds in the amount of \$46,699. SCVTS has demonstrated compliance with Alyssa’s Law as of October 2020, and is eligible to apply for the School Security Grant Funds. These funds allow for two security vestibules access points via Sonitrol at SCVTS. One at the CTHS main office entrance, and one at District Office entrance. The anticipated additional funds would be utilized to pay for exterior door replacements within the CTE shop areas as well as Sonitrol upgrades to the Prep Center doors/vestibule.

**2. Request and Recommendation for Board of Education Approval to accept the following FY2023 Grants.**

- Perkins Post Secondary in the amount of \$86,135 for the budget period from July 1, 2022 to June 30, 2023

**3. Request and Recommendation of the Superintendent for Board of Education Approval of the 2022-2023 Extended School Closure Plan For the Vocational School District.**

It is requested and recommended that the Board of Education approve the Extended School Closure Plan for the Vocational School District for the 2022-2023 school year.

**4. Request and Recommendation for Board of Education Approval of a Professional Membership in the New Jersey Council of Education in the amount of \$160 for the 2022-2023 School Year.**

It is recommended by the Superintendent that the Board of Education approve to pay for a professional membership in the New Jersey Council of Education in the amount of \$160 for Jennifer Bates, Assistant Superintendent/Business

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Administrator for the 2022-2023 school year. By negotiated contract Dr. Bates is entitled up to \$1,650 in professional membership fees.

- 5. Request and Recommendation for Board of Education Approval to Participate in the Community College Opportunity Grant for County Vocational School Districts (CCOG-CVT) with the New Jersey Higher Education Student Assistance Authority (HESAA) Starting January 2023.**  
It is recommended by the Superintendents that the Board of Education approve to apply to participate in the CCOG-CVT pilot program initiative with the New Jersey HESSA to provide tuition-free or reduced tuition education to certain adult postsecondary students enrolled in career and technical education programs at participating institutions. Students with adjusted gross incomes of \$0 to \$65,000 will have their entire cost of tuition covered and students with adjusted gross incomes between \$65,001 and \$80,000 will have up to half of the cost of tuition covered, based on available funding. County Vo-Tech courses will be approved to participate only if a NJ community college agrees to award academic credits to successful completers. SCVTS will partner with Salem Community College. The application packet is attached.
- 6. Request and Recommendation for Board of Education Approval of a Program Agreement with Appel Farm Arts & Music Center and the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 hosted at the Penns Grove Carneys Point Regional School District.**  
It is recommended by the Superintendent that the Board of Education approve a program agreement with Appel Farm Arts & Music Center and the SCVTS 21st CCLC Salem County Achievers program hosted at the Penns Grove Carneys Point Regional School District. The program will provide students with a general exploration of one of the performing arts, which will allow them to engage in the process of discovery and creation. The program will run for a total of 16 hours (11 hours for PW Carleton and 5 hours for Penns Grove Middle School) starting December 1, 2022 and ending May 1, 2023. The total cost of the program is \$2,600 which is fully funded through the 21st CCLC grant for the 2021-2022 school year.
- 7. Request and Recommendation for Board of Education Approval of a Program Agreement with the Super Soccer Stars and Amazing Athletes (SSS/AA) and the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 Program.**  
It is recommended by the Superintendent that the Board of Education approve a program agreement with the Super Soccer Stars and Amazing Athletes (SSS/AA) and the SCVTS 21st CCLC Salem County Achievers 2023 program. The program will provide youth sports enrichment for students at the PW Carleton and Penns Grove Middle Schools beginning October 4, 2022 through November 29, 2022 and March 14, 2023 through April 25, 2023. The partnership will collaborate and build after school Multi-Sports programming during the Fall 2022 and Spring 2023 season with the goal of providing the participating children with an exceptional experience, with a strong focus on character development and individual growth through the executed SSS/AA curriculum. The cost of the program is \$85 per coach, per hour. The estimated cost is \$1,020 for Fall 2022

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and \$850 for Spring 2023. The program is fully funded through the 21st CCLC grant for the 2022-2023 school year.

**8. Request and Recommendation for Board of Education Approval of FamCare and the Riverview Success Center to Provide Services to the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 students.**

It is recommended by the Superintendent that the Board of Education approve FamCare and Riverview Success Center to provide services to the SCVTS 21st CCLC Salem County Achievers program hosted at Penns Grove Carneys Point Regional School District - Penns Grove Middle School. The program provided through FamCare will help students to establish trusted adult relationships. The Riverview Success Center will provide ESL support services. There is no cost to the district for these programs.

**9. Request and Recommendation for Board of Education Approval for the Salem County Sheriff's Office to Conduct Sessions for the 21st CCLC Salem County Achievers 2023 Program.**

It is recommended by the Superintendent that the Board of Education approve the Salem County Sheriff's Office to conduct sessions for the 21st CCLC Salem County Achievers 2023 Program. As part of the free programming, the Salem County Sheriff's Office is going to be conducting sessions for PW Carleton School during this school year. Specific dates and times will be mutually agreed upon between the Salem County Sheriff's Office and the 21st CCLC Program Director.

**10. Request and Recommendation for Board of Education Approval of the Gear Up Program for the 21st CCLC Salem County Achievers 2023 Program.**

It is recommended by the Superintendent that the Board of Education approve The Gear Up program to the SCVTS 21st CCLC Salem County Achievers program hosted at Penns Grove Middle School. Gear Up is a free program that will provide workshops on various topics (college and career planning, executive functioning skills, SEL, or other topics/skills that may be helpful/relevant to the students).

**11. Request and Recommendation for Board of Education Approval of a Program Agreement with the Community Food Bank of New Jersey, Inc. and the Salem County Vocational Technical Schools 21st CCLC Salem County Achievers 2023 hosted at Penns Grove Carneys Point Regional School District.**

It is recommended by the Superintendent that the Board of Education approve program agreements with the Community Food Bank of New Jersey, Inc. and the SCVTS 21st CCLC Salem County Achievers program hosted at P W Carleton, Penns Grove Middle School and Penns Grove High School. The program will provide NJ SNAP-Ed nutrition and fitness education programming and is at no cost to the district. The agreements expire August 2023.



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**12. Request and Recommendation for Board of Education Approval to Declare the Week of Respect and School Violence Awareness Week during the Month of October 2022 for the 2022-2023 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval to declare the week of October 3 through October 7, 2022 as the “Week of Respect”, in accordance with the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and October 17 through October 21, 2022 as “School Violence Awareness Week”, in accordance with the requirements of title 18A:36-5.1.

**13. 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.

**14. 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.

**15. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2022-2023 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. All approvals are subject to CDC guidelines.**

	<b>ORGANIZATION</b>	<b>ACTIVITY</b>	<b>DATE OR WEEK OF THE ACTIVITY</b>	<b>Cost</b>
A.	Boys Soccer Team	Spirit Wear Online Sale Cost: \$15 - \$30	September 27, 2022 thru October 31, 2022	N/A
B.	Class of 2023, 2024, 2025 & 2026	Gertrude Hawk Chocolates Cost: \$2 or 2/\$3	October 1, 2022 thru June 14, 2023	N/A
C.	NTHS	Change for Our Troops Fundraiser – Collection of banks around school – proceeds will be donated to AFJROTC to buy supplies for troops overseas.	October 1, 2022 thru June 14, 2023	N/A

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D.	NTHS	Coat Drive Community Service Project thru OneWarmCoat.org	November 1, 2022 thru November 30, 2022	N/A
E.	Ally Club	Movie Night – Tickets - \$3.00 Popcorn - \$2.00 Drinks - \$1.00  Proceeds will go to the Trevor Project	November 4, 2022 at 7:30pm	N/A
F.	Culinary Club	Thanksgiving Pie and Sides Sale  Prices will vary	October 24, 2022 thru November 9, 2022	N/A
G.	Culinary Club	December Baked Goods  Prices will vary	November 29, 2022 thru December 9, 2022	N/A
H.	Culinary Club/Banquets	Cream Puff and Éclair Class  Cost: \$60.00 to participate	Multiple dates in November 2022	N/A
I.	Culinary Club/Banquets	Kid Pastry Class  Cost: \$60.00 to participate	Multiple dates in December 2022	N/A

**16. Request and Recommendation for Board of Education Approval of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights (Self-Assessment) Report for the 2021-2022 School Year for the Career and Technical High School.** It is recommended by the Superintendent that the Board of Education approve the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Acts. Annually, each school is required to complete a self-assessment of eight Core elements (HIB Programs, Approaches or Other Initiatives, Training on the BOE - approved HIB policy, Other Staff Instruction and Training Programs, Curriculum and Instruction on HIB and related Information and Skills, HIB Personnel, School Level HIB Incident Reporting Procedures, HIB Investigation Procedures, HIB Reporting. Once completed for each building and approved by the BOE, the reports are then submitted to the state. The 2021-2022 report was completed by



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**Closed Session) (Handout)** It is recommended that the Board of Education accept and approve the HIB report as presented.

Action:      Approved\_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study\_\_\_\_\_

                  Motion by: \_\_\_\_\_

                  Second by: \_\_\_\_\_

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

                  Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

**A. Board Secretary Report**

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2022. 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.

_____	September 27, 2022
Business Administrator/Board Secretary	Date

**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 month of July 2022. The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of July 2022.

**C. Board Secretary Certification**

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

**D. Board of Education Certification**

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

**E. Transfer of Funds**

There are no transfers to report.

**F. Warrants**

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

- SCSSSD Payroll Period Ending August 15, 2022 in the amount of \$281,122.70



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – SEPTEMBER 27, 2022**

It is recommended by the school administrator that the Board of Education approve the contract to operate the New Jersey Regional Day School at Mannington from July 1, 2022 until June 30, 2027.

**5. Request and Recommendation by the School Administrator that the Board of Education Approve GCSSD Transportation Contracts.**

It is recommended by the school administrator that the Board of Education approve the attached GCSSD Transportation Contracts, part 1, part 2, part 3, and part 4.

**6. Request and Recommendation for Board of Education Acceptance of the Fixed Asset Report and Payment for Services.**

It is recommended that the Board of Education accept the attached Fixed Asset Report from Educational Business Services, PC and to approve payment for the services in the amount of \$750.

**7. Request and Recommendation by the School Administrator for Board of Education Accept the Approval Letter of Lead and Copper Sampling Plan for the Cumberland Campus.**

It is recommended by the School Administrator for the Board of Education to approve Salem County Special Service School District's Lead and Copper Sampling Plan has been approved by the state of New Jersey. The formal letter outlining the conditions of the approval is at this link.\*

**8. Request and Recommendation by the Business Administrator for Board of Education Approval of Updated Interlocal Service Agreement with Pittsgrove Township Public School District for Custodial Services for the 22-23 School Year.**

It is recommended by the Business Administrator that the Board of Education approve the updated Interlocal Service Agreement with Pittsgrove Public School District for Custodial Services through ABM. The cost of the contract is \$276,003.46.\*

**9. Request and Recommendation by the Business Administrator for Board of Education Approval of Zero Balancing and Invoice to Compass Charter School.**

It is recommended by the Business Administrator that the Board of Education approve zero balancing an invoice to Compass Charter School from 2021-2022 for over pricing during the contract year.\*

**10. Request and Recommendation by the School Administrator for Board of Education Approval of a 2022-2023 District Purchasing Manual**

It is recommended by the School Administrator for the Board of Education to approve a District Purchasing Manual.

**11. Request and Recommendation for Board of Education Approve to Approve Child Study Team Contracts for the 2022-2023 School Year**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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It is recommended by the School Business Administrator that the Board of Education approve the child study team contracts for the 2022-2023 school year:

School	Amount
Compass Charter	\$26,678.24
Greenwich Township	\$27,170.00
OldmansTownship	\$117,842
SCVTS	\$133,391.21
Stow Creek	\$27,710
Woodbine	\$133,391.21

**12. Request and Recommendation for Board of Education Approval of Related Services Contracts for the 2022-2023 School Year**

It is recommended by the School Business Administrator that the Board of Education approve the related services contracts for the 2022-2023 school year:

**13. Request and Recommendation for Board of Education Approve to Bid Results of Disposed Items from 8-23-22 Meeting**

It is recommended by the School Business Administrator that the Board of Education approve the bid results of disposed items.

**14. Request and Recommendation for Board of Education Approval of the 2022-23 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.**

It is recommended by the School Administrator for the Board of Education to approve the 2022-23 Budget Development Calendar for Salem County Vocational Technical Schools and Salem County Special Services School District.

**2022-2023 Budget Development Calendar  
SCSSSD**

10/19/2022	ISSUE BUDGET PREP WORKSHEETS AND ASSUMPTIONS
11/16/2022	SUPT/BA/ASST. SUPT. TO MEET WITH PRINCIPALS/ DIRECTORS
12/5/2022	GET FIRST DRAFT OF BUDGET BACK FROM PRINCIPALS/ DIRECTORS
12/20/2022	DISCUSS GUIDELINES WITH BOARD
1/24/2023	BOARD APPROVAL OF TUITION RATES





**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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**13. Request and Recommendation for Board of Education Approval for the Employment of Alicia Walton.**

It is requested by the Superintendent that the Board of Education approve the employment of Alicia Walton as a 1-1 Paraprofessional for Cumberland Campus at the salary of Step 3 - \$19,630 effective September 16, 2022.

**14. Request and Recommendation for Board of Education Approval for the Employment of Angela Dagostino.**

It is requested by the Superintendent that the Board of Education approve the employment of Angela Dagostino as a 1-1 Paraprofessional for Cumberland Campus at the salary of Step 2 - \$19,430 effective October 3, 2022.

**15. Request and Recommendation for Board of Education Approval for the Employment of Alberto Turner.**

It is requested by the Superintendent that the Board of Education approve the employment of Alberto Turner as a 1-1 Paraprofessional for Cumberland Campus at the salary of Step 2 - \$19,230 effective October 3, 2022

**16. Request and Recommendation for Board of Education Approval for the Employment of Megan Lyons.**

It is requested by the Superintendent that the Board of Education approve the employment of Megan Lyons as a 1-1 Paraprofessional for Salem Campus at the salary of Step 2 - \$19,430 effective October 17, 2022.

**17. Request and Recommendation for Board of Education Approval for the Employment of Lola Johnson.**

It is requested by the Superintendent that the Board of Education approve the employment of Lola Johnson as a 1-1 Paraprofessional for Salem Campus at the salary of 76% of Step 1 - \$14,614.80 effective October 17, 2022.

**18. Request and Recommendation for Board of Education Approval for the Employment of Tina Bramell.**

It is requested by the Superintendent that the Board of Education approve the employment of Tina Bramell as a 1-1 Paraprofessional for Salem Campus at the salary of Step 9 - \$22,430 effective October 17, 2022.

**19. Request and Recommendation for Board of Education Approval for the Employment of Cassandra Holland.**

It is requested by the Superintendent that the Board of Education approve the employment of Cassandra Holland as a 1-1 Paraprofessional for Daretown at the salary of Step 8 - \$21,730 effective October 17, 2022.

**20. Request and Recommendation for Board of Education Approval for the Employment of Sevilay Kaylon.**

It is requested by the Superintendent that the Board of Education approve the employment of Sevilay Kaylon as a 1-1 Paraprofessional for Daretown at the salary of 76% of Step 2 - \$14,766.80 effective October 17, 2022.

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – SEPTEMBER 27, 2022**

**Transfer:**

**21. Request and Recommendation of the Superintendent for Board of Education Approval of the following Staff**

It is requested by the Superintendent that the Board of Education approve the transfer of the following staff:

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Date</b>	<b>Salary</b>
Jaclyn Reed	1-1 Paraprofessional at Cumberland	1-1 Paraprofessional at Upper Pitts	9/1/22	No Change
Samantha Schaefer	1-1 ESY Paraprofessional at Salem	1-1 Paraprofessional at Salem	10/3/22	\$165/day to \$

**Stipend Positions:**

**22. Request and Recommendation of the Superintendent for Board of Education Approval of the following Staff for Stipend Positions**

It is requested by the Superintendent that the Board of Education approve the stipend positions of the following staff:

<b>Name</b>	<b>Position</b>	<b>Stipend Amount</b>
Magic Mears	Cumberland Computer Lab/Life Skills Trainer	\$2,500
Eric Bramell	Cumberland Food Service	\$3,500
Frances Acevedo	Cumberland Interpreter**	\$2,500
Kirsten Maltman	Cumberland Transition Coordinator	\$4,500
Justin Moore	Public Nursing Coordinator (Cumberland)	\$2,500
	Daretown Computer Lab/Life Skills Trainer	\$2,500
Lisa DeMers/Betsy Osterman(to split)	Daretown Food Service	\$3,500
Michael Pavesi	Daretown Lead Teacher*	\$3,500
Harry Rodriguez	Daretown Interpreter**	\$2,500
Karen Ingemi	Public Nursing Coordinator (Daretown)	\$2,500
Bridgit Cerone	District Special Olympics Coordinator	\$2,500

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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Carolyn Holladay	Lead Therapist-OT/PT	\$3,500
Stephanie Weiser	Lead Therapist-Speech	\$3,500
Tyler Day	Salem Computer Lab/Life Skills Trainer	\$2,500
Jammie Johnson	Salem Food Service	\$3,500
Michelle Brown	Salem Lead Teacher *	\$3,500
Oliver Avis	Salem SLE Coordinator (Must have SLE Certificate)	\$4,500
Maureen Lewis	Salem Transition Coordinator	\$4,500
Jesenia Rodriguez	Salem Interpreter**	\$2,500
Jane Smith	Public Nursing Coordinator (Salem)	\$2,500
Lisa Davis	Activities Coordinator (Upper Pitts)	\$3,500

\* Must hold a supervisor or administrator certification

\*\*May need translate for sites other than those noted.

**FMLA/NJFLA/LOA:**

**23. FMLA of Lisa Foutz.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Lisa Foutz ASD Teacher at Cumberland Campus, beginning on or about October 3, 2022 until on or about October 24, 2022.

**24. FMLA/NJFLA of Jady Shetter.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Jady Shetter, MD Teacher at Cumberland Campus, beginning on or about November 28, 2022 until on or about January 17, 2023. Additionally, it is requested that the Board of Education approve the NJFLA beginning on or about January 20, 2023 until on or about April 3, 2023.

**Resignation:**

**25. Request and Recommendation for Board of Education Approval to Accept the Resignation of Amanda Stopper.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Amanda Stopper, Speech Therapist for Related Services effective June 30, 2022.

**26. Request and Recommendation for Board of Education Approval to Accept the Resignation of Jessica Sears.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Jessica Sears, Math Teacher at Daretown effective August 26, 2022.

**27. Request and Recommendation for Board of Education Approval to Accept the Resignation of Christopher Sipple.**

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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It is recommended by the Superintendent that the Board of Education accept the resignation of Christopher Sipple, Paraprofessional at Daretown effective August 31, 2022.

**28. Request and Recommendation for Board of Education Approval to Accept the Resignation of Michelle Casper.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Michelle Casper, Paraprofessional at Upper Pittsgrove effective August 31, 2022.

**29. Request and Recommendation for Board of Education Approval to Accept the Resignation of Shon Collins.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Shon Collins, Food Service Paraprofessional at Cumberland effective September 1, 2022.

**30. Request and Recommendation for Board of Education Approval to Accept the Resignation of Sol Flores.**

It is recommended by the Superintendent that the Board of Education accept the resignation of Sol Flores, Interpreter at Salem Campus effective September 9, 2022.

**31. Resolved by the Board to approve the Separation Agreement with Employee #514.**

**Job Description:**

**32. Request and Recommendation of the Superintendent for Board of Education Approval of the Revision Reading of the Job Description for Behavior Modification Specialist.**

It is requested by the Superintendent that the Board of Education approve the revision reading of the job description for Behavior Modification Specialist.

**ROLL CALL:**

Action:           Approved\_\_\_\_ Disapproved \_\_\_\_ Held for Study\_\_\_\_\_

                          Motion by: \_\_\_\_\_

                          Second by: \_\_\_\_\_

Mr. Davis	_____	Mrs. Bomba	_____
Mr. Donelson	_____	Mr. Ransome	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT:**



**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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It is requested and recommended that the Board of Education approve the Extended School Closure Plan for the Salem County special Services School District for the 2022-2023 school year.

**3. Request and Recommendation for Board of Education Approval to Declare the Week of Respect and School Violence Awareness Week during the Month of October 2022 for the 2022-2023 School Year.**

It is recommended by the Superintendent that the Board of Education grant approval to declare the week of October 3 through October 7, 2022 as the “Week of Respect”, in accordance with the Anti-Bullying Bill of Rights Act (P.L.2010, c.122) and October 17 through October 21, 2022 as “School Violence Awareness Week”, in accordance with the requirements of title 18A:36-5.1.

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

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

**5. 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.

**6. Request and Recommendation for Board of Education Approval for a Mum Fundraiser for the Cumberland Campus.**

It is recommended by the Superintendent that the Board of Education approve a Mum fundraiser for the Cumberland Campus beginning on September 29, 2021 through October 5, 2021.

**7. Request and Recommendation for Board of Education Approval of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights (Self-Assessment) Report for Each Building for the 2021-2022 School Year.**

It is recommended by the Superintendent that the Board of Education approve the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Acts. Annually, each school is required to complete a self-assessment of eight Core elements (HIB Programs, Approaches or Other Initiatives, Training on the BOE - approved HIB policy, Other Staff Instruction and Training Programs, Curriculum and Instruction on HIB and related Information and Skills, HIB Personnel, School Level HIB Incident Reporting Procedures, HIB Investigation Procedures, HIB Reporting. Once completed for each building and approved by the BOE, the reports are then submitted to the state. This year’s report was completed by the Anti-Bullying both Districts team consisting of the Anti-Bullying Specialist from each building along with both Affirmative Action Officers. It is recommended by the Superintendent that the Board of Education approve the individual reports for the Cumberland Campus, Daretown Campus, and Salem Campus.







**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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2. Matters in which the release of information would impair the right to receive government funds, and specifically:

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

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4. Matters concerning negotiations, and specifically:

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

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

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

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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:  
\_Special Services Employee\_\_\_\_\_

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9. Matters involving quasi-judicial deliberations, and specifically:

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**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.

ROLL CALL:

Action:      Approved\_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study\_\_\_\_\_

                  Motion by: \_\_\_\_\_

                  Second by: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
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Mr. Davis	_____	Mrs. Bomba	_____
Mr. Donelson	_____	Mr. Ransome	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

ROLL CALL:

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis	_____	Mrs. Bomba	_____
Mr. Donelson	_____	Mr. Ransome	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**XV. ADJOURNMENT**

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Held for Study \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mr. Davis	_____	Mrs. Bomba	_____
Mr. Donelson	_____	Mr. Ransome	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: \_\_\_\_\_ Opposed: \_\_\_\_\_

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT  
AGENDA – SEPTEMBER 27, 2022**