

August 13, 2014 Minutes

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
August 13, 2014**

A meeting of the Salem City Board of Education is called to order at 6:05PM in the Salem High School Library located at 219 Walnut Street in Salem, New Jersey 08079.

Adequate notice of this meeting has been provided in the local news media and in a place of public notice located at the Salem City Board of Education Office, 205 Walnut Street, Salem, New Jersey as required in the Open Public Meeting Act, Chapter 231, P.L. 1975.

FLAG SALUTE

Board Members

Carol Adams	Julian LeFlore (Absent)	Joan Hoolahan
Barbara Chrisden	Christopher Colon	Yuenge Groce
Daffonie Moore	Katrina Tatem	Stephanie Walsh

District Representatives:

Elsinboro-Mary Master	LAC-Laura Tice Crane (Absent)
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Administrators:

Dr. Patrick Michel, Superintendent	Pascale DeVilme', Principal-SMS
Deborah Piccirillo, School Business Administrator	Will Allen, Vice Principal-SMS
Pamela Thomas, Director of Special Services (Absent)	Syeda Woods, Principal JFS (Absent)
Linda DelRossi, Supv. Literacy/SS PreK-12 (Absent)	Sharen Cline, Supv. Early Childhood
John Mulhorn, Principal, Salem High School	Jennifer Pell, VP Salem High School
David Suiter, A.D./Director Student Activities (Absent)	Darryl Roberts, VP Salem High School

OTHERS: Mr. Barbour - Solicitor Dr. Theodore Johnson – Consultant (Absent)

AUDIENCE PARTICIPATION: None

PRESENTATION

Dr. Michel and John Bacon – Truant Attendance Report

Dr. Michel informed the board that a student at the age of 16 can drop out of school without parent approval. Any student who is absent more than 19 days will put us below 90% attendance rate. In Salem High School 36% of the students had an absentee rate less than 90%. This affects our graduation rate. Our Social Workers, Guidance Department and Principals all work with the parent when a student is missing school. Any student who misses more than 10 days we open a court order to any student at the age of 6 and older. Children under the age of four typically miss 50% of their time.

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

Mr. Mulhorn introduced Mrs. Jennifer Pell, Salem High School Vice Principal who will be responsible for 9th through 11th grade students, PDSI, Literacy and Social Studies. Mr. Darryl Roberts, Salem High School Vice Principal will work with Ms. Thomas for Special Education Students, 12th grade students, Math and Science and all sports.

Motion (Chrisden\Colon) Board to approve regular minutes of July 9, 2014 Board of Education meeting.

Motion unanimously approved

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

Motion (Chrisden\Colon) To approve the Board Secretary's reports in memo: **#2-A-E-2/DIST***.

- A. *Request Board approval of the transfer of the funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month(s) of June 2014.
- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending June 2014 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Salem City Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1
In accordance with N.J.A.C. 6A:23A-16.10 (c) 2, it is certified that anticipated revenue has changed for the month ending June 2014 as follows:

Board Secretary	Date
C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2014 The Treasurer's Report and Secretary's Report are in agreement for the month of June 2014 pending audit.	
D. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending June 2014 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.	
E. To approve the Payment of Bills and Purchase Report: From the General Account for Balance as summarized on attached board memo(s) To approve Purchases Report for balance of June and July 2014	
\$27,981.80 (June)	\$3,422,840.85 (July)
To approve Payment of Bills for August 2014	
General Account \$520,882.38	Food Service \$56,499.91
Confirmation of payrolls for July 2014	
July 15, 2014	General Acct. Transfer \$189,179.05
July 30, 2014	General Acct. Transfer \$197,201.57

Motion unanimously approved

Bids Awards and Contracts

Motion (Chrisden\Colon) Board to Approve: **#2-F-2/DIST**

- 1. Board to approve to continue the satellite vending contracts with Mannington Township School District, Elsinboro Township School District, and Salem County Special Services School District for the 2014-2015 school year provided by Metz Culinary Management.

Motion unanimously approved

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1162835156	Pineland	\$46,319.40	9/4-6/30/2015	11-000-100-566-00-BUS
8912023726	Pineland	\$46,319.40	9/4-6/30/2015	11-000-100-566-00-BUS
7585088989	Pineland	\$46,319.40	9/4-6/30/2015	11-000-100-566-00-BUS
5537671024	St. John of God 1-1 Aide	\$48525.90 \$30,855.60	9/4-6/30/2015	11-000-100-566-00-BUS
8890093182	Pennsville School 1-1 Aide	\$49,139.00 \$43,336.00	9/4-6/30/2015	11-000-100-562-00-BUS
01160028	Shelter of Hope	10/hr/wk @ \$29/hr	6/11/14	11-219-100-320-00-CST

Motion unanimously approved

STUDENT MATTERS NON-HIGH SCHOOL

A. Miscellaneous

Motion (Chrisden\Colon) Board to Approve: **#4-B-2/NHS**

- Board to approve continued enrollment of student #01280094, daughter of Mrs. Parsons a Pre-School Teacher at JFA and student #01280032, PK 4, son of Michael and Amber Ledford of Quinton, NJ, to attend John Fenwick Academy's Pre-School Program for the 2014-2015 school year. Both students attended the PK 3 program last school year. (If open slots are available)

Motion unanimously approved

PERSONNEL DIST/ HIGH SCHOOL

A. Resignation/Retirements

Motion (Chrisden\Colon) Board to Approve: **#8-A-2/HS**

- Board to approve the resignation of Lisa Lopes, Business Education Teacher at Salem High School. Effective date is July 22, 2014. (Dr. Michel noted that this position will not be replaced.)

Motion unanimously approved

B. Employment

Motion (Chrisden\Colon) Board to Approve: **#8-C-2/HS**

- Board to approve the employment of Christina Lord as an English Teacher (Special Education pending) at Salem High School for the 2014-2015 SY. Salary will be \$51,084 BA00.
- Board to approve the following substitute(s) for the 2014-2015 school year.

Steven Smith	Salem	Sub Certification 7/1/2019
Alyssa Cocking	Salem	Sub Certification 7/1/2019

Motion approved by roll call vote of 9-0-0; Ayes: Adams, Chrisden, Colon, Hoolahan, Moore, Tatem, Walsh, Master and Groce. Nays: 0 Abstain: 0

C. Financial Request:

Motion (Chrisden\Colon) Board to Approve: **#8-D-2/HS**

- Board to approve Bobbie Robinson as District Substitute Call-In Clerk for the 2014-2015 school year: \$32.00 per day for 180 days = \$5,760.00
Substitutes: Donna Struss or Jackie Trout
Accounts: #15-000-211-100x-01-JFS 02-SMS 03-SHS
- Board to approve the operation of Summer Band Camp starting Monday, August 18, 2014 through Friday, August 22, 2014 from 1:00 pm to 5:00 pm daily, also to approve for Mr. Jonathan Botbyl to serve as the Band Director for this program. He will be working with approximately 30 students in

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seventh through twelfth grades. During the camp students will be rehearsing music and drill movements for marching band performances.

Stipend - \$1049 Account #15-401-100-100-03-SHS

3. Board to approve the following stipend positions at Salem High School:

Department Chairpersons:

Suzanne Landolfi	Applied Academics (4)	\$1101
Christina C-Pierangeli	Fine Arts (5)	\$1101 + \$ 33
Helen Hall	Counseling/Special Services (4)	\$1101
Scot Levitsky	Health/PE (4)	\$1101
Edward De Stefano	Humanities (4)	\$1101
Victor Boone	Language Arts (6)	\$1101 + \$ 66
Ann Hudock	Mathematics (6)	\$1101 + \$ 66
Brian Leonard	Science (5)	\$1101 + \$ 33
Steve Sheffield	Special Education (9)	\$1101 + \$165
Rachel Bartlett	World Languages (4)	\$1101

Other:

Jonathan Botbyl	Band Advisor	\$3762
Christopher Lindsay	Asst. Band Director	\$ 771
Christina Cottman-Pierangeli	Choreographic Director	\$ 771
Maura Schwartz	Choral Advisor	\$2293
Miranda Clour	Class Advisor Freshman	\$ 369
Leslie Gonzalez	Class Advisor Sophomore	\$ 737
Rachel Bartlett/Lisa Poinsett	Class Advisor Juniors	\$1284*
Theresa Derham	Class Advisor Seniors	\$1558
Lisa Mutter	Director Audio/Visual Services	\$1101
Susan Nitshe	District Chairperson/School Health	\$ 857
Kristen Unger	National Junior Honor Society	\$ 276
Rachel Bartlett	Student Council Advisor	\$ 895
Victor Boone/Kristin Unger	Teacher of Detention	\$24/hr*
Anne Hudock	Theatre Arts Advisor	\$3460
Maura Schwartz	Theatre Arts Music Director	\$1730
Open	Theatre Business Manager	\$ 333
Sara Lamont	Walnut Street Journal	\$ 682
Kathleen Hibbard	Yearbook Advisor	\$2937

*This is a shared stipend

Approval for the following Teachers of Students with Special Needs to be reimbursed for any extra supplies the purchase for their students not to exceed \$145.00 for the period September through January and \$145.00 for February through June upon submission of document/receipts to the business office.

Kristina Bergman	Tracie LoMonico	Lisa Poinsett
Jeffrey James	Christina Lord	Steve Sheffield
Michele Leach	Colleen Mitchell	Dennis Thomas

6. Board to approve for Steve Merritt/Literacy and Gregory Lagakos/Math to teach the SAT Program starting Monday August 18 through Thursday August 22, 2014 from 8:00 am to 12:30 pm daily. Costs: \$26/hr x 2 teachers = \$936 Account #15-140-100-101R-03 SHS

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7. Board to approve the following staff to participate in the Summer Institute facilitated by Dr. David Green from Center for Evidence Based Research on August 28, 2014.
Rosalyn Chieves, Theresa Derham, Gregory Lagakos and Christina Lord
Costs: \$26/hr x 7hrs/day = \$182.00 x 4 teachers = \$728.00. Acct. #15-000-221-110R-03 SHS
8. Board to approve for the following staff members to be employed at the Salem Alternative School program.

Teachers Rachel Bartlett Victor Boone Kathleen Hibbard Sara Lamont Steve Sheffield	Substitute Administrators John Mulhorn School Counselors David Hunt Cameron Smith
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Costs:
 Administrators – 3.5 hours/day @\$50.00/hour x 5 days/week (Acct. #15-423-200-100-03 SHS)
 Counselors – 4.0 hours/day @\$26.00/hour x 2 days/week (Acct. #15-423-200-100-03 SHS)
 Teachers – 4.0 hours/day @\$26.00/hour x 5 days/week (Acct. #15-423-100-101-03 SHS)
 (2 teachers/day - when needed)
9. Board to approve the following Athletic Coach Position
Boys Soccer – Assistant Coach JV – Steven Smith - \$1,698.
10. Board to approve the following stipend:
Larry Brown - School Resource Officer (assume the responsibilities) \$2,000

Motion approved by roll call vote of 9-0-0; Ayes: Adams, Chrisden, Colon, Hoolahan, Moore, Tatem, Walsh, Master, and Groce. Nays: 0 Abstain: 0

E. Miscellaneous

Motion (Chrisden\Colon) Board to Approve: **#8-E-2/HS**

Board to approve the following leave of absence:

Leave of Absence	Type of Leave	Leave Request	Fed Med Leave (max 90 days)	Time usage of FMLA	NJ Family Leave (max 90 days)	Time Usage of FLA	Use of Sick Days	Use of Personal Days	Unpaid Leave	Extended Leave	Return Date
KR	Medical	09/02/14 11/07/14	09/02/14 11/07/14	9 wks	N/A	N/A	23 days	N/A	10/03/14 01/02/15	N/A	01/05/2015
JR	Medical	06/09/14 06/23/14	06/09/14 06/23/14	2 wks	9/2/14 11/25/14	12 wks	11 days	N/A	09/02/14 11/25/14	11/26/14 01/02/15	01/05/2015

Motion unanimously approved

PERSONNEL Non-High School

A. Retirement/Resignation

Motion (Chrisden\Colon) Board to Approve: **#8-A-2/NHS**

1. Board to approve the resignation of Chanelle Wilson, 5th grade Literacy teacher at Salem Middle School. Effective date is July 30, 2014.
2. Board to approve the resignation of Patricia Olejarski, SMS School Nurse effective November 1, 2014.

Motion unanimously approved

B. Appointment/Assignments and Transfers

Motion (Chrisden\Colon) Board to Approve: **#8-B-2/NHS**

1. Board to approve for the transfer of David Classen, Para-professional, from John Fenwick Academy to the Salem High School as a Para-professional MD class, for the 2014-2015 school year.

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2. Board to approve the following Salem Middle School assignments/transfers:
Tonya Howard from 4th grade to 5th grade Language Arts Literacy
Melissa Skinner from 5th grade Social Studies to 6th grade Social Studies
Rick Gazzola from 6th grade Social Studies to 5th grade Social Studies

Motion approved by roll call vote of 8-0-0; Ayes: Adams, Chrisden, Colon, Hoolahan, Moore, Tatem, Walsh, Master, and Groce. Nays: 0 Abstain: 0

C. Employment

Motion (Chrisden\Colon) Board to Approve: **#8-C-2/NHS**

1. Board to approve the employment of Ms. Michele Beach as Vice Principal of Salem Middle School. Salary will be \$80,000 (prorated) beginning August 18, 2014.
2. Board to approve the employment of Braheem Gunter as a Para-Professional in a Pre-Kindergarten classroom, at the JFA at a salary of \$18,775 (Step 3, Tier 2) for the 2014-2015 school year.
3. Board to approve the employment of Sandra A. Laubengeyer, RN, BSN, CSN as the "School Nurse" for the Salem Middle School for the 2014-2015 School year. Salary will be (BA00) \$51,084.
4. Board to approve the employment of Edward Vanaman Jr. as a 1-1 PSD Instructional Aide for a Special Education Student at the JFA. Salary will be \$18,475 Step 1 Tier 3 for the 14-15 school year.

Motion approved by roll call vote of 8-0-0; Ayes: Adams, Chrisden, Colon, Hoolahan, Moore, Tatem, Walsh, and Groce. Nays: 0 Abstain: 0

D. Financial Request:

Motion (Chrisden\Colon) Board to Approve: **#8-D-2/NHS**

1. Board to approve the following staff to participate in the Summer Institute facilitated by Dr. David Green from Center for Evidence Based Research on August 28, 2014.
Rick Gazzola, Randi Johnson, Tara McDermott and Brittany Nicolella from SMS
Karen Pastor, Sakeena Bentley, Makeema Douglas and Patricia McClaren from JFS
\$26/hr x 7/hrs/day = \$182.00 x 4 teachers = \$728.00. Acct. #15-000-221-110R-02 SMS
\$26/hr x 7/hrs/day = \$182.00 x 4 teachers = \$728.00. Acct. #15-000-221-110R-01 JFS
2. Board to approve for Linda Barbara and Carla Kelley to administer F & P to students who attend Camp Fenwick. Not to exceed \$728.00, 14hrs x \$26 x 2 teacher. Account #15-120-100-101R-01-JFS
3. Board to approve the staff members to be employed at the Salem City Alternative School Program.

Administrator

William Allen

Substitute Administrators

Pascale DeVilme'

TBD

Secretary

Tatiana Mulhorn

Substitute Secretary

Jackie Trout

Substitute Teacher

Montrey Wright

Security

Bonita Gullett

Counselor

Adam Pszwaro

Costs: Administrators – 3.5 hours/day @ \$50.00/hour x 5 days/week (Acct. #15-423-200-100-02 SMS)

Secretary – 2 hours/day @ \$15.00/hour x 5 days/week (Acct. #15-423-200-100-02 SMS)

Counselors – 4 hours/day @ \$26.00/hour x 2 days/week (Acct. #15-423-200-100-02 SMS)

Teachers – 4 hours/day @ \$26.00/hour x 5 days/week (Acct. #15-423-100-101-02 SMS)

(2 teachers/day - when needed)

Security – 4 hours/day @ \$12.00/hour x 5 days/week (Acct. #15-423-200-100-02 SHS)

4. Board to approve the staff members as substitutes for the John Fenwick Academy Summer Program:

Craig Paris and Marie Spencer

Account #20-231C-100-100R-00 SPP (NCLB Title I Funds)

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5. Board to approve for Melissa Austin for Summer Science Curriculum writing:
20 hours Account #20-231-200-100R-00 SPP (NCLB Funds Title I 14-15)

Motion unanimously approved

Curriculum /Professional Development

Motion (Chrisden\Colon) Board to Approve: **#11-2/DIST**

1. Board to approve for EIRC to provide professional development training to the entire teaching staff, per Achieve NJ (attached) on 9/02/14 from 1:00 – 3:00 3 (1 each school) trainers cost will be \$2,700.00.
Subject: Charlotte Danielson Evaluation System Account #15-000-223-320-(01-02-03)
2. Board to approve the following out of district professional developments for listed staff:

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Darryl Roberts	SHS	John Mulhorn	NJSIAA/DAANJ Athletic Directors Course	08/20/14	Robbinsville, NJ	\$150.00 \$40.62 15-402-100-800-03-ATH

Motion unanimously approved

Facility Request

Motion (Chrisden\Colon) Board to Approve: **#12-2/DIST**

1. Board to approve the following facility request.

Organization	USE	Date	Time	Charge
Mannington School	SHS Auditorium	12/15/2014	9AM-11:30AM Rehearsal 6:30PM-9PM Performance	Fees Waived for Mannington School Christmas Program

Motion unanimously approved

Monthly Reports

Motion (Chrisden\Colon) Board to Approve: **#13-2/DIST**

1. Board to approve monthly reports for filing;

Motion unanimously approved

Policy /Job Description

Motion (Chrisden\Colon) Board to Approve: **#14-2/DIST**

1. Board to approve the Second Reading and Adoption for the following Board Policies:
 - 3515 Smoking: Business and Non-Instructional Operations
 - 4118 Requirements for Teacher Tenure
 - 5111 Eligibility of Resident/Non Resident Pupils
 - 5114.13 Smoking: Students

Motion unanimously approved

EXECUTIVE SESSION

Motion (Adams\Colon) Board to adopt the following Resolution to go into executive session at 6:53PM.

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RESOLUTION

BE IT RESOLVED by the Board of Education of Salem City that in compliance with "The Open Public Meeting Act", P.L., 1975, C. 173, N.J.S.A 10:4-6 et seq., that the Board shall move to a closed portion of this meeting from which the public is excluded for the purpose of discussing a matter or matters permitted to be so discussed by that Act.

The general nature of the matter(s), which the Board intends to discuss, is: Personnel.

Minutes of such discussions shall be taken and released as soon as permitted by law in accordance with the specific individual topic discussed.

The Board shall take action as a result of such discussions only in an open to the Public session unless there is an express provision of law authorizing or requiring that such action be taken in a closed to the Public portion of a Board Meeting.

Motion unanimously approved

RETURN TO REGULAR SESSION

Motion (Chrisden\Colon) Board to return to open session at 7:04PM.

Motion unanimously approved

Yuenge Groce reminded the board that they were having a board retreat on Tuesday, August 19th and Wednesday, August 20th.

NEW BUSINESS: None:

ADJOURNMENT

Motion (Chrisden\Colon) Board to adjourn the August 13, 2014 meeting of the Salem City Board of Education at 7:06PM.

Motion unanimously approved

Deborah A. Piccirillo
School Business Administrator/Board Secretary
DAP\ds