

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: 10/31/25

Proposed Effective Date: January 1, 2026

Short description (title): Informational 2026 CG Youth Services Commission grant

Submitted by:
Catherine Torbik

Building:
District

**Proposed
cost/amount:**

ESY:

Funded through:
District Funds

Grade(s) impacted if any:

Board Action Requested:

Informational notification of submission of 2026 CG Youth Services Commission grant on behalf of Glassboro Public Schools for \$35,000.

Details and ramifications:

Through support of YSC Glassboro will be able to run various programs to support at risk students. Programs include: Leadership Club (GHS), BASE program (TEBMS), Bulldog tutoring (TEBMS) and Building Men club (DLB).

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

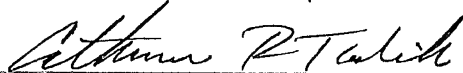
Board Date: _____

Approved: Y or N

Index #: _____

COUNTY OF GLOUCESTER 2026

YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & SPECIAL SERVICES

Service Category Applying For	Prevention Programming		
Incorporate Name of Applicant	Glassboro Board of Education		
Type:	☒ (x) Public School	☐ () Local government	☐ () Non-Profit
Federal I.D. Number:			
Address of Applicant:	560 Bowe Blvd, Glassboro		
Address of Service(s):	560 Bowe Blvd, Glassboro		
Contact Person and Phone #:	856-652-2700		
Total Dollar Amount Requested:	35,000		
Total Number of Unduplicated	75		
Email address of contact person (required): Torbik, Catherine <ctorbik@gpsd.us>			
Brief Description of Proposed Services: After-school programming will work with students, in the district, to provide additional attention in a smaller setting and looking to address challenges that are preventing academic success.			
Authorized Voucher Signature: Name/Title	Catherine Torbik Director of Special Services		
Signature:			

PROGRAM DESCRIPTION –NARRATIVE SECTION

Please complete the Program Description Section by answering each of the elements listed. There is a "table" under each section. Add additional sheets as needed. Be sure to keep the number of the elements in the sequence outlined below as the score sheet is organized by this information.

I PROJECT/PROGRAM DESCRIPTION:

A.) Agency Overview

1. Briefly describe the philosophy/mission of the agency.

"Empowering Students To Be Unique, Exceptional Citizens Through A Culture Of Character And Learning."

B) Specific Project/Program

Describe the service component for requested funds.

Glassboro Board of Education is looking to add afterschool and incentive programming that will support elementary, middle and high school students currently struggling with attendance, behavior, motivation and a host of other challenges preventing them from academic success.

C) Rationale/Mission of Project/Program

Describe the need that is being addressed, the methods/ modalities to implement the program design and how it meets the need(s) oh youth in Gloucester County.

After-school programming will work with a max of 75 students to provide additional attention in a smaller setting and look to address challenges; they are having, by participating in activities that work to create school engagement, curb negative behavior, assit with credit recovery and overcome obstacles preventing academic success. Programming will also create an ability to bond with other students that may be having similar struggles and improve peer-to-peer communication. Students and staff will work to create a success plan to act as a guide for students. Incentive may be used to motivate student that are severally struggling to achieve success. While all 3 program will be in different location, they will have a similar premise of supporting students that may be at risk of falling behind because of avoidance, disengagement and/or suspension timeout of school. The ultimate goal is to keep youth in school and moving toward a high school diploma regardless of where they are at in that journey.

D) Goals, Objectives, and Program Evaluation

Using the Attachment C Program Profile form, outline the purpose of the project/program design and identify quantifiable goals, objectives, and outcomes and evaluation methods.

1. What are the goals and outcomes of this program and how will they be measured?

The goals of the program is to offer youth struggling with school challenges, that are preventing academic success, the opportunity to re-engage in a small afterschool setting and participate in activities that will assit them with re-engaging in education. Incentives will also be a part of the program for students who are successful in meeting their success goals consistently.

The outcomes we are looking to achieve quiet simply are increasing attendance measures and lowering discipline referrals amongst the students that are participating in programming. Other outcomes will assit youth with resources outside of the school parameter, if necessary, that will go hand and hand with their academic success plan.

F. JUSTIFICATION

1. Why is this program important to the community?

The program is important to the community because it will work to provide stability. Schools who provide a stable environment and offer extra resources to assit youth who may have challenges being or remaining successful often have better outcomes. Program throughout all level of schooling contributes to healthy early development, leading to greater creativity, collaboration, and critical thinking. Staying in the same school district, throughout a student's academic K-12 allows students to progress through their academic journey with a consistent curriculum and structure, which is essential for their growth. A high-school diploma can lead to better career opportunities and financial security, making education a valuable investment. Education helps individuals build confidence by providing knowledge and understanding of their strengths, which is essential for a successful life. Lastly, school is a safe space for youth that keeps them occupied for the morning and early afternoon hours, coupled with after school programming /activities youth can remain in supervised, constructive environments throughout the day limiting their unsupervised free time.

II. PROJECT/PROGRAM ADMINISTRATION / STAFFING

A) Detail the supervision lines of this project/program in relationship to overall agency operation.

The Director of Special Services will provide oversight to program directors in each programs. 3 Program directors will oversee weekly/monthly operations as well as oversee staff participating in the program working directly with students.

B) Provide job descriptions of staff indicating their qualifications.

Staff will consist of

Brittinee Garcia Thomas Bowe Middle school SAC
Ms.Brittinee Garcia, M.A Ed, CTP-E
School Counselor
Thomas E. Bowe Middle School

Michael Belh History Teacher (High School)

Leadership Development Advisor
Motivational Speaker
Tim Hagerty
Assistant Principal
Dorothy L. Bullock School

C) Is your staff required to undergo a criminal background check prior to employment?

Yes

III. PROJECT DURATION:

A) Identify program funding period.

January 1 thru December 31 2026

IV. TARGET POPULATION/ELIGIBILITY:

A) Describe who will be served (including age, gender, etc.) Discuss limitations (if any) of program to accept referrals-is this a "no eject, no reject" program?

Students served are within the district that are currently in need of additional support, such as afterschool programming, extensive resources and/or incentives to remain successful with positive academic goals. This will include youth age 5-18, youth will be separated by age and spaced consistent with grade level, however, the goal remains similar. There will be no rejected referral, as referral will come from school administration and/or staff with the consent of students' parents.

B) List eligibility criteria.

Attend Glassboro School City Public Schools and be in need of additional support/resources to be successful academically and remain engaged with school.

C) Describe geographic service area for this project/program.

Glassboro City/Gloucester County, NJ

V. ADMISSION CRITERIA:

A) Describe referral/enrollment process and include client's initial financial obligation, if any (e.g. deposit needed for evaluation, then returned at time of appointment).

Students will be referred and enrolled based on their discipline referrals, attendance, school motivation which may put them at risk of discontinuing their educational path with the district. Students referred may be at risk of out of district placement, avoidance/truancy court, juvenile justice matters, or being left back a grade level. The referral source will discuss potential concerns with school administration, parents/guardian will be made aware of these concerns, the students will transition into programming and be given an opportunity to set new goals and focus on better outcomes.

- B) Attach reports/forms/documents needed for referral/admission - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use. (e.g. industry standard, best practice, etc.)

Attached (Registration form for parental consent, success plan for students entering the program)

VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:

- A) Specify location of program and hours of service provision.

Programming will take place during school and after school hours weekly.

- B) Describe how applicant would accommodate persons with disabilities.

The schools are equipped to accommodate students with disabilities.

- C) List program service days'/holiday schedule on attached Calendar of Service Days chart.

Programming will follow a school calendar regarding days open and closed. Programming schedules are still be considered, however, programming will be held weekly and scheduling will be based on activities, transportation and other academic necessities.

VII. LEVEL OF SERVICE:

- A) What is the definition of Unit of Service?

One youth served during the course of programming consistently and referred by the district.

- B) Indicate the number of unduplicated juveniles/families to be served.

We are looking to service in excess of 70-75 students through all programming.

Elementary 15-20

Middle School 20-25

High School 20-25

- C) Specify the Unit of Service Cost.

Just over \$460 per students served

VIII. DATA COLLECTION

- A) Describe client record keeping system to provide backup documentation for billing and service justification.

Student that attend the district already have student profiles that have a record of discipline and attendance. Consent forms are also a part of the student file for school and extra-curricular actives. Each individual program will provide attendance sheets for program days showing attendance, a schedule with goals for each meeting and review students success plan to ensure we are tracking progress of measures that lead to the initial referral. All documentation will need to be submitted to YSC Admin at least quarterly for reporting and billing purposes.

- B) Specify staff responsible for the plan.

YSC Administrator will work with the districts BA's office as well as program directors for each program to ensure necessary paperwork is submitted and reporting/billing request are completed timely and accurately. Additional questions or concerns will be brought to the attention of the Director of Special Services or YSC Admin.

**GLOUCESTER COUNTY * YOUTH SERVICES COMMISSION
DEPARTMENT OF HUMAN SERVICES
CALENDAR OF SERVICE DAYS**

Site Location: Glassboro City School

Service Time:

SUNDAY _____ MONDAY _____ TUESDAY _____

WEDNESDAY _____ THURSDAY _____ FRIDAY _____

SATURDAY _____

Emergency Provisions: Programming schedules are still being considered but programming will be both weekly and monthly based on school schedules, grade level, transportation and activities.

Holiday Schedule – Programming will follow a school calendar in regards to days off (Holidays)

Occasion

Dates

Attach Resumes for Staff

Gloucester County Youth Services Commission

I. BUDGET EXPENSE SUMMARY

AGENCY NAME: Glassboro BOE **TIME-FRAME** 1/1/26-12/31/26

BUDGET CATEGORY	STATE / COMMUNITY PARTNERSHIP GRANT (SCPG)
PERSONNEL (20,000) A. Salary T. Bowe Middle School D. Bullock Elementary GBORO HS	
B. Materials / Supplies (7,500) T. Bowe Middle School D. Bullock Elementary GBORO HS	
C. Client Assistance/Incentives (7,500) T. Bowe Middle School D. Bullock Elementary GBORO HS	
D. GEN. & ADM. (G&A) Cost Allocation	
E. Total Operating Costs	
F. Funding Request	

II. BUDGET JUSTIFICATION

(Explain Categories A through D)

A) Personnel

Funding that will be utilized to pay for staffing hours, such as teachers, school leaders, and guest presenters that are providing direct services to the youth.

B) Materials/ Supplies

Necessary supplies/materials for weekly/monthly programming such as journals, worksheets, etc. specifically geared to the programming.

C) Incentives/Client Assistance

Group incentives based on students success plan and whether they would qualify based on expectations/ goals met. Events such as local outings or in school special activities, etc.

D) Gen. Administration

E) Other

VIII. ADDITIONAL BUDGET QUESTIONS

1. Describe the agency's ability to manage the fiscal aspects of the program/project and ensure YSC Administrator receives proper backup/supporting documentation for all reimbursement request.

The districts Business Administrative Office will work with individual program directors to gather all necessary billing and reporting materials. Each individual program will provide attendance sheets for program days showing attendance, a schedule with goals for each meeting and review students success plan to ensure we are tracking progress of measures that lead to the referral. All documentation will need to be submitted to YSC admin at least quarterly for reporting and billing purposes. The information will also be provided to the YSC administrator to activate billing request/reimbursement.